



## INSTRUCTIONS TO AUTHORS

Authors are kindly asked to read the following instructions while preparing the manuscript for publishing in **Conference Proceedings of WATER FOR ALL 2019**.

### *Manuscript preparation*

The manuscript should consist of **max. 10 type written pages** including tables, graphs, schemes and photographs. It should be written with 1.5 spacing on one side of the paper and margins 2.5 cm. For the text should be used normal plain font (Times New Roman, font size 11). The title of the manuscript and the title of the chapter should be short and written in bold. The title of subheading should be written in italic.

Under the title, author/s name/s and surname/s should be written. The manuscript must contain full name/s of author/s, with asterisk next to the name of the corresponding author. Footnote at the bottom of the first page should contain information about the corresponding author (address and e-mail). The affiliations for all authors must be given in the following sequence: University/Institution, Faculty/Department, Postal address, City, Country. When authors have different affiliations, should be used superscripted Arabic numbers after last name of the author.

Manuscript has to be written without spelling mistakes, impersonal style. It is the author's responsibility to ensure that papers are written in clear and comprehensible English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an Englishspeaking colleague prior to submission.

The first word in the paragraph must not be retracted. Paragraphs have to be separated by clicking on enter key. Pages have to be numerated (on the bottom right). For decimal numbers in text and tables, in English language dot should be used.

Latin words, phrases and abbreviations, including generic and specific names, should be written in italic.

For clearness the paper should be divided into the following sections: Summary, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusions and References.

### *Summary*

Summary must not exceed 200 words and has to show relevant data, methodology, main results and conclusion. It has to be written both in Croatian at the beginning and in English at the end of the manuscript if the paper's language is Croatian. If manuscript is written in English then the paper should only include English summary at the beginning. It should not contain abbreviations or references. After summary, authors are asked to list several keywords.

### *Keywords*

Keywords include the main topic of the paper and should not contain more than 5 words or phrases, which should be separated by commas.

### *Introduction*

Introduction should refer to previous research results and explain the purpose of the investigations.

### *Materials and methods*

Experimental part should be written clearly and in sufficient detail to allow the work to be repeated. Materials and Methods should indicate instruments, samples, subjects, chemicals, etc., giving enough details only if new methods and/or procedures and/or principles are used. For the well-known methods and techniques an adequate reference(s) citation will suffice.



## **Results and discussion**

The information given in tables and figures should not be repeated, and only relevant data discussed and explained. Combining the results with discussion can simplify the presentation.

Tables and figures should be completely understandable without reference to the text. For publishing reasons, they have to be delivered in graphical formats (\*.xls, \*.tif or \*.jpg) and at the end of the paper.

All illustrations (graphs, schemes, diagrams, pictures, etc.) should be named as figures. Refer to figures by the abbreviation "Fig.". All figures and tables should be cited in the text and numbered consecutively throughout. Preferred program for preparing figures and tables is Microsoft Office Excel.

Be sure to use lettering, data lines, and symbols sufficiently large and thick to be clearly legible when the figure is reduced to the normal published size. In graphs and charts, curves should be identified by using different symbols for points (•, ◊, ○, □, ■, ▲, etc.) and not by line width or colour. Several figures should be grouped in a plate on one page. Do not place figures into bordered frames. Figure caption and legend should be placed at the bottom of each figure, while table headings should appear above the tables. The text into the figures and tables should be written in the same language as the body text. Titles, captions, descriptions and legends of tables and figures should be written in English if the manuscript's language is English and in both Croatian and English if the manuscript's language is Croatian.

Whenever possible formulae and equations are to be written in one line, centered on the page, and consecutively numbered in Arabic numbers between round brackets at the right margin of the paper. Refer to equations by the abbreviation "Eq.".

SI (System International) units should be used. Only symbols (not their subscripts, superscripts or description in brackets) of physical quantities should be written in italic. All physical quantities given in table columns or rows and corresponding table headings with units, or graphical plots and corresponding table headings with units, or graphic plots and corresponding axis labels should conform to the algebraic rules, i.e.

$$\text{physical quantity} / \text{unit} = \text{numerical value.}$$

It is preferred to write the measurement units as "kg/m<sup>3</sup>".

