

# INSTRUCTION FOR AUTHORS

## GENERAL INFORMATION

*Technologica Acta* is an open access, double-blind peer-reviewed, semiannual international journal devoted to fundamental and applied chemistry, as well as materials chemistry and technology, chemical engineering and technology, environmental protection engineering and food technology research, published by the Faculty of Technology Tuzla, University in Tuzla (Bosnia and Herzegovina), since 2004.

*Technologica Acta* is an APC-free (there is not an article processing charge or some hidden costs), open access journal.

The Journal is indexed by CAB Abstracts, EBSCO, Index Copernicus Journal Master List, HRČAK, COBISS, The Quality Factor and many others.

## CATEGORIES OF CONTRIBUTIONS

*Original scientific paper* reports original research, previously unpublished – except in a preliminary form. It must contain significant and original observations to be critically evaluated. Experimental data should be presented in a way that enables reproduction and verification of analyses and deductions on which the conclusions are based.

*Preliminary communication* includes short information on the results of scientific research which require and merit immediate publication.

*Scientific note* includes report on short but completed original research or describe original laboratory techniques (methods, apparatus etc.).

*Scientific review paper* is original, critical and up-to-date survey of an specific research area. Generally, these are prepared by the invitation of the Editor.

*Professional paper* reports on applications of an already described innovation, known methods and facts.

*Conference paper* presents lecture given (or poster presented) at a conference, workshop or similar event. It is not passing the peer review process.

*Book and Web site reviews*. It is not passing the peer review process.

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All contributors are evaluated according to the criteria of originality and quality of their scientific content, and only those deemed worthy will be accepted for publication. To facilitate the reviewing process, authors are encouraged to suggest three per-

sons competent to review their manuscript. Such suggestions will be taken into consideration but not always accepted.

The Editor-In-Chief and Editors have the right to decline formal review of a manuscript when it is deemed that the manuscript is:

- on a topic outside the scope of the Journal;
- lacking technical merit;
- of insufficient novelty for a wide international readership;
- fragmentary and providing marginally incremental results; or
- is poorly written.

## PROOFS

When a manuscript is ready for printing, the corresponding author will receive a PDF-formatted manuscript for proof reading, which should be returned to the journal within one week. Failure to do so will be taken as the authors are in agreement with any alteration which may have occurred during the preparation of the manuscript.

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The journal expects the Editors, Referees and authors to adhere to the well-known standards of professional ethics. Authors are responsible for the factual accuracy of their contributions. Submission of the paper commits the author not to submit the same material elsewhere. Referees should act promptly. If certain circumstances preclude prompt attention to the manuscript at the time it is received, the non-received manuscript should be returned immediately to the Editor or the Referee should contact the Editor for possible delay of the report submission date. The Editor accepts full responsibility for his decisions on the manuscripts.

## MANUSCRIPT PREPARATION

Manuscript should be written with the assumption that readers know the discussed subject. Thus in (a short) introduction should briefly be stated only what is necessary for understanding of the text.

Manuscripts with grammar or vocabulary deficiencies are disadvantaged during the scientific review process and, even if accepted, may be returned to the author to be rewritten in regular English, either standard British or American English, but consistent throughout. The authors are requested to seek the assistance of competent English language expert, if necessary, to ensure their English is of a reasonable standard. This journal maintains its policy and takes the liberty of correcting the English of manuscripts scientifically accepted for publication.

The submitted articles must be prepared solely with Microsoft Word; with single spacing (12 points Times New Roman; Greek letters in the character font Symbol) in A4 format leaving 2.5 cm for margins.

The size of the article (text, along with abstract, figures, tables and list of literature references should be limited to 7-10 pages. An exception can be negotiated with the editorial board, and to receive a larger volume of work if the content and quality justifies it.

IUPAC and International Union of Biochemistry and Molecular Biology recommendations for the naming of compounds should be followed.

Symbols of physical values should be in *cursive (italic)*, and unit of measure in regular font, *eg. V, m, p, t, T*, but: m<sup>3</sup>, kg, Pa, °C, K.

SI units, or other permissible units, should be employed. The designation of physical quantities should be in Times New Roman font. In text, graphs, and tables, brackets should be used to separate the designation of a physical quantity from the unit.

