

# GUIDELINES FOR AUTHORS

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## Introduction

SEEFOR is an open-access, peer-reviewed, international journal of forest science. Before preparing the manuscript, please read the Journal's Aims and Scope to have an overview and to assess if the contents of your manuscript is written according to the Journal's scope. More information please find in the journal's sections Publication Procedure, Publication Policy, Open Access & Copyright and Publication Ethics and Publication Malpractice Statement.

To facilitate the publishing process, please follow these guidelines to prepare your manuscript. You may also like to use the Manuscript Template and Reference Preparation Guide that will facilitate the formatting and manuscript preparation.

Manuscripts not prepared in accordance with these guidelines will be returned to authors.

## Types of Papers

The journal publishes *original scientific papers*, *preliminary communications*, *review papers* and *professional papers* written in the English language. During the submission process authors are required to propose the category of the submitted manuscript.

**Original scientific papers** report unpublished results of original research. The papers have to contain all the necessary information to enable repeatability of the described research.

**Preliminary communications** contain unpublished preliminary, but significant, results of ongoing research which require immediate publication. The papers do not have to contain enough details to test reported results, as is the case with original scientific papers.

**Review papers** provide original, critical and up-to-date review of a particular field or topic in forest science based on relevant, updated and complete references.

**Professional papers** do not have to be based on original research, but they should contribute to the application of well-known research results and to their adaptation for practical use.

## Submitting the Manuscript

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## Manuscript Preparation

### Language and Style

Only papers written in proper English (UK language standard) are considered. The authors have to follow a concise scientific style of writing. The authors need to ensure that the manuscript does not contain grammatical, stylistic or other linguistic errors. Thus, the authors that are not native speakers of English are kindly asked to use an independent copy-editing service.

### Manuscript Layout

Manuscripts have to be submitted as a single MS Word file (.doc, .docx) with all tables and figures placed at the end of the main text (after the References section).

Authors have to follow the rules for manuscript preparation:

- A4 paper format, font Times New Roman 12 pt, single column pages, 2.5 cm margins (top, bottom, left, and right sides), double line spacing, only the first line of the paragraph indented by 1 cm;
- Italics should be used only for scientific names of plant and animal species;
- Avoid footnotes;
- Introduce an abbreviation only when the same term occurs three or more times;
- SI Units should be used;

- All pages should be numbered (bottom right side of the page);
- All line numbers should be numbered continuously;
- There are no limitations on the length of manuscripts, provided that the text is concise and comprehensive.

### **Contents of the Manuscript**

The structure of the manuscript has to follow the intended category of the paper. An original scientific paper should have the following sections: *Title and Running title, Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusions and References*. The inclusion of *Acknowledgments* is recommended. Exceptionally, *Results and Discussion* or *Discussion and Conclusions* may be combined in a single section. Other paper categories are not required to have all the above mentioned sections. For example, Review papers may have a different structure, e.g. Material and Methods, and the Results sections may be omitted.

**IMPORTANT:** Because of the double-blind review process, it is important that you do not identify yourself or the co-authors anywhere in the manuscript. Note that during the manuscript submission, you will be requested to submit the complete information of all authors, including e-mail addresses, in the OJS page. This information will not be revealed to the reviewers but it will be available to the editors.

A Manuscript should be structured in the following order:

#### **Title**

The title must be concise but informative. Avoid abbreviations and colloquialisms.

#### **Running title**

A concise condensed title of no more than 70 letters and spaces should be provided. It should reflect the most important elements of the manuscript.

#### **Abbreviations** (if any)

If abbreviations are used in the text, they should either be defined in the text where they are first used, or a list of abbreviations may be provided after the Running title. Introduce an abbreviation only when the same term occurs three or more times.

#### **Abstract**

An Abstract of no more than 350 words has to be divided into four separate sections: *Background and Purpose, Materials and Methods, Results and Conclusions*. It should be a factual condensation of the entire work including a statement of its purpose, a clear description of the main findings and, finally, a concise presentation of conclusions. An abstract should not contain cited references and the use of abbreviations must be minimized.

#### **Keywords**

The abstract is followed by 4-7 keywords, preferably different than the title words.

#### **Introduction**

Keep the Introduction brief, stating clearly the purpose of the research and its relation to other papers on the same subject. Do not give an extensive review of literature.

#### **Materials and Methods**

Provide enough information in the Material and Methods section to enable other researchers to repeat the study. This section may be divided into subsections, but it is optional.

#### **Results**

Report results clearly and concisely. Do not present the same results in tables and illustrations. Exceptionally, Results and Discussion may be combined in a single section. This section may be divided into subsections, but it is optional.

#### **Discussion**

Interpret the results in the Discussion, state their meaning and draw conclusions. Do not simply repeat the results. This section may be divided into subsections, but it is optional.

