

1 **INSTRUCTION FOR AUTHORS**

2 **Editorial Board¹**

3 ¹ University of Novi Sad, Faculty of Civil Engineering Subotica, Subotica, Serbia

4 * corresponding author: journal@gf.uns.ac.rs

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5 **ABSTRACT**

6 This document gives detailed instructions for preparing a paper for submitting to
7 Journal of Faculty of Civil Engineering. It is prepared using the JFCE-Template.docx
8 template, with predefines all styles and formatting needed to prepare your paper.

9 **KEYWORDS:**

10 JOURNAL, PAPER, INSTRUCTIONS, AUTHOR

11 **1 INTRODUCTION**

12 This document defines styles that the authors should use when preparing their paper for
13 publishing with the Journal of the Faculty of Civil Engineering (JFCE). When preparing your
14 manuscript, use these instructions to format your document.

15 In order to prepare your manuscript correctly, you should use the JFCE-Template.dotx
16 template file. This document is prepared using that template, as an example of how to
17 prepare text, math, and artwork. Following sections explain all formatting details.

18 **2 PAPER LAYOUT**

19 2.1 GENERAL STRUCTURE

20 Papers published in the JFCE follow the IMRAD structure. The authors are expected to
21 structure their articles as follows:

- 22 1 Introduction,
- 23 2 Background and methods (or Materials and methods, depending on the scope of the
24 paper),
- 25 3 Results and discussion,
- 26 4 Conclusions,
- 27 Acknowledgments (optional),
- 28 Funding (optional), and
- 29 References.

30 Sections 1-4 can be developed into subsections, as needed. Note that the sections
31 Acknowledgments, Funding, and References are not numbered.

32 2.2 TITLE OF THE PAPER

33 The article title must not be too general. It should associate to research presented in the
34 paper. However, keep the title length maximum two lines long. Use the style "JFCE-Title".

35 2.3 LIST OF THE AUTHORS

36 The authors are listed according to their contribution to the paper, in descending order.
37 Give name(s) and surname(s) of all authors, delimiting them by commas. The
38 corresponding author is marked with a footnote (*), where his/her e-mail address is given.
39 Use the style "JFCE-Authors".

40 2.3.1 Affiliations

41 Authors' affiliations are written, line by line, under the authors list, using a predefined style
42 "JFCE-Affiliations". Mark each author with an ordinal number after the name, using
43 superscripts. Corresponding affiliations are labelled with a numbered list, formatted with
44 the superscripts.

45 2.3.2 Abstract and keywords

46 Your abstract should be 400-2000 characters long, including spaces. Consider the abstract
47 as a synopsis of the paper. Include 1-2 sentences explaining each of your manuscript
48 chapters. Do not just simply copy and paste the sentences from the rest of the text, but
49 rather rephrase them here. A reader should understand your assumptions, background and
50 applied methodology, a core of your experiment with discussion, and drawn conclusions.
51 Write the abstract in one paragraph and do not add any equations here. Also, please avoid
52 acronyms, if not really necessary. Otherwise, put the whole name of a term with its
53 acronym in brackets.

54 2.3.3 Introduction

55 Here you introduce your research: what is it all about, why is it performed, what ideas
56 preceded it, what results are expected, and what benefits it brings.

57 2.3.4 Background and methods (or Materials and methods)

58 The title of this section depends on the type of your research. If it contains investigation
59 about materials, their improvement, advanced usage, or their further development, than
60 name this section "Materials and methods". Otherwise, it should be "Background and
61 methods".

62 This chapter contains previous research on the topic that is treated in the paper. Here you
63 will cite other scientists' work, showing that your work is innovative. You may develop this
64 section into subsections, splitting background and methods. Methods (or methodology)
65 should present theory supporting your research.

66 2.3.5 Results and discussion

67 Explain your experiment, setup, measurements, simulations, and numerical figures, based
68 on applied methodology.

69 If your results need a long discussion, split this chapter into two (Results and Discussion).

70 2.3.6 Conclusions

71 Summarize your most important findings from the work you performed. Do not write here
72 statements from introductory sections (1 and 2). Also, do not repeat sentences from
73 Results and discussion section. Here you will refer to the results and draw the conclusions
74 which show that your research is successfully completed and that your results yield to an
75 improvement. You can, also, give some suggestions for further directions of investigation
76 where your achieved results could be utilized.

77 2.3.7 Acknowledgements

78 This section is not mandatory. If there is someone that you find necessary to be mentioned
79 for any reason, this is the section where you will do it.

80 2.3.8 Funding

81 If you received some funding for the published research, you would write here a statement
82 on that. This section is optional, also.

83 2.3.9 Managing references

84 A special attention should be paid to using and formatting reference literature. The
85 requested method for formatting a bibliography with Microsoft Word is using Citations &
86 Bibliography tab from the References ribbon. Enter each reference with "Insert Citation"
87 command, using the IEEE style. A detailed tutorial how to use MS Word citation tools is
88 available at [1]. We ask you to read it and implement for your paper.