Please do not use the axes of graphs for additional explanations; these should be mentioned in the figure captions and/or the manuscript (example: “pressure at the inlet of the system, kPa” should be avoided).

Percents and per mills, although not being units in the same sense as the units of dimensioned quantities, can be treated as such. Unit symbols should never be modified (for instance: w/w%, vol.%, mol.%) but the quantity measured has to be named, e.g. mass fraction, w=95%; amount (mole) fraction, x=20%.

Latin words, as well as the names of species, should be in italic, as for example: *i.e.*, *e.g.*, *in vivo*, *ibid*, *Artemisia annua L.*, *etc.* The branching of organic compound should also be indicated in *italic*, for example, *n*-butanol, *tert*-butanol, *etc.*

Decimal numbers must have decimal points and not commas in the text, tables and axis labels in graphical presentations of results. Thousands are separated, if at all, by a comma and not a point.

**Tables** are part of the text together with their captions. They should be made so that they are understandable without reading the text, font Times New Roman 10 pt. in table. Table caption have to be positioned above the table. The tables should be numbered consequently in Latin numbers. Quantities should be separated from units by brackets. Footnotes to tables, in size 9 font, are to be indicated consequently (line-by-line) in superscript letters. Tables should be prepared solely using the Word table function, without vertical lines. Table columns must not be formatted using multiple spaces. Table rows must not be formatted using Carriage returns (enter key). Tables should not be incorporated as graphical objects.

**Figures and diagrams** are also part of the text together with their captions. They should be drawn and described so that they are understandable without reading the text. The same data should not be placed at the tables and diagrams, except in exceptional cases. The author will then give its reasons, and its validity is subject to final assessment of Editorial board and its reviewers. Figure caption have to be positioned below the table. Every figure and/or diagram should be prepared according to the artwork

instructions and, even embedded in text, submitted also as a separate file. All these files should be archived in the \*.zip or \*rar archive and named as follows: TA\_*last name of first author*\_*first word of title*\_*figures*.extension. The extension must match the format of archive (zip or rar).

Mathematical and chemical equations should be numbered by Arabic numbers, consecutively in parenthesis at the end of the line. All equations should be embedded in the text except when they contain graphical elements (tables, figures, schemes and formulae). Complex equations (fractions, integrals, matrix...) should be prepared using the Word MS Equation Editor or MathType.

The main file, containing the text of the manuscript with all elements embedded, should be named as follows: TA\_*last name of first author*\_*first word of title*.doc

**Artwork Instructions.** High resolution illustrations in TIF, JPG, PNG or GIF format are acceptable and must be uploaded as a separate archived (.zip or .rar) file. MS files (Word, PowerPoint, Excel, Visio) are NOT acceptable. Generally, scanned instrument data sheets should be avoided. Authors are responsible for the quality of their submitted artwork.

Image quality: keep figures as simple as possible for clarity - avoid unnecessary complexity, colouring and excessive detail. Images should be of sufficient quality for the printed version, i.e. 300 dpi minimum. Image size: illustrations should be submitted at its final size (8 cm for single column width or 17 cm for double column width) so that neither reduction nor enlargement is required. Please, keep in mind that colour photographs rarely reproduce satisfactorily in black and white.

## STRUCTURE OF THE MANUSCRIPT

The manuscript must contain the title of the manuscript, full name(s) of the author(s) without abbreviation, abstract, the list of key words, the main text with all the tables and figures embedded and list of references. Can contain also the "Acknowledgement" section.

**Title** should be specific and informative, in order to exactly determine the content of the paper. It is desirable to be as short as possible

**Authors** are listed with full first name(s) and family name(s), without abbreviation. The corresponding author should be marked with the asterisk (\*) at the end of his family name.

A one-paragraph **Abstract** written of 150–200 words in an impersonal form indicating the aims of the work, the main results and conclusions should be

given and clearly set off from the text. It must finish with the list of keywords (up to 6, separated by ";")

**Main text** should have the following form (though this proposed form is not fixed):

*Introduction* should include the aim of the research and a concise description of background information and related studies directly connected to the paper.

*Experimental* section should give the purity and source of all employed materials, as well as details of the instruments used. The employed methods should be described in sufficient detail to enable experienced persons to repeat them. Standard procedures should be referenced and only modifications described in detail.

