

## Guidelines for authors from member countries

Journal of Central European Agriculture (JCEA) is scientific journal from the field of agriculture published by nine National Editorial Boards from Central European countries. JCEA publishes manuscripts in English and native languages of member countries. Member countries are: Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia and Serbia.

JCEA publishes peer-reviewed content that reflects original research, interpretative content and content of special interest for agricultural profession. JCEA is open access online journal which publishes content under creative commons license. All published content available at Journal's web pages can be accessed, used and distributed free of charge. Journal doesn't charge any publishing fee to authors.


JCEA is a member of Similarity Check powered by iThenticate which is an initiative started by Crossref for screening of published and submitted content for originality. By depositing published content and checking submitted manuscripts for plagiarism, JCEA is actively committed to combat against plagiarism and devoted to publication of original research.

### Before you begin

Manuscript submission implies that manuscript has not been published before and is not under consideration for publishing elsewhere until decision on manuscript rejection is given. It is also implied that submitted manuscript has been approved by all co-authors as well as responsible authorities. Journal of Central European Agriculture will not be held legally responsible if there should be any claims for compensation.

Before manuscript submission, make sure that manuscript is written according to these guidelines; otherwise the manuscript won't be taken into consideration for publishing. The best thing you can do in order to better understand requirements of these guidelines is to refer to most recent published papers on Journal's Web page, where you can find acceptable formats for: title, headings, keywords, references, etc., or refer to stylized article template (example).

Only manuscripts submitted using Journal's online manuscript submission system will be taken into consideration for publishing process. For more details on manuscript submission see the section on online manuscript submission of these guidelines.



**JCEA aims and scopes:**

- General agriculture
- Animal science
- Crop science
- Entomology
- Horticulture
- Organic agriculture
- Environment in relation to agricultural production, land use and wildlife management
- Agricultural economics and rural development
- Other topics related to agriculture

**Original scientific paper**

JCEA publishes papers containing results of original research. The material should not be previously published or under consideration elsewhere.

**Preliminary communication**

The Journal publishes short articles that reflect important research findings and should be published rapidly. These findings should be new and unpublished as part of original scientific papers.

**Review**

Reviews provide an up-to-date survey of particular problem or an area in which, preferably, the author himself is active. The usual division into “materials and methods, results and discussion” may be replaced by more customized structure.

**Scientific congress presentation**

Presentation from a scientific congress related to agricultural profession, previously presented at a congress must be published in full form. As a rule, papers published in the congress proceedings are not published in JCEA.

**Congress report**

Summaries of congress reports are limited to 1.700 characters. They have no chapters, bibliographic references or acknowledgements. Proceedings are published by prior arrangement with the Editorial Board.

### **Supplement to agricultural profession**

Brief accounts of particularly interesting results can be published as supplement to agricultural profession. Their length is limited to four printed pages, i.e. about 10.000 characters (including figures and tables). They have the same structure as original articles.

### **Letters**

The Journal will publish brief notes of scientific interest to disseminate information and observations of preliminary nature. The length of such notes will be strictly restricted to two pages (approx. 5.000 characters) and publication will depend on general interest of the readers.

### **Format and styles**

JCEA only accepts manuscripts in Adobe® Acrobat PDF file format. Manuscript text, including tables, figures and cited literature, should be contained in single file.

Manuscript text should be arranged as follows:

1. Manuscript title in English
2. Manuscript title in native language
3. Full author's names following their affiliation in new paragraph (line)
4. Abstract in English
5. Keywords in English
6. Abstract in native language
7. Keywords in native language
8. Detailed abstract in English if manuscript text is in native language (obligatory) or detailed abstract in native language if the article is written in English (optional for authors from member countries)
9. Manuscript text including tables and figures in their respective place
10. References

General manuscript style guidelines:

- Use A4 page size (210 mm × 297 mm)
- Leave 3 cm margin from top and bottom and 2.5 cm on left and right
- Do not put anything in page header/footer area (like page numbers)
- Use single line spacing between lines for all text including tables and figures captions
- Whole manuscript text should be written using Latin letters
- Use 12 pt size for free space lines
- Use only Arial 12 point font type for all text except for manuscript title (18 pt), headings (14 pt), author affiliations (10 pt) and footnotes (10 pt)
- Use 6 point paragraph spacing before and after for title, author names, affiliations, all headings, subheadings, keywords, footnotes, manuscript text and table and figure captions and references
- Everything should be left aligned except tables, figures and their captions which should be centered on page
- Tables should consist out of 3 thin horizontal lines and should be of same width as manuscript text
- Do not break (hyphenate) words on right margin
- Use Symbol font for displaying Greek letters and symbols
- Do not use bold or italic font face for emphasis
- Use italic for words and symbols, such as scientific species names, that should appear italicized in print
- Use subscript and superscript words and symbols, such as chemical formulas, that should appear below/above surrounding text in print
- Use impersonal mode when writing (avoid using words like “we”, “our”, “us”)

Manuscripts written in member countries national languages must have manuscript title, abstract, keywords, detailed abstract, table and figure captions and footnotes written in English (including column and row headings in tables and variable names in figures).