89 All cited work (statements and conclusions from previous research, formulas, numerical
90 and graphical data, etc.), must be referenced in the paper. Your paper must contain at least
91 15 references. Include at least 50% peer-reviewed articles, as contemporary as possible.
92 Conference papers, books, book chapters, and PhD thesis are also allowed. If you use
93 online resources, it is mandatory to include an information when the resource is accessed.
94 Do not use Wikipedia or similar possibly unreliable sources.

95 **3 STYLES, FONTS, AND FORMATTING**

96 3.1 TEXT

97 For writing your manuscript, use the JFCE-Normal style. Use the JFCE-Heading 1 style for
98 formatting main article chapters and JFCE-Heading 2 if further subsections are needed. If
99 really needed, you may expand your sections tree to JFCE-Heading 3, but we suggest usage
100 of bullets or numbered paragraphs, instead.

101 Do not add any extra blank lines between paragraphs, even if orphan or widow lines appear
102 in the article. Also, do not add multiple space characters between words. Final formatting
103 will be done by the editorial office after paper acceptance.

104 3.2 WRITING MATH

105 Variables are written using italic fonts (x, y), but Greek symbols are written in roman style
106 (ϕ, λ). For matrix variables, use the bold roman font (**P**), and for all formulas normal roman
107 (sin, cos...). This applies to equations, too. For your formulas, use the predefined JFCE-
108 Equations style. It defines two tab-stops; the first one centres the formula along the column
109 (where the expression is to be written), while the second tab aligns the cursor to the right,
110 where you will put the equation number enclosed in brackets. Here is an example:

111
$$z = \int_{i=1}^n \frac{x^3}{\ln x + 6} dx \quad (1)$$

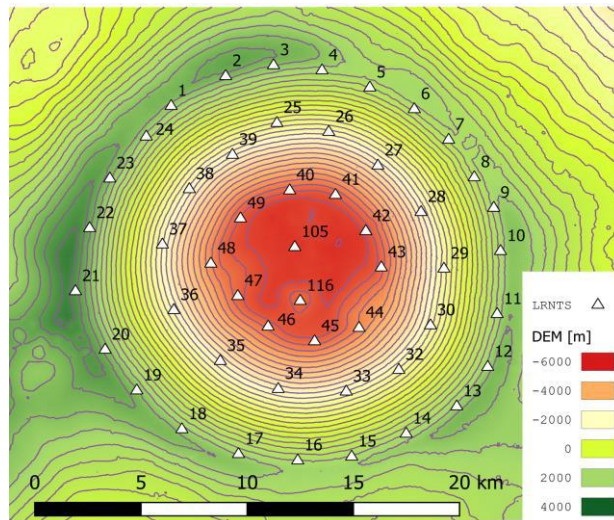
112 Equation numbers are put consecutively from 1, without section numbers, like (1). Each
113 equation must be numbered. Enumerate and reference your equations manually.

114 Wherever numeric values are needed, use a decimal comma instead of a decimal point (","
115 instead of ".").

116 3.3 ARTWORK

117 Artworks are vector diagrams and raster images. For placing your graphics, use JFCE-
118 Figure style. After inserting the figure, add a caption by right clicking over the figure and

119 choosing Insert caption, choosing “Figure” as a label. Use JFCE-Figure_caption style for
 120 writing figure captions. A figure caption is centred under the figure. All figures should be
 121 wrapped “in line with text”. If there is a text in the figure, make its size and font style
 122 readable. The figures are referenced in the paper using the Cross-reference command from
 123 the Captions tab in the References ribbon, like Figure 1 is referenced here.



124
 125

Figure 1: Digital elevation model

126 Note that all graphics (vector and raster) must be attached to the manuscript submission
 127 as separate files, too. A supported format for vector files is SVG, while for raster images,
 128 you can choose between PNG, JPG, GIF, and TIFF. Also, PS and EPS formats are welcome.
 129 Raster image quality should meet publishing requests, meaning, at least 600 dpi.

130 3.4 TABLES

131 Create your tabular data as you normally do with MS Word (Insert->Table). Do not use
 132 special formatting, but rather a simple table design, like in a sample table example (Table
 133 1). Use automatic cross-referencing in the same way as for the figures, adding table
 134 captions in the same way as for the figures. The table captions are aligned left above the
 135 table. Use JFCE-Table_caption style for table captions, while the table itself is written in
 136 JFCE-Table style.

137 Table 1: A simple table

	Column 1	Column 2	Column 3
Row 1	Cell 1.1	Cell 1.2	Cell 1.3
Row 2	Cell 2.1	Cell 2.2	Cell 2.3
Row 3y	Cell 3.1	Cell 3.2	Cell 3.3

- [1] KU Libraries, "How to Select and Use Citation Management Tools: Citation tools in Microsoft Word," KU Libraries, 22 9 2022. [Online]. Available: <https://guides.lib.ku.edu/c.php?g=95057&p=3908473>. [Accessed 4 1 2012].