Kralja Zvonimira 69
21 210 Solin, Croatia
tel. +385 21 210 048
fax.+ 385 21 260 900
tzg-solin@st.t-com.hr

AUTHORS INSTRUCTIONS

INTERNATIONAL HISTORIC CITIES CONGRESS

March 26th until March 29th, 2019.

Official languages are Croatian and English, and the authors can choose themselves in which language will deliver paper for publishing. Short description needs to be written both in Croatian and English language and sent via e-mail direktor.tzsolin@solin-info.com the latest until February 15th, 2019. All short descriptions which are sent after that date WILL NOT BE TAKEN INTO CONDISDERATION. Entire paper needs to be delivered until **April 30th, 2019** in order to be published in official online repertory. All papers that are not delivered on time WILL NOT BE PUBLISHED in official online repertory.

Short paper description needs to contain proper headline, not more then 200 - 250 words and 6 crucial words in English and Croatian language together with the authors resume up to 250 words. All authors are obliged to obey detailed instructions, consider comments and suggestions of other reviewers and if necessary, modify paper.

WORK CATEGORIZATION

All papers will be listed in one of the following categories: a) scientific paper, b) expert article. Work category which will be published in article header choose repertory editors.

scientific paper – represents scientific work which has delivered new and first-time published results of certain scientific research combined with yet unknown scientific facts, theories and knowledges which represents contribution to the science in general.

expert article - represents useful contributions in which due to information exchange author describes its own work and experience from practice. The focus of every professional work lies in knowledge application and its expansion.

Entire paper needs to be written in Microsoft Word program and cannot exceed 16 tabs, 3000 signs, including spaces. All papers are reviewed, and all approved paper will be announced in online repertory.

Article text: Text needs to be written in Times New Roman font, 10pt sizes with single line spacing, justified with both sides, written from the beginning of each line and without line indent, margins (top 5 cm, bottom 5 cm, left 4.4 cm, right 4,2 cm, gutter 0 cm, header 4 cm, footer 4 cm, with paper orientation – portrait). If you need to indicate a specific word use *italic* and not bold leathers.

In order to separate paragraphs, use one empty line 10pt in size.

Footnote can be used only in order to explain main text in detail and cannot be used as an invitation to read another literature. They need to be assigned in the bottom of each page, Arabic numerals starting from 1.

Article title: needs to be written in Arial font, 14pt in size, cantered.

Front separate page needs to contain authors data: first and last name, profession, institution and e-mail address.

Short paper description needs to contain proper headline, not more then 200 - 250 words and 6 crucial words in English and Croatian language, one below the other. Times New Roman font needs to be used, 8pt in size, justified on both sides.

Chapter title needs to be short and concise and needs to be numbered in consecutive order with Arabic one-digit numbers. Chapters can also have sub-chapters which needs to be numbered with double-digit or with three-digit numbers (example:1; 1.1..; 2.; 2.1.; 2.1.1. etc.), and not more than that.

Pictures, charts and tables can be added inside text. They all need to have number, name and the data source and needs to be numbered with Arabic numbers (pictures separately, charts separately, tables separately). Each data source needs to be acknowledged below pictures, charts or tables.

Literature combines all sources that are used, and the list of entire literature needs to be written at the end of each paper without chapter numbers (after conclusion). Literature does not need to be numbered but it needs to be written into alphabetical order (from slast name). It needs to be written in Times New Roman font, 8pt in size and all paragraph rows need to be hanging except first for 1.27 cm. When quoting literature Harvard style quotation needs to be used.