

# Guide for Authors

All manuscripts must be in English. Pages should be numbered sequentially. The manuscript should be composed in accordance with the Article Template given above. The maximum length of contributions is 12 pages (approx. 5000 words). Longer contributions will only be accepted if authors provide justification in a cover letter. For full instructions see the Information for Authors section on the journal's website: <http://en.sv-jme.eu>.

## SUBMISSION:

Submission to SV-JME is made with the implicit understanding that neither the manuscript nor the essence of its content has been published previously either in whole or in part and that it is not being considered for publication elsewhere. All the listed authors should have agreed on the content and the corresponding (submitting) author is responsible for having ensured that this agreement has been reached. The acceptance of an article is based entirely on its scientific merit, as judged by peer review. Scientific articles comprising simulations only will not be accepted for publication; simulations must be accompanied by experimental results carried out to confirm or deny the accuracy of the simulation. Every manuscript submitted to the SV-JME undergoes a peer-review process.

The authors are kindly invited to submit the paper through our web site: <http://ojs.sv-jme.eu>. The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.

## SUBMISSION CONTENT:

The typical submission material consists of:

- A **manuscript** (A PDF file, with title, all authors with affiliations, abstract, keywords, highlights, inserted figures and tables and references),
  - Supplementary files:
    - a **manuscript** in a WORD file format
    - a **cover letter** (please see instructions for composing the cover letter)
    - a ZIP file containing **figures** in high resolution in one of the graphical formats (please see instructions for preparing the figure files)
    - possible **appendices** (optional), cover materials, video materials, etc.
- Incomplete or improperly prepared submissions will be rejected with explanatory comments provided. In this case we will kindly ask the authors to carefully read the Information for Authors and to resubmit their manuscripts taking into consideration our comments.

## COVER LETTER INSTRUCTIONS:

Please add a **cover letter** stating the following information about the submitted paper:

1. Paper **title**, list of **authors** and their **affiliations**. One corresponding author should be provided.
2. **Type of paper**: original scientific paper (1.01), review scientific paper (1.02) or short scientific paper (1.03).
3. A **declaration** that neither the manuscript nor the essence of its content has been published in whole or in part previously and that it is not being considered for publication elsewhere.
4. State the **value of the paper** or its practical, theoretical and scientific implications. What is new in the paper with respect to the state-of-the-art in the published papers? Do not repeat the content of your abstract for this purpose.
5. We kindly ask you to suggest at least two **reviewers** for your paper and give us their names, their full affiliation and contact information, and their scientific research interest. The suggested reviewers should have at least two relevant references (with an impact factor) to the scientific field concerned; they should not be from the same country as the authors and should have no close connection with the authors.

## FORMAT OF THE MANUSCRIPT:

The manuscript should be composed in accordance with the Article Template. The manuscript should be written in the following format:

- A **Title** that adequately describes the content of the manuscript.
- A list of **Authors** and their **affiliations**.
- An **Abstract** that should not exceed 250 words. The Abstract should state the principal objectives and the scope of the investigation, as well as the methodology employed. It should summarize the results and state the principal conclusions.
- 4 to 6 significant **key words** should follow the abstract to aid indexing.
- 4 to 6 **highlights**; a short collection of bullet points that convey the core findings and provide readers with a quick textual overview of the article. These four to six bullet points should describe the essence of the research (e.g. results or conclusions) and highlight what is distinctive about it.
- An **Introduction** that should provide a review of recent literature and sufficient background information to allow the results of the article to be understood and evaluated.
- A **Methods** section detailing the theoretical or experimental methods used.
- An **Experimental section** that should provide details of the experimental set-up and the methods used to obtain the results.
- A **Results** section that should clearly and concisely present the data, using figures and tables where appropriate.
- A **Discussion** section that should describe the relationships and generalizations shown by the results and discuss the significance of the results, making comparisons with previously published work. (It may be appropriate to combine the Results and Discussion sections into a single section to improve clarity.)
- A **Conclusions** section that should present one or more conclusions drawn from the results and subsequent discussion and should not duplicate the Abstract.
- **Acknowledgement** (optional) of collaboration or preparation assistance may be included. Please note the source of funding for the research.
- **Nomenclature** (optional). Papers with many symbols should have a nomenclature that defines all symbols with units, inserted above the references. If one is used, it must contain all the symbols used in the manuscript and the definitions should not be repeated in the text. In all cases, identify the symbols used if they are not widely recognized in the profession. Define acronyms in the text, not in the nomenclature.
- **References** must be cited consecutively in the text using square brackets [1] and collected together in a reference list at the end of the manuscript.
- **Appendix(-ices)** if any.

## SPECIAL NOTES

**Units:** The SI system of units for nomenclature, symbols and abbreviations should be followed closely. Symbols for physical quantities in the text should be written in italics (e.g.  $v$ ,  $T$ ,  $n$ , etc.). Symbols for units that consist of letters should be in plain text (e.g. ms<sup>-1</sup>, K, min, mm, etc.). Please also see: <http://physics.nist.gov/cuu/pdf/sp811.pdf>.

**Abbreviations** should be spelt out in full on first appearance followed by the abbreviation in parentheses, e.g. variable time geometry (VTG). The meaning of symbols and units belonging to symbols should be explained in each case or cited in a **nomenclature** section at the end of the manuscript before the References.