In the case that manuscript is written in English, addition of the manuscript title, abstract and keywords is obligatory for authors from member countries, while addition of detailed abstract and table and figure captions and footnotes written in native language is optional (the privilege of authors from member countries).

## Page style

Manuscript pages must be in standard A4 (210 mm × 297 mm) size with portrait orientation. Use landscape page orientation only for tables and figures that wouldn't fit otherwise.

Regardless to page orientation, the margin on top and bottom of page must be 3 cm and on left and right 2.5 cm wide. That area is used by JCEA automatic online publishing system, so anything within that area is going to be erased in manuscript publishing process.

In case of original scientific papers, number of pages should not be higher than 20 (including tables, figures and reference list). In case of review papers, number of pages should not exceed 25 (including tables, figures and reference list).

## Manuscript title

Authors should include all the information in the title that will make electronic retrieval of the article sensitive and specific.

Manuscript title in English must appear at the top of the manuscript, followed by manuscript title in native language.

Write manuscript titles using bold 18 point font size. Set paragraph space 6 point before and after title. Do not place punctuation (.) at the end of the title. Write manuscript title using lower case letters except for the words that start with uppercase letter and the first letter of the title.

## Authors and affiliations

List all authors with full names in one line just below manuscript title separated by a comma (,) and a space. Last author should be separated with the word “and”. You must provide author’s full name; use initials only for author middle name.

Write authors’ family names in uppercase letters. If authors belong to different institutions, following authors’ family name there should be an index number in superscript designating affiliation.

List all affiliations (each in a separate line) according to the list of order of authors. Affiliations must be written in English. Carefully check the official English translation of institution and departments.

Write authors’ affiliations using 10 point Arial font. Add institution names indexed with superscript numbers corresponding to each author. Set paragraph space 6 point before and after each line.

Corresponding author must be marked by adding asterisk (\*) after author’s index number. Also highlight author’s contact information by stating author’s valid e-mail address preceding by word “correspondence” (e.g. \*correspondence: author@unknown.com) at the end of the line containing author’s affiliation.

## Abstract

Abstract may have a maximum of 200 words. Abstract in English should be informative. It should give the context or background for the research and should state the goals, basic procedures, main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the research or observations. Abstract should not have any special headings (Goals, Results...). It is often presented



separately from the article, so it must be self-contained. For this reason references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself. Abstract should be written as a continuous text that consists of one paragraph only. Set paragraph space 6 point before and after abstract title and text of abstract.

## Keywords

Put keywords in new line after abstract. For phrase “Keywords” use 12 pt Arial, bold font and after phrase put a colon (:) following one space and list of up to 10 keywords using plain (not bold) font. Sort keywords in alphabetical order and separate them with a comma (.). Do not put full stop after the last keyword (.). Use 6 pt paragraph space before and after.

For keywords use only terms that are relevant to manuscript subject. Don't use any special symbols or abbreviations as keywords; use full words instead (e.g. for chemical compounds, write full name instead of short notations). For keywords in native language use phrase “Keywords” in corresponding language.

## Detailed abstract

Detailed abstract is the privilege of the authors from member countries. If the paper is in author's native language, detailed abstract in English is obligatory.

If the paper is in English, it is recommended (but not obligatory) to write detailed abstract in author's native language (privilege of the authors from member countries).

Set paragraph space 6 point before and after detailed abstract title and text of detailed abstract.

Detailed abstract should provide sufficient information about methods, results (with reference to the tables and figures), and discussion. The purpose of this detailed abstract in English is to give the reader full understanding of the work in all essential respects.

## The main text

The main manuscript chapters may vary, depending on the type of the theme and research. The general outline is: Introduction, Materials and methods, Results, Discussion (or Results and discussion), Conclusions, Acknowledgements, References. If not needed, acknowledgements may be omitted. This scheme may not be suitable for every publication (economics, sociology). Authors should adjust their chapters according to their topic but follow the general outline as much as possible.

There should be no blank lines between paragraphs. Text has single space and a 6 point paragraph space before and after. Prevent widowed titles by having at least two lines of text of the immediate paragraph under the title.

