# **GUIDELINES FOR AUTHORS**

## ABOUT THE JOURNAL

Geoadria is an Open Access scientific journal that primarily publishes research results on the Croatian littoral area and Croatia in general, as well as research results from various geographic and geography-related scientific disciplines focusing on the Adriatic area, the Mediterranean, and Europe. The journal welcomes papers on any topic related to the interactions between the physical and human components of the environment, employing theoretical, methodological, or applied approaches. We particularly encourage the publication of results obtained through geospatial tools and methods, as well as those that build upon previously published research in Geoadria.

Geoadria has been published by the Croatian Geographical Society in Zadar and the Department of Geography, University of Zadar, since 1996. From 2006 onwards, all papers in the journal are published in Croatian and English or only in English (for foreign authors).

The papers published in the journal are subject to at least two dobule anonimous reviews, and are classified into the following categories:

- a) **Original scientific paper** original scientific work presenting new findings from fundamental or applied research
- b) **Preliminary communication** scientific articles that provide at least one or more pieces of scientific information, but may lack sufficient details for readers to fully evaluate the scientific findings.
- c) **Review** articles that summarize existing literature on a specific topic, aiming to explain the current state of understanding

## **Open Access**

Geoadria is an Open Access journal. Users are allowed to read, download, copy, redistribute, print, search and link to material, and alter, transform, or build upon the material, or use them for any other lawful purpose as long as they attribute the source in an appropriate manner according to the CC BY 4.0 licence

# **Copyright**

Authors that publish in Geoadria Journal retain unrestricted copyright to their work and publishing rights. Authors consent to the publication of their works under Creative Commons Atribution (CC BY 4.0).

### **Indexing**

Geoadria is indexed in following databases: Web of Science Core Collection – Emerging Source Citation Indeks (ESCI), Scopus, ERIH PLUS, GEOREF, Current Geographical Publications. Academic databases and search engines: DOAJ, EBSCO (Academic Search Complete), Hrčak.

## Charges

The journal does not charge article processing charges (APC).

## Publication, timetable

Printed issues of Geoadria magazine are published semi-annually, in June and December, in both Croatian and English or only in English (for foreign authors). Geoadria utilizes online first publishing system, which means that papers are published online on the Hrčak webpage after review and proofreading. The final version is published upon formatting and typesetting. The entire process, from submission to the publication of the paper in print, typically spans a timeframe of four to eight months.



### SUBMISSION OF MANUSCRIPTS

The Editorial Board accepts manuscripts throughout the year. A manuscript should be submitted in both Croatian and English (or only in English for authors outside Croatia) via the Morepress publishing platform (<a href="https://morepress.unizd.hr/journals/geoadria">https://morepress.unizd.hr/journals/geoadria</a>). Manuscripts sent by email will not be considered for publication. Prior to submission, authors are required to carefully read the Instructions for Authors and prepare the manuscript accordingly. Authors must pay particular attention to the proper structuring of the article's text and its appropriate length, following recognized standards of scientific methodology. Therefore, we suggest authors study and use the <a href="journal's article template">journal's article template</a>. Please ensure that the personal data of the author(s) (names and surnames) are not mentioned anywhere in the manuscript or in the settings of the Word document. We recommend using an abbreviation of the paper title in the file name of the manuscript.

The length of articles should not exceed 13,000 words, including all references. After revisions, articles may be extended to a maximum of 15,000 words. The specific category under which an article is published is determined by the Editor-in-Chief in consultation with two reviewers (or more if necessary) and the Editorial Board. Other manuscripts and contributions are classified into permanent and temporary sections.

# **Submission should include:**

- A) The manuscipt
- B) All figures as individual items (if any)
- C) An Excel doument with graphs (if any)

- D) A cover letter containing the full names (with underlined surnames) of all authors, their titles, and affiliations. The corresponding author should provide their signature, confirming that the manuscript or a part of it has not been accepted for publication, is not being considered for publication elsewhere, or has not been previously published (Declaration of Authorship). Additionally, include a Statement of Conflict of Interest if applicable.
- E) Permission to use images that were not created by the authors (if any)
- F) Additional documents

### **Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis) that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically form.