#### **Conclusions**

List your conclusions in a short, clear and simple manner. State only those conclusions that stem directly from the results shown in the paper.

#### **Acknowledgments**

Acknowledgments of people, grants, funds, etc. that contributed to the research should be placed in a separate section before the Reference section.

#### **References**

All references cited in the text, including those in tables and figures, have to be listed in the References section

according to the order of their appearance in the manuscript. If some reference appears in the text more than once, do not repeat it in the references list. Reference numbers should be placed in square brackets [ ], and placed before the punctuation; for example [1] or [2-4].  
For more information please see Reference Preparation Guide.

Examples of in-text citations:

- ... text text text [1].
- ... text text text [1, 2].
- ... text text text [3-6].
- ... text text text [1] ... text text text [2-5].
- ... According to James et al. [5] the influence of...
- ...James [5] stated that...

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications, Forest management plans and unpublished works should only be mentioned in the text, preferably in parentheses (Dr. John Do, University of Zagreb, pers. comm. in 2011). Avoid citing non-scientific literatures (e.g. legislations, regulations, web pages, etc.) as much as possible.

Cite in sequence all authors names and initials (last name first, then the first letters of the first name and, if available, the first letters of the middle name), the year of publication, the title of paper, the abbreviated name of journal, the volume and issue number of the journal, and first and last pages. There should be no punctuation other than a comma to separate the authors. Abbreviate journal titles according to the ISO4 Abbreviation (<http://www.issn.org/en/services/online-services/access-to-the-ltwa/>) and Journal Title Abbreviations from Web of Science ([http://images.webofknowledge.com/WOK46/help/WOS/A\\_abrvjt.html](http://images.webofknowledge.com/WOK46/help/WOS/A_abrvjt.html)).

Do not use footnotes or endnotes as a substitute for the reference list.

a) *Journal paper:*

1. PERNEK M, LACKOVIĆ N, MATOŠEVIĆ D 2013 Biology and natural enemies of spotted ash looper, *Abraxas pantaria* (Lepidoptera, Geometridae) in Krka National Park. *Period Biol* 115 (3): 371-377
- if the paper has more than eight authors, stop the listing after the eighth author and write et al.
2. VULETIĆ D, AVDIBEGOVIĆ M, STOJANOVSKA M, NEVENIĆ R, HASKA H, POSAVEC S, KRAJTER S, PERI L, et al. 2013 Contribution to the understanding of typology and importance of forest-related conflicts in South East Europe region. *Period Biol* 115 (3): 385-390
- papers written in the language other than English (e.g. German, Russian, Croatian, Serbian, etc.) should be translated into English.
3. MARJANOVIĆ H, OSTROGOVIĆ MZ, ALBERTI G, BALENOVIĆ I, PALADINIĆ E, INDIR K, PERESSOTTI A, VULETIĆ D 2011 Carbon Dynamics in younger Stands of Pedunculate Oak during two Vegetation Periods (*in Croatian with English summary*). *Sumar list* 134 (11-12): 59-73
- papers in journals with DOI number:
4. VULETIĆ D, POTOCIĆ N, KRAJTER S, SELETKOVIĆ I, FÜRST C, MAKESCHIN F, GALIĆ Z, LORZ C, et al. 2009 How Socio-Economic Conditions Influence Forest Policy Development in Central and South-East Europe. *Environ Manage* 46 (6): 931-940. DOI: <http://dx.doi.org/10.1007/s00267-010-9566-3>
- Early View papers (published online, waiting to be published in print version):
5. MATOŠEVIĆ D 2013 Box Tree Moth (*Cydalima perspectalis*, Lepidoptera; Crambidae), New Invasive Insect Pest in Croatia. *South-East Eur For* 4 (2): (early view). URL: <http://www.seefor.eu/36-vol4-no2-matosevic.html> (20 December 2013)
- or (if doi number is available):
6. ANČIĆ M, PERNAR R, BAJIĆ M, SELETKOVIĆ A, KOLIĆ J 2013 Detecting mistletoe infestation on Silver fir using hyperspectral images. *iForest* (early view). DOI: <http://dx.doi.org/10.3832/ifer1035-006>

b) *Paper in Proceedings:*

7. BALENOVIĆ I, SELETKOVIĆ A, PERNAR R, MARJANOVIĆ H, VULETIĆ D, BENKO M 2012 Comparison of Classical Terrestrial and Photogrammetric Method in Creating Management Division. *In: Pentek T, Poršinskiy T, Šporčić M (eds) Forest Engineering - Concern, Knowledge and Accountability in Today's Environment, Proceedings of 45th International Symposium on Forestry Mechanization, Dubrovnik, Croatia, 8-12 October 2012. Forestry Faculty of University of Zagreb, Zagreb, Croatia, pp 1-13*

c) *Book:*

8. VAN LAAR A, AKÇA A 2007 Forest Mensuration. Springer, Berlin, Germany, 383 p

d) *Chapter in a book:*

9. CURTIS PS 2008 Estimating Aboveground Carbon in Live and Standing Dead Trees. *In: Hoover CM (ed) Field Measurements for Forest Carbon Monitoring. Springer, New York, NY, USA, pp 39-44*

e) *Thesis:*

10. OSTROGOVIĆ MZ 2013 Carbon stocks and carbon balance of an even-aged Pedunculate Oak (*Quercus robur* L.) forest in Kupa river basin (in Croatian with English summary). PhD thesis, University of Zagreb, Faculty of Forestry, Zagreb, Croatia, 130 p

f) *Non-scientific literature:*

- Paper in online magazine:

11. LEMMENS M 2011 Digital Photogrammetric Workstations, Status and Features. *GIM International* 25 (12). URL: [http://www.gim-international.com/issues/articles/id1797-Digital\\_Photogrammetric\\_Workstations.html](http://www.gim-international.com/issues/articles/id1797-Digital_Photogrammetric_Workstations.html) (20 November 2012)

- Professional and other web pages:

12. CROATIAN FORESTS LTD 2013 Forests in Croatia. URL: <http://portal.hrsume.hr/index.php/en/forests/general/forests-in-croatia> (14 December 2013)

- Manuals, Reports and other documents from web pages:

13. DOBBERTIN M, NEUMANN M 2010 Tree Growth. Manual Part V. In: Manual on methods and criteria for harmonized sampling, assessment, monitoring and analysis of the effects of air pollution on forests. UNECE ICP Forests Programme Co-ordinating Centre, Hamburg, Germany, 29 p. URL: <http://www.icp-forests.org/Manual.htm> (12 December 2013)
14. FAO 2012 State of the World's Forests 2012. Food and Agriculture Organization of the United Nations, Rome, Italy, 47 p. URL: <http://www.fao.org/docrep/016/i3010e/i3010e.pdf> (12 December 2013)

- Legislations, Regulations:

15. THE MINISTRY OF AGRICULTURE, FORESTRY AND WATER MANAGEMENT 2006 Regulation on forest management (in Croatian). *Official Gazette* 111/06, Zagreb, Croatia. URL: <http://narodne-novine.nn.hr/clanci/sluzbeni/128205.html> (10 December 2013)

**Tables**

Tables have to be numbered using the Arabic numerals continuously through the paper (e.g. Table 1, Table 2), and together with their captions placed after the Reference section.

Table caption should be written above the table and should clearly describe the contents of the table. A detailed legend may follow the table (placed below the table), but should be concise. For indicating numerical values please use points (e.g. 2.53). Avoid using colours in the tables. Only the table heading may be shaded (grey color). For each table use a separate sheet. You may also like to use the Table Template within Manuscript template that will facilitate the table preparation.

If tables are taken from other authors or publications, the sources should be clearly stated as a reference. It is the authors' responsibility to obtain a permission from the copyright holder to use tables that have previously been published elsewhere.

**Figures**

Figures (photographs, graphs, schematic drawings, etc.) have to be numbered using the Arabic numerals continuously through the paper (e.g. Figure 1, Figure 2), and together with their captions placed after the Tables section.

Figure caption should be written above the table and should clearly describe the contents of the figure. A detailed legend may follow the figure, but should be concise. A legend may be placed inside or below the figure.

Both color and black-and-white figures are acceptable. However, consider carefully if the color is necessary. Color figures will be published online, while the black-and-white version of the figure will be published in the print version of the accepted paper.

Diagrams and graphs should appear on a white background. Always use the same identifier (symbol, column fill, line style and color) for a variable that appears in more than one figure of a manuscript.

If the quality of the submitted figure is low, upon accepting the manuscript, authors may be asked to send the figure of a higher quality.

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**Supplementary Files**

The authors may upload Supplementary Files, in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research.

Supplementary Files may be uploaded in any file format within Step Four of the online submission process. The preferred file formats are:

- Additional documentation: .pdf, .doc, .docx
- Data sets (additional tables): .pdf, .xls, .xlsx
- Additional figures: .pdf, .tif, .jpg, .png, .bmp;
- Video: .mpeg, .avi.

During the submission process, name the supplementary files as follows: Suppl. file 1, Suppl. file 2, etc.

If supplementary material is provided, please list the following information in a separate section at the end of the manuscript text: File name, File format (including the name and a URL of an appropriate viewer if the format is unusual), Title and Description of Data.

Supplementary materials should be referenced explicitly by the file name within the manuscript, (e.g. "See Supplementary Material 1: Video1").  
Supplementary materials will not be displayed in the final paper, but a link will be provided to the files as supplied by the author.

**Help**

If you have any questions about the manuscript preparation and submission process, please contact Dr. Ivan Balenović at [ivanb@sumins.hr](mailto:ivanb@sumins.hr).

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