For main headings use 14 point Arial font (not bold) and for subheadings use 12 point bold Arial font. Both full and sub heading styles have a 6 point paragraph space before and after. Don't numerate headings.

## Figures and tables

Use 12 pt Arial font for figure and tables captions and table text. Set paragraph space 6 point before and after captions.

All tables and figures should be placed in the text, where most suitable. Be sure that each table and figure is cited in the text (Table 1, Table 2, Figure 1, Figure 2). Figures and tables, including their captions, must be easily readable and self-explanatory.

Each group of figures and tables should be consecutively numbered in the order of their first citation and appearance in the text and for each a brief caption must be supplied. If the text is in author's native language, figure and table captions and footnotes should also be written in English (including table column and row headings and variable names in figures).

All text in tables should be written with capitalized first letter of the first word (i.e. only the initial word should be capitalized), i.e. all words for variable names, column headings etc. in tables should start with the first capital letter.

Avoid excessive formatting (bold, italic, underline, usage of colors) and shading in tables and their captions. Tables should be consisted out of 3 thin horizontal lines that are wide as manuscript text. Put thin border only above and below table's header row (first row) and thin border below table's footer row (last row). Put table captions above table with 1 single free space line between text and table caption and 1 single free space line after the table (or table footnotes, if there are any). Table captions and text in tables should be centered. Place table's footnotes below the table body and mark them with superscript lowercase letters. Use 10 pt Arial font for footnotes.

Center align all figures and their captions on page. Don't wrap the text around figures. Figure captions must include the subject of represented data. Put figure captions below figure with 1 single free space line after the captions.

## Numbers, units of measurement, variables, and values

Unless number is first word of sentence, use digits for numbers (e.g. 1 or 50).

A single space should be placed between number and units, except for percentage (%).

Do not use space or full stop (.) as multiplication sign, instead use (·) or (\*).

Use conventional abbreviations for expressing the level of statistical significance, for example,  $P < 0.05$ ,  $P < 0.001$  or  $P > 0.05$ .

In JCEA all units of measurement should conform to the International System of Units (SI). You can also use units that are commonly accepted and used in agricultural profession (such as hectare, year, Celsius degree, liter, etc.) but aren't included in SI unit system.

Decimal places are separated with a full stop (.) and NOT with a comma. Use commas (,) as digit grouping symbols for numbers  $\geq 1,000$  except in dates and time. Always use leading zero for decimals (e.g. use 0.05 instead of .05) and don't put unnecessary zeros at left and right of decimal point (e.g. use 0.4 instead of 0.400 or use 25 instead 0025).

For time, use 24-hour time system, form 00:01 hours to 24:00 (midnight). Use "day month year" date format. In text always spell out names of months (e.g. 04 August 2011). Do not use period after the year number.

All biological entities (crops, plants, insects, birds, mammals, etc.) should be identified by their scientific names, in parenthesis, when the English/native term is first used, with the exception of common domestic animals. Write scientific names using italic font in lower case letters with the first letter of genus capitalized. To indicate that the identity of species within a genus is unknown, use "sp." (singular) or "spp." (plural).

## References and citations in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal correspondence are not recommended as references, but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

References and citations can be written using only Latin script.

## Reference style in text

If single author: Horvat (2003) or indirectly (Horvat, 2003).

If two authors: Horvat and Szabo (2010) or indirectly (Horvat and Szabo, 2010).

If multiple authors: Horvat et al. (2005) or indirectly (Horvat et al., 2005).

Where there are several authors (three and more), only the first author should be used, followed by 'et al.' meaning "and others":

*Horvat et al. (2005) found that the ...*

or indirectly:

*The research (Horvat et al., 2005) focus was ...*

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, without space, after the year for each item:

*Earlier research by Horvat (2003a) found that...but later research proposed again by Horvat (2003b) that ...*



If several works published in the same year are referred to the same topic, or an author has demonstrated the same finding in several publications, they can all be referred to by using lowercase letters:

*Horvat (2003a, 2003b) has stated in more than one occasion that ...*

Groups of references should be listed chronologically:

*...as demonstrated (Schmidt, 1996a, 1996b; Srećec et al., 2009; Cygan-Szczegielniak et al., 2015).*

References to the work of an author that appears as a chapter or part of a larger work edited by someone else should be cited within text using the name of the contributory author and not the editor of the whole work. In the reference list at the end of your document, you should include details on both the chapter author and the editor of the entire work.

*In the work on bee products, Schmidt and Buchmann (2003) state ...*

If the paper's author is a recognized organization rather than a person or a team, then it is cited under the body that made the material. This applies to publications by associations, companies, government departments etc. such as Department of the Agriculture or Agency of Agriculture, etc.