## **Graphics and Tables**

Original scientific papers should not include graphical documentation created by other authors. For figures that were not created by the author, such as those obtained from museums, archives, repositories, other institutions, or private individuals, written permission to publish the used images must be submitted to the Editor-in-Chief upon acceptance of the paper. This also applies to own materials published in publications in which the authors do not retain copyright. Tables and figures (maps, drawings, graphs, diagrams, photographs) should be included in the manuscript and placed within the text in a way that follows the flow of the content.

Figures should also be submitted separately in JPG, JPEG, or TIFF format with a minimum resolution of 300 dpi via the Morepress system. The Editorial Board may request a higher resolution if necessary for graphical representation. Graphic images must be clear and legible, with appropriate and consistent text and symbol sizes. Text and keys should be provided in both Croatian (for Croatian authors) and English. The title of a table should be positioned above the table, and the source should be placed below it. For figures, both the title and the source should be placed below the figure. Any sources used as a basis for figures or tables must be indicated and listed in the full form within the list of sources and literature. The maximum format for attachments is  $50 \times 40$  cm. For articles related to regional geography, it is necessary to include an indicative drawing that displays all major geographical names mentioned in the text.

#### **REVIEW PROCESS**

All manuscripts undergo an initial evaluation by the Editor-in-Chief (and/or members of the Editorial Board) and may be rejected without further review if they are deemed insufficiently interesting, lacking novelty, too preliminary, or outside the scope of the journal. Prior to the review process, each manuscript is subjected to plagiarism detection software to verify its originality and ensure the quality of the written work. Authors should take care not to exceed

the limit of 20% overlap with previously published papers. Papers with a high degree of overlapping with previously published data, even in cases of self-plagiarism, will be rejected without review. Manuscripts suitable for the review process are sent to at least two impartial reviewers. Geoadria follows a double-blind review process, which means the identities of the authors are concealed from the reviewers, and vice versa. When necessary, if one review was negative, the manuscript is sent to a third reviewer. The final decision regarding the acceptance or rejection of articles lies with the Editor-in-Chief, and his/her's decision is considered final. Editors are not involved in decisions regarding papers they have written themselves, those written by family members or colleagues, or those related to products or services in which the editor has a vested interest. Any such submissions are subject to the journal's regular procedures, with peer review conducted independently by other editors and their research groups.

### **Reviewers**

Authors have the opportunity and obligation to suggest up to five reviewers who are appropriate for the paper, although it should be noted that the journal may not utilize these suggestions. Along with the names, the reviewer's contact information (email) and an explanation as to why the reviewer is being proposed are required. The proposal of reviewers is done through the Morepress platform during the paper submission process. Authors are responsible for providing accurate data regarding the suggested reviewers. Inaccurate names and contact details may result in rejection of the manuscript. Authors can also suggest reviewers to be avoided due to any relationship that could hinder an unbiased opinion of the authors' work (e.g., professional or private connections).

#### After the review

Once the reviews are uploaded to the system, the Editor-in-Chief makes a decision regarding the possible acceptance of the manuscript. The reviews are then sent to the authors via the Morepress platform, and if the reviews are positive, the authors are expected to submit the revised version within the given timeframe. If authors are unable to resubmit the revised manuscript within this period, they should contact the Editor-in-Chief to discuss the possibility of extending the deadline for resubmission or uploading it as a new manuscript once all changes requested by the reviewers have been made. Authors must submit a new cover letter with each revised version, along with a response to each reviewer's comment. If changes in authorship (addition or removal of an author) have occurred during the revision process, authors are requested to clarify the reason for the change. All authors, including the removed or added ones, need to submit written consent for the change. Authors added during the evaluation process must also submit a filled-in and signed Declaration of Authorship. The revised version is evaluated by the editor and/or reviewers, and the Editor-in-Chief makes a decision as soon as possible regarding the final acceptance based on their suggestions. If necessary, further revisions may be requested to meet all the reviewers' requirements. Once the manuscript is accepted for publication, it is assigned a DOI number, and a linguistic and technical revision is conducted. The authors then review the manuscript and it is posted as an online first version. After this point, changes to the authors of the manuscript are not possible. Once all articles for an issue are collected, the authors receive the galley proof for final review before printing. The authors are expected to primarily correct any typographical errors on the proofs and not the content. The proofs must be returned to the Editorial Office within 72 hours. The final version is sent for printing, and all manuscripts are posted online as PDF files in their final form and indexed in databases.

