

INSTRUCTIONS TO AUTHORS

GENERAL REMARKS

1. The Croatian Meteorological Journal (CMJ) publishes papers from the field of meteorology and related sciences.

2. Four type of papers are published:

Original scientific papers, containing unpublished results of scientific research (original means new, not yet worldwide known). These studies should be presented in a way which enables other scientists to repeat the research and to check results;

Preliminary contributions, containing preliminary scientific results from an extensive research program, requiring immediate publication;

Review papers, presenting a complete survey of a field or problem, based on already published material;

Professional papers, presenting the results of data processing by known methods or simply an interpretation of information without original views or new ideas.

3. CMJ also publishes short press releases or comments on an issue and extended abstracts of doctoral thesis (both in Croatian and English). Part of the Journal is also dedicated to more relevant information about activity of Croatian Meteorological Society.

4. Papers can be written in Croatian or English (preferably English). The title, abstract, key words and titles of tables and figures should be written in both languages, Croatian and English. For authors who can not write in Croatian, Editorial Bord will provide a translation.

5. If the paper is funded in the frame of the scientific project, project details should be separated and highlighted.

6. The authors should guarantee that the manuscript has not been previously published and will not be published elsewhere in any language and that the ethical principles of scientific research are respected. The own expression of the author is acceptable but respect to others who are listed or quoted in the paper is obligatory.

7. All papers will pass peer review and language proofreading. The principle of single-blind review is applied. Authors are also encouraged to suggest two to three qualified reviewers who are not their collaborators and have no other personal or professional connections. The final selection of reviewers is made by Chief Editor and Editorial Bord.

8. No page charges are levied on authors or their institutions and no fee is given to authors.

9. Manuscript has to be written in the shortest way that enable clear presentation of research and can be up to 32 pages (including figures and tables). The text should be written in Word for Windows or Open document format, on A4 paper size, with page numbers.

PREPARATION OF THE PAPER

Front page: the title, the name and affiliation of each author, an e-mail of contact person and the date of submission.

Abstract: a brief, concise abstract of 100 to 200 words. Authors are reminded to summarize their conclusion(s) and methodology. The abstract has to contain all main points of the paper and not repeat the title. References and special terms should be avoided. Abstract should be written in both languages, Croatian and English. Key words should be added at the end of abstract, also in both languages.

The text should be divided into sections, for example: Introduction, Data and Methods, Results, Discussion, Conclusions. The use of SI-units is obligatory.

Formulas and equations should be written in one line. The numbers identifying the equations should be placed on the far right-hand side of page (in parenthesis).

References should be arranged alphabetically, without numbering. Where there are two or more papers by the same author in the same year, a distinguish suffix (a, b, c, ...) should be added.

Articles should be referenced as follows: Surname, N(Name initial)., year: title of article. *abbreviated title of journal*, **volume number**, pages. Example:

- One author: Glasnović, D., 1990: Isentropic high resolution time cross-section based on polynomial hydrostatic adjustment technique. *Rasprave*, **25**, 69–76.

- Up to four authors: Stiperski, I., B. Ivančan-Picek, V. Grubišić and A. Bajić, 2021: Complex bora flow in the lee of Southern Velebit. *Q. J. R. Meteorol. Soc.*, **138**, 1490–1506.

- More than four authors: Böhm, U. et al., 2006: The climate version of LM: Brief description and long-term applications. *COSMO Newsletter*, **6**, 225–235.

- Books: author(s), year: title of the book. publisher, place of publishing, pages.

Example: Holton, J.R., 1972: An introduction to dynamic meteorology. Academic Press, London, 319 pp.

All quotation should include author's name and year of publication, e.g. "according to Goldberg (1946)" or "as shown by an earlier study (Goldberg, 1946)".

Figures and Tables (Fig. and Tab.) should be numbered in Arabic as they appear in the text. Titles of figures and tables should be in both languages, English and Croatian.

Figures and tables should be incorporated in the text. Additionally, each graphic contribution should be submitted as a separate file (resolution at least 300 dpi). Illustrations are acceptable in the following formats: Postscript (PS and EPS), TIFF, PDF, BMP, JPG, GIF, PNG. Photographs should be clear and sufficiently contrasted. If figures are larger, the lettering and lines should be large enough to be readable after reduction to width of 7 cm. Minimum figure width of 7 cm and maximum of 15 cm is recommended.

Abbreviations should be avoided and acronyms should be identified when first used, e.g. ALPEX (Alpine Experiment), SOP (Special Observation Period).

Names of states and months should be written in full, except in tables and Reference Section.

The final version of paper is accepted after peer review i.e. after revision according to comments and suggestions of both reviewers as well as approval of Editorial Bord.

Additional information on the preparation and submission of papers can be obtained from the Journal Manager.

PAPER SUBMISSION

Paper should be submitted by e-mail to the CMJ e-mail address: **hmc@meteohmd.hr** or to Chief Editor Tanja Likso: **likso@cirus.dhz.hr**