It is acceptable to use standard abbreviations for these bodies in the text, providing that the full name is given at the first citing with the abbreviation in parenthesis:

*... research in 2009 carried out by the Institute of Agriculture (IA) has shown that ...*

*... recently the IA (2011) has issued annual report ...*

### **Secondary sources (second-hand references)**

You may come across a summary of another author's work in the source you are reading, which you would like to make a reference to in your own document. This is called secondary referencing.

*Research carried out in the Lakes area by Horvat (1966 cited in Szabo, 1986, p.142) found that ...*

or indirectly:

*... (Horvat, 1966 cited in Szabo, 1986, p.142) ...*

In this example, Horvat denotes the work to which you wish to refer to, but have not read it directly. Szabo is the secondary source, where you found the summary of Horvat's work.

## Websites

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organization or a company; a guide to this can be found by looking at the URL or web address. When finding the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or at a date headline.

## Reference list

### Articles from journals

For journal articles the required elements for a reference are:

Author, Initials. (Year) Title of article. Full Title of Journal, Volume number (Issue/Part number), Page numbers. DOI (if available. You can find DOI numbers here: <http://www.crossref.org/questquery/> DOI numbers have to be hyperlinked. In order to ensure that the DOI resolves into a functioning link, please use the long format of DOI notation, as shown in the examples below.)

Bahelka, I., Gondeková, M. (2016) What is the current quality of cow's meat in Slovakia in comparison with meat of bulls? Journal of Central European Agriculture, 17 (1), 1-11. DOI: <https://dx.doi.org/10.5513/JCEA01/17.1.1660>

Cygan-Szczegieliak, D., Stanek, M., Giernatowska, E., Janicki, B., Stasiak, K., Roślewska, A. (2015) Impact of the breeding region and the season on the content of the selected mineral elements in the hair of cows. Journal of Central European Agriculture, 16 (4), 423-435. DOI: <https://dx.doi.org/10.5513/JCEA01/16.4.1648>

### Book reference

Author, Initials. (Year) Title of book. Edition (only include this if not the first edition).

Place of publication (this must be a city, not a country): Publisher.

Horvat, I. (2008) Guide for animal production. Zagreb: Academic Press.

or

Horvat, I. (2010) Guide for animal production. 3rd edition. Zagreb: Academic Press.

For multiple works of the same author the required elements for a reference are:

Author, Initials. (Year) Title of book. Place: Publisher.

Schmidt, J. (1996a) About hives and bees. Chicago: University of Chicago Press.

Schmidt, J. (1996b) The life of a honeybee. Chicago: University of Chicago Press.

**Chapter in a book**

Author, Initials. (Year) Title of chapter. In: Book editor(s) surnames and initials, ed. or eds. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Schmidt, J. O., Buchmann, S. L. (2003) Other products of the hive. In: Graham, J.M., ed. The hive and the honeybee. Hamilton, IL: Dadant & Sons, 927-988.

**Conference paper**

Authorship (Year) Full title of conference paper. In: followed by editor or name of organization, Full title of conference. Location, date, Publisher, page numbers.

Srećec, S., Liber, Z., Erhatic, R., Dolgoš, J., Šatović, Z. (2009) Variability of some phenotypic traits of wild hop populations in Croatia. In: Rak-Cizej, M., Čeh, B., Proceedings of 46th Hop seminar with international participation. Portorož, Slovenia, 12-13 February 2009, Slovenian Institute for Hop Research and Brewing, 323-325.

**Annual report**

Corporate author (Year of publication) Full title of annual report. Place of Publication: Publisher.

Croatian Agricultural Agency (2011) Annual report for 2010, Identification and registration of domestic animals. Križevci: Croatian Agricultural Agency.

Ministry of Agriculture and Food (1991) Annual report for 1990. Sofia: Ministry of Agriculture and Food.

**Publications available from websites**

Author or corporate author (Year) Title of document. [type of medium] Place: Producer/Publisher. Available at: include website address/URL (Uniform Resource Locator) [Accessed date].

Croatian Agricultural Agency (2011) Annual report for 2010, Identification and registration of domestic animals. [Online] Križevci: Croatian Agricultural Agency. Available at: [http://www.hpa.hr/wp-content/uploads/2014/06/05%20Oznacavanje\\_2011.pdf](http://www.hpa.hr/wp-content/uploads/2014/06/05%20Oznacavanje_2011.pdf) [Accessed 4 September 2012].