## Authorship and change of authorship

The individual contribution of each author must be stated in the manuscript after it has been accepted for publication. An author can be someone who has substantially contributed to the idea or design of the research, data acquisition, data analysis or interpretation, drafting, writing, or critical revision of the paper for important intellectual content, and has approved the final version of the paper. Other contributors should be acknowledged in the acknowledgments section but cannot be considered as authors of the work. All authors should approve the final version of the paper before submitting it to Geoadria. They agree to be accountable for all aspects of the work and should state and verify, with the signature of the corresponding author in the cover letter, that all data is authentic and correct. Authors are expected to carefully consider the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion, or rearrangement of author names in the authorship list should only be made before the manuscript has been accepted and must be approved by the journal Editor. To request such a change, the corresponding author must provide (a) the reason for the change in the author list and (b) written confirmation (via email or letter) from all authors indicating their agreement with the addition, removal, or rearrangement. In cases of adding or removing authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor-in-Chief consider the addition, deletion, or rearrangement of authors after the manuscript has been accepted. During the Editor-in-Chief's consideration, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any approved requests by the Editor-in-Chief will result in a corrigendum.

## **GDPR**

In accordance with the EU General Data Protection Regulation (GDPR), the journal collects data on authors, reviewers, and editors, including names, surnames, titles, contact details, fields of professional interest, and CV. The information is used to help editors choose the appropriate reviewers, contact reviewers and authors, and provide the necessary information in published articles. Data are used only to the extent needed for publication, and information that is not included in the article or acknowledgement will not be shared with third parties. Data will be stored until revocation or erasure of data upon the request of the author/reviewer/editor.

## RETRACTION OF PUBLISHED PAPERS

If the authors made an honest error or discover major flaws in their work, they can retract the paper. The online version will then be marked as "retracted by authors." All links to the retracted article will be maintained. If the editors, reviewers, or readers notice a case of duplicate or overlapping publication, fraudulent use of data, plagiarism, or unethical research, the paper will be retracted after an internal review by the editorial board. In such cases, the online version will be marked as "retracted by the editorial board." All links to the retracted article will be maintained. All retractions will be done in accordance with the COPE retraction guidelines.

### **DECLARATION OF INTEREST**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in the manuscript. If there are no interests to declare, please state: "The authors declare no conflict of interest."

### **FUNDING**

It is recommended to indicate the sources of research funding. An example is in the template.

## **INCLUSION**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. The content of the paper should make no assumptions about the beliefs or commitments of any reader; it should contain nothing that might imply that one individual is superior to another based on age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition. Moreover, inclusive language should be used throughout, ensuring that the writing is free from bias, stereotypes, slang, references to the dominant culture, and cultural assumptions. It is recommended to avoid the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability, or health condition, unless they are relevant and valid. These guidelines serve as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

### **LANGUAGE**

Please write your text in good English (American or British usage is accepted, but not a mixture of these). We recommend that authors who feel their English-language manuscript may require editing consider professional proofreading.

## CORRECTION OF DATA IN THE PUBLISHED WORK

The authors are responsible for the accuracy of the published data. All corrections in the paper must be made before the publication of the issue. Therefore, the corresponding author receives a copy of the paper, which must be reviewed as soon as possible and within 72 hours at the latest. If, despite this, the authors discover a major error in the published work, they can submit a correction (erratum) to the editors, which will be published online and in the next printed edition.

The authors are required to follow the instructions provided above when preparing graphic material and editing the manuscript. The manuscript will not proceed to the further review process until it adheres to the specified formatting instructions for authors. For any questions related to the technical editing of the text, please contact the technical editor via email at imaric1@unizd.hr or executive editor at anblace@unizd.hr. The authors of scientific articles are responsible for the content, originality, authenticity, and ethics of the paper (see code of conduct for authors). The authors of scientific articles receive a copy of the journal. Manuscripts and reviews are not remunerated. The Editorial Board, Editor-in-Chief, Executive Editor, and Technical Editor reserve the right to make minor changes to the text, proofreading, and graphical documentation.

EDITORIAL BOARD