# Instructions for authors

## Submission of manuscripts

Submission of a manuscript implies:

- that the work described has not been published before;
- that it is not under consideration for publication anywhere else;
- that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.

Authors are required to submit their manuscript online (http://journals.ibu.edu.ba/jonsae/author/submit.php).

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, and telephone number(s) of the corresponding author

Authors should provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references. Authors should provide 4 to 6 keywords which can be used for indexing purposes.

## Submission policy

The Journal of Natural Sciences and Engineering is founded with the aim to support and encourage research in different areas of natural sciences and engineering. Therefore it welcomes theoretical, applied, interdisciplinary and methodological work, with preference on empirical research, critical approach and problem-solving methods in manuscripts.

## Layout

All manuscripts must be written in plain English language with requirement of using proper grammar and spelling rules. If Author's first language is not English, before submitting manuscript you may have it edited by qualified person. However, this is not a mandatory step nor it will guarantee acceptance of your manuscript but it will provide assurance that Editors and Reviewers will grasp the main idea completely. Authors are suggested to thoroughly go through the information in JONSAE writing guide and to respect all the rules indicated, otherwise manuscripts will be rejected in the initial phase. Special attention should be devoted to plagiarism and referencing issues. All manuscripts will go through plagiarism check in the initial phase of reviewing the manuscripts.

Manuscripts should be submitted in Word, and authors should consider following:

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

## Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].

2. This result was later contradicted by Becker and Seligman [5].

3. This effect has been widely studied [1-3, 7].

## 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 and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

### Journal article

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. Journal of Film Writing, 44(3), 213–245.

### Article by DOI

Kreger, M., Brindis, C.D., Manuel, D.M., & Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. American Journal of Community Psychology. doi:10.1007/s10464-007-9108-14.

### Book

Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for journal publication. Washington, DC: American Psychological Association.

### Book chapter

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), Gender issues across the life cycle (pp. 107–123). New York: Springer.

### Online document

Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.

## Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## Electronic Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- Color art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Figures should be saved as TIFF with a minimum resolution of 600 dpi.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

## Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

## Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures,
- "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

## Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

## Proofreading

All manuscripts will undergo certain amount of proofreading. Therefore corresponding authors are suggested to check their email address frequently and go through all proofs assigned to manuscript. List of the proofs will be either written in PDF document or attached or will be written directly in email in the cases of minor proofs required.

## Final steps

Authors will be provided with the copyright form which they need to fill, sign and send back to the Editor or editorial assistants. Before publishing of their manuscript authors will be asked to make prepublication checkup. Important suggestion is to check personal information in detail in order to avoid any mistake and conflict later on.