Csalomon pheromone traps (2013) European grapevine moth - *Lobesia botrana* Den. & Schiff. [online] Budapest: Plant Protection Institute, Centre for Agricultural Research, Hungarian Academy of Sciences. Available at: <http://www.csalomontraps.com/4listbylatinname/pdf/fajonkentik/lobesiabotranaang08.pdf> [Accessed 12 January 2014].

## EU documents

The name of the institution that is the source of the document (e.g. Commission) Form (e.g. Directive or Decision) Legislation number/Initials of Institution followed by the date it was passed if known, followed by the title.

Council Directive 2001/29/EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.

Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.

## The organization of Reference List

References should be arranged first alphabetically and then further sorted chronologically, if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

References should be written in 12 point Arial, single space with 17.5 mm line hanging and set paragraph space at 6 point before and after.

## Online manuscript submission

Only manuscripts submitted electronically via JCEA online manuscript system (in PDF file format) will be taken into consideration for publishing in JCEA. JCEA online manuscript system is designed for manuscript submission and tracking manuscript status throughout manuscript publishing process. Journal's manuscript submission system can be found at <https://jcea.agr.hr/en/paper-submission>

In order to use JCEA online manuscript system you need to sign in using existing account or by creating a new one. The system also requires that the cookies are enabled in browser settings.

Once the manuscript is submitted, the system will automatically send an acknowledgement message on user's e-mail address. The manuscript will be examined by one of Journal's editors in shortest time. After technical approval, Journal's editor will find appropriate reviewers for the manuscript. Depending on the manuscript's topic this process can take up to six months.

Official manuscript status can be found on Journal's online system tracking page. Manuscript status is visible only by user who had submitted the manuscript.

Manuscripts that have "submission in progress" status aren't visible by Journal's editors and won't be processed until manuscript submission isn't completed with upload of the manuscript's full text pdf file.

## Peer review (Single blind review)

After all steps of manuscript submission have been completed, Journal's editorial staff will examine if the manuscript technically complies with the guidelines. In case that manuscript doesn't follow the guidelines outlined in this document, the Journal's editors will likely return the manuscript to its authors before sending the manuscript



for review.

In case the manuscript subject or content is not appropriate for publication in JCEA, the manuscript won't be sent for review and its author will receive the explanatory letter from the editor.

Manuscripts that follow technical requirements of these guidelines are being assigned for review by Journal's editorial staff (the names of the reviewers are hidden from the authors – Single blind review). Each manuscript is assigned to at least three reviewers from at least three different member countries. Manuscripts whose authors are from member countries must provide one review from author's origin country.

Reviewers have immediate access to the manuscript and are given three weeks before sending the reminder notice. If the reviewer doesn't respond to the reminder notice, Journal's editors will automatically reassign the manuscript to another reviewer. It may take more than 2 months before the editor receives a complete set of reviews results.

The result of the review can be the acceptance of the manuscript in its current form, its acceptance after revision, acceptance after major revision and manuscript rejection. After receiving a full set of reviews, Journal's editors will make proceeding manuscript decision according to the results of the review. Results are sent to the corresponding authors only if the Journal's editor got the complete decision set of reviews.

Revision time limitation for manuscript is three months from the date of placing correction request. If, during legitimate revision time authors do not provide revised manuscript version, submission will be considered rejected. The date of placing manuscript revision request, together with revision status is visible at Journal's online system manuscript tracking page.

## Manuscripts acceptance and rejection policy

Several manuscript revisions may be necessary before Journal's editors decide on manuscript acceptance or rejection. Journal's editor can decide on manuscript acceptance only based on at least two positive reviews. In rare instances Journal's editors may decide to accept or reject manuscripts that don't follow reviewer's recommendations. In the case of manuscript acceptance or rejection the author will receive an explanation letter from Journal's editors.

For manuscripts that have been rejected the author may ask Journal's editorial board for reconsideration. If the author resubmits the rejected manuscript without reconsideration letter to Journal's editorial board, the submission will be considered invalid.

Accepted manuscripts will enter the publication queue and will be published in upcoming issues. The order of manuscript acceptance is not necessarily the order of their publication in the next issues of the Journal.

Prior to publishing each manuscript will go throughout several iterations of technical checking and it is author's responsibility to prepare the manuscript according to this guidelines. Manuscripts that don't fulfill technical requirements cannot be processed by publishing system. In the case that manuscript technically does not comply with



these guidelines, Journal's Editors, regardless to manuscript's review status can request from corresponding author necessary technical corrections on the manuscript. Manuscripts for which Journal's Editors have requested technical corrections will be pending outside of the publishing queue until the author re-upload technically correct manuscript version.