*Results and Discussion* should include concisely presented results and their significance discussed and compared to relevant literature data. The results and discussion may be combined or kept separate.

The inclusion of a *Conclusion* section, which briefly summarizes the principal conclusions, is highly recommended.

Acknowledgement (optional).

**Reference List** should be selective rather than extensive. Generally, no more than 30 references should be cited in your manuscript. except when it comes to review article. Please ensure that every reference cited in the text is also present in the Reference List (and vice versa).

If the original literature was not available to the authors, they should cite by the source from which the quotation was taken. Abbreviations for magazines must be in strict accordance with the abbreviations that are alleged by the Chemical Abstract.

Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text.

From this issue of *Technologica Acta* (vol. 10, no. 2) forward, the Journal will strictly follow the IEEE citation style. The brief explanation of IEEE citation style is given below.

IEEE citation style includes in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the paper. The reference list is organized numerically, not alphabetically.

## THE BASICS OF IEEE CITATION STYLE:

### IN-TEXT CITING

Refer to the source with a number in a square bracket, e.g. [1], that will then correspond to the full citation in your reference list.

- Place bracketed citations within the line of text, before any punctuation, with a space before the first bracket.
- Number your sources as you cite them in the paper. Once you have referred to a source and given it a number, continue to use that number as you cite that source throughout the paper.
- When citing multiple sources at once, the preferred method is to list each number separately, in

its own brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1]-[5].

#### EXAMPLES OF IN-TEXT CITATIONS:

- "...end of the line for my research [13]."
- "This theory was first put forward in 1987 [1]."
- "Scholtz [2] has argued that..."
- "Several recent studies [3], [4], [15], [16] have suggested that...."
- "For example, see [7]."

#### EXAMPLES OF CITATIONS FOR DIFFERENT MATERIALS:

Material Type	Works Cited
Book in print	[1] B. Klaus and P. Horn, <i>Robot Vision</i> . Cambridge, MA: MIT Press, 1986.
Chapter in book	[2] L. Stein, "Random patterns," in <i>Computers and You</i> , J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, <i>Software Architecture in Practice</i> , 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal article	[4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasibility," <i>IEEE Trans. Electron. Devices</i> , vol. ED-11, pp. 34-39, Jan. 1959.
eJournal (from database)	[5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," <i>Journal of Global Information Management</i> , vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, <a href="http://find.galegroup.com">http://find.galegroup.com</a> . [Accessed May 31, 2005].
eJournal (from internet)	[6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," <i>Current Issues in Education</i> , vol. 6, no. 12, July 2003. [Online]. Available: <a href="http://cie.ed.asu.edu/volume6/number12/">http://cie.ed.asu.edu/volume6/number12/</a> . [Accessed Dec. 2, 2004].
Conference paper	[7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in <i>Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004</i> , J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference proceedings	[8] T. J. van Weert and R. K. Munro, Eds., <i>Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP TC3/WG3.1&amp;3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany</i> . Boston: Kluwer Academic, 2003.
Newspaper article (from database)	[9] J. Riley, "Call for new look at skilled migrants," <i>The Australian</i> , p. 35, May 31, 2005. [Online]. Available: Factiva, <a href="http://global.factiva.com">http://global.factiva.com</a> . [Accessed May 31, 2005].
Technical report	[10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," <i>Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3</i> , Nov. 15, 1987.
Patent	[11] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.
Standard	[12] <i>IEEE Criteria for Class IE Electric Systems</i> , IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.

## SUBMISSION OF MANUSCRIPT

### COVER LETTER

Manuscripts must be accompanied by a cover letter. It should contain:

- title of the manuscript without any abbreviations,
- proposed type of contribution,
- full name(s) of the author(s) without abbreviations,
- full affiliation of all the authors (department, institution, city and country), along with the ORCID ID and ResearcherID (if they have them),

- mailing address (address, phone and fax numbers, e-mail) of the author to whom correspondence should be addressed.

The file with cover letter should be named as follows: TA\_last name of first author\_first word of title\_cover.doc.

### SUBMISSION

Submissions containing all needed files should be sent to e-mail address: [dijana.milicevic@untz.ba](mailto:dijana.milicevic@untz.ba) with the subject "Manuscript for *Technologica Acta*". All manuscripts will be acknowledged on receipt (by e-mail) and given a reference number, which should be quoted in all subsequent correspondence.