## **Conclusions**

Conclusions have to briefly explain significance of the research results.

## **References**

References should be selective rather than extensive (with the exception of review articles). Literature citations in the text should be referred by author's last name and year, in brackets, such as (Sillanpää,2015), or with the last name of the author as part of the sentence, immediately followed by the year of publication in brackets, such as ("Smith (1963) reported growth on media."). If there are more than two authors, mention the first author and add et al., followed by the year. Please ensure that every publication cited in the text is also present in the reference list (and vice versa), following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of author's names/surnames and dates are exactly the same in the text as in the reference list. Avoid citations in the Summary. Citation of a reference 'in press' implies that the reference has been accepted for publication.

In the reference list which has to be written at the end of the paper, all authors have to be listed (surname and name initials – capitalizing only the initial letters) in alphabetical order, and paper of the same author by chronological order. If there are more papers from the same author published in the same year, references have to be differentiated by letters in the text (a, b, c, d) behind the year of publishing. In case of multi author papers, in reference list all the authors have to be written (not the first author and mark "et al.").

Italicize only those words that were underlined or italicized in the original, such as names of microorganisms. Also titles of journals have to be written in italics.



Abbreviations for periodicals should be in accordance with the latest edition of the Thomson ISI List of Journal Abbreviations (Thomson Scientific, USA). Full stop should be used after each abbreviation.

The DOI numbers must be included in all references in manuscripts, in those that contain it.

For manuscripts published on the web (web references), it is necessary to write the source (the full URL should be given) and the date when the reference was last accessed and manuscript was downloaded, besides basic further information's, if known (DOI, title, author's names, dates, reference to a source publication, etc.). Web references must be included in the reference list.

#### **Citation in text examples**

Number of authors	At the end of the sentence	As part of the sentence
Single author	(Margeta, 2011)	Margeta (2011)
Two authors	(Margeta and Đurin, 2017)	Margeta and Đurin (2008)
Three or more authors	(Margeta et al., 2015)	Margeta et al. (2007)

#### **Reference list should be written as shown in the following examples:**

##### **Journals:**

Habuda-Stanić, M., Nujić, M. (2015): Arsenic removal by nanoparticles: a review, *Environ. Sci. Pollut. Res.* 22, 8094-8123. DOI: 10.1007/s11356-015-4307-z

##### **Books:**

Hereceg, M., Stanić-Koštroman, S., Šiljeg, M (2017): Čovjek i okoliš, Sveučilište Sjever, Zagreb, pp. 134-137.

##### **Chapter in book:**

Bonacci, O., Oskoruš, D. (2019): Human Impacts on Water Regime. In: The Drava River Environmental Problems and Solutions, Lóczy, Dénes (ed.). Cham: Springer, pp. 125-137.

##### **Conference proceedings:**

Tadić, L., Tadić, Z. (2009): Impacts of Irrigation on the Environment. In: Proceedings of Eleventh international symposium on water management and hydraulic engineering, Popovska, C. and Jovanovski, M. (eds.). Skopje, Ss. Cyril and Methodius University, pp. 659-666.

##### **Web references:**

World Health Organization (WHO): Drinking water, sanitation and hygiene in schools: Global base line report 2018. [https://www.who.int/water\\_sanitation\\_health/en/](https://www.who.int/water_sanitation_health/en/) Accessed March 22, 2019.

##### **Procedure**

All contributions are evaluated according to criteria of originality and quality of their scientific and professional content. All manuscripts received for consideration will be acknowledged by the Organizing and by the Scientific Committee of the Conference. All manuscripts are sent to at least two referees. Based on their opinion, the Committees bring a decision about the acceptance of the manuscripts. Contributions may be rejected without reviewing if considered inappropriate.

##### **Copyright**

The authors bear the sole responsibility for the content of the contributions. The Committees assumes that by submitting their papers the authors have not violated any internal rules or regulations of their institutions related to the content of the contributions and that they have not submitted the paper somewhere else. The acceptance of the paper obliges the authors not to publish the same material elsewhere.