**Figures** (figures, graphs, illustrations digital images, photographs) must be cited in consecutive numerical order in the text and referred to in both the text and the captions as Fig. 1, Fig. 2, etc. Figures should be prepared without borders and on white grounding and should be sent separately in their original formats. If a figure is composed of several parts, please mark each part with a), b), c), etc. and provide an explanation for each part in Figure caption. The caption should be self-explanatory. Letters and numbers should be readable (Arial or Times New Roman, min 6 pt with equal sizes and fonts in all figures). Graphics (submitted as supplementary files) may be exported in resolution good enough for printing (min. 300 dpi) in any common format, e.g. TIF, BMP or JPG, PDF and should be named Fig1.jpg, Fig2.tif, etc. However, graphs and line drawings should be prepared as vector images, e.g. CDR, AI. Multi-curve graphs should have individual curves marked with a symbol or otherwise provide distinguishing differences using, for example, different thicknesses or dashing.

**Tables** should carry separate titles and must be numbered in consecutive numerical order in the text and referred to in both the text and the captions as Table 1, Table 2, etc. In addition to the physical quantities, such as  $t$  (in italics), the units [s] (normal text) should be added in square brackets. Tables should not duplicate data found elsewhere in the manuscript. Tables should be prepared using a table editor and not inserted as a graphic.

## REFERENCES:

A reference list must be included using the following information as a guide. Only cited text references are to be included. Each reference is to be referred to in the text by a number enclosed in a square bracket (i.e. [3] or [2] to [4] for more references; do not combine more than 3 references, explain each). No reference to the author is necessary.

References must be numbered and ordered according to where they are first mentioned in the paper, not alphabetically. All references must be complete and accurate. Please add DOI code when available. Examples follow.

## Journal Papers:

Surname 1, Initials, Surname 2, Initials (year). Title. Journal, volume, number, pages, DOI code.

- [1] Hackenschmidt, R., Alber-Laukant, B., Rieg, F. (2010). Simulating nonlinear materials under centrifugal forces by using intelligent cross-linked simulations. *Strojniški vestnik - Journal of Mechanical Engineering*, vol. 57, no. 7-8, p. 531-538, DOI:10.5545/sv-jme.2011.013.

Journal titles should not be abbreviated. Note that journal title is set in italics.

## Books:

Surname 1, Initials, Surname 2, Initials (year). Title. Publisher, place of publication.

- [2] Groover, M.P. (2007). *Fundamentals of Modern Manufacturing*. John Wiley & Sons, Hoboken.

Note that the title of the book is italicized.

## Chapters in Books:

Surname 1, Initials, Surname 2, Initials (year). Chapter title. Editor(s) of book, book title.

- [3] Carbone, G., Ceccarelli, M. (2005). Legged robotic systems. Kordić, V., Lazinic, A., Merdan, M. (Eds.), *Cutting Edge Robotics*. Pro literatur Verlag, Mammendorf, p. 553-576.

## Proceedings Papers:

Surname 1, Initials, Surname 2, Initials (year). Paper title. Proceedings title, pages.

- [4] Štefanič, N., Martinčević-Mikić, S., Tošanović, N. (2009). Applied lean system in process industry. *MOTSP Conference Proceedings*, p. 422-427.

## Standards:

Standard-Code (year). Title. Organisation. Place.

- [5] ISO/DIS 16000-6.2:2002. *Indoor Air - Part 6: Determination of Volatile Organic Compounds in Indoor and Chamber Air by Active Sampling on TENAX TA Sorbent, Thermal Desorption and Gas Chromatography using MSD/FID*. International Organization for Standardization. Geneva.

## WWW pages:

Surname, Initials or Company name. Title, from <http://address>, date of access.

- [6] Rockwell Automation. Arena, from <http://www.arenasimulation.com>, accessed on 2009-09-07.

## EXTENDED ABSTRACT:

When the paper is accepted for publishing, the authors will be requested to send an **extended abstract** (approx. one A4 page or 3500 to 4000 characters or approx. 600 words). The instruction for composing the extended abstract are published on-line: <http://www.sv-jme.eu/information-for-authors/>.

## COPYRIGHT:

Authors submitting a manuscript do so on the understanding that the work has not been published before, is not being considered for publication elsewhere and has been read and approved by all authors. The submission of the manuscript by the authors means that the authors automatically agree to transfer copyright to SV-JME when the manuscript is accepted for publication. All accepted manuscripts must be accompanied by a Copyright Transfer Agreement, which should be sent to the editor. The work should be original work by the authors and not be published elsewhere in any language without the written consent of the publisher. The proof will be sent to the author showing the final layout of the article. Proof correction must be minimal and executed quickly. Thus it is essential that manuscripts are accurate when submitted. Authors can track the status of their accepted articles on <http://en.sv-jme.eu/>.

## PUBLICATION FEE:

Authors will be asked to pay a publication fee for each article prior to the article appearing in the journal. However, this fee only needs to be paid after the article has been accepted for publishing. The fee is 380 EUR (for articles with maximum of 6 pages), 470 EUR (for articles with maximum of 10 pages), plus 50 EUR for each additional page. The additional cost for a color page is 90.00 EUR (only for a journal hard copy; optional upon author's request). These fees do not include tax.