

INSTRUCTIONS TO AUTHORS

GENERAL REMARKS

1. The Croatian Meteorological Journal publishes articles from the field of meteorology and correlated sciences.

2. Four kinds of papers are published:

Original scientific papers, containing unpublished results of scientific research (original means new, not yet known world-wide).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

Preliminary contributions, containing preliminary scientific results from an extensive research programme, 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. Part of the Journal is also dedicated to information about Croatian Meteorological Society and to extended abstracts of D.Sc. and M.Sc. theses (in both Croatian and English).

4. Papers can be written in Croatian or English (preferably English)

5. Papers should be written as short as is consistent with clarity, and should not be longer than 10,000 words (i.e. less than 32 pages) including figures and tables. The manuscript must be typed doubled-spaced on one side of A4 paper, with wide margins on each side. All pages must be numbered consecutively.

6. Two printed copies of the text including figures are required, together with the text and figures in original format, as well as in JPEG, GIF or TIF format, on floppy disk or CD.

7. The authors should guarantee that the manuscript has not been previously published in any language.

PREPARATION OF THE MANUSCRIPT

The manuscript should consist of:

1. *A front page*, with the title in English and Croatian, the name and affiliation of each author, an e-mail of contact person, the UDK (Universal Decimal Classification) and the date of submission.

2. *An abstract* (on the following page) A brief, concise abstract of 100 to 200 words is required at the beginning of every article. Authors are reminded to summarize their conclusion(s) and methodology. The abstract must contain all the main points of the paper and not repeat the title. References and special terms should be avoided.

The abstracts should be written in both English and Croatian. The Editorial Board will provide a translation for authors who can not write in Croatian. Key words, in both languages, should be added at the end of the abstracts.

3. *References* should be written on a separate sheet of paper, arranged alphabetically, without numbering. Where there are two or more papers by the same author in the same year, a distinguishing suffix (a, b, c..) should be added.

Examples:

One author: Goldberg, J., 1946: Fizika i geofizika. *Glasnik matematičko-fizički i astronomski*, **1**, 65–79.

Two or more authors: Charney, J.G. and J.G. DeVore, 1979: Multiple flow equilibrium in the atmosphere and blocking. *J. Atmos. Sci.* **37**, 1157–1176.

Books: Holton, J.R., 1972: An introduction to the 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)".

4. *Figures and Tables* (Fig. and Tab.) should be numbered in Arabic numerals as they appear in the text. A List of Figures and a List of Tables should be provided on separate sheets of paper in both English and Croatian. The number and the author's name should appear on each figure (drawings, diagrams and photos). Photographs should be clear and sufficiently contrasted. Drawings should be in Indian ink, or printed on a laser printer, on glossy paper. Figures should be either 7 or 14.5 cm width, with proportional height. If drawings are larger, the lettering and lines thickness should be large enough to be readable after reduction.

5. *Mathematical symbols and formulas*: The equation reference numbers should be on the right side of the equation, in parentheses. The equations should be referred to in the text either by the full word "Equation" and number, or by its abbreviation "Eq" and number (for instance "Equation 3 shows" or "what is proved (Eq. 3)").

Vector notation should be bold style (typed as **V**).

Double line fractions should not be used. Instead of the fraction, a negative superscript should be used (a^{-1}).

To indicate roots, positive or negative superscript should be used ($x^{1/2}$). When the exponent e is modified by a complicated argument, the abbreviation *exp* should be used.

6. *Units*: The international system of units, SI units, (m, kg, s, K) should be used. Full words and symbols should not be mixed. In general, symbols should be used only when preceded by a number (e.g. "10 m" but "several meters"). Symbols should not be punctuated, i.e. they are not treated as abbreviations. The same symbol is used for both singular and plural. Negative indices should be used rather than "l" (e.g. ms^{-1}). The solidus may be used for emphasizing certain unit combinations such as cms^{-1}/m .

7. *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.

8. *Date/Time*: Time should be written in four digits (e.g. 1200 UTC). The name of months should be written in full (e.g. 5 March 1982). Local time may be expressed as LST.

Additional information on the preparation and submission of manuscripts can be obtained from the Journal Manager (address at the back side of the front page).