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The manuscript should be written using Microsoft Office Word in A4 format, with 2 cm margins. The text of the manuscript should be written in Arial 10 pt. font and single-spaced throughout. Line numbering should be included throughout the text and should continue on a new page. A blank line (enter) should be used between the two sections and subsections, as well as between the heading and the text, and please, do not leave a space between paragraphs (Automatic, 3 pt., 6 pt., etc.). Pages should be consecutively numbered, starting with the title page. The page number is entered in the lower right corner of each page. The manuscript can be 5 to 20 pages long, including abstract, text, references, tables and figures.



Section and subsection headings

Section and subsection headings should be short and bolded. Subsection headings should be in *italics* using Arial 10 pt.

Introduction

The introduction should contain basic indications of the problem addressed in the manuscript. The introduction states the issues and the aim of the research (explanation of the topic).

Materials and Methods

In this section all the details on the used materials and methods should be stated, so the described procedures could be replicated and similar results could be obtained.

Methods previously used by someone else should be summarized and referred to. For quotes taken directly from the previously published method, quotation marks should be used and the source should be stated. All modifications of the existing methods used in the manuscript should be described.

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This section briefly explains the importance of the obtained results.

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Keywords should refer to the contents of the manuscript. Five words or phrases should be listed, separated by commas.



References

This section presents a list of references containing bibliographic references to all sources cited in the text of the manuscript. References to works that have not been reviewed, as well as the use of notes or footnotes, should be avoided. References are listed in alphabetical order. When citing references, the names of all authors should be given as shown in the following examples.



Example: In-text reference

Single author (Marković, 2020), two authors (Kalinić and Marković, 2019) more than two authors (Marković et al., 2021).

Examples of listing references

Journal articles:

Schiefe, R.P. (2018): Leadership Economics, *Journal of Transformational Innovation*, **3** (2), 40-45.

Books:

Bartoluci, M., Škorić, S. (2009): *Menadžment sportskog i nautičkog turizma*, Veleučilište u Karlovcu, Karlovac.

Book chapters

Hojsak, I. (2017): *Dojenje, Prehrana u općoj i kliničkoj pedijatriji*, Medicinska naklada, Zagreb, 135-142.

Conference proceedings

Kapusta, D., Dizdar Rožić, A. (2016): Upravljanje kvalitetom u sustavu zaštite zdravlja na radu, 6. *međunarodni stručno-znanstveni skup Zaštita na radu i zaštita zdravlja*, Conference proceedings, Kirin, S. (Ed.), Veleučilište u Karlovcu, Borik, 232-236.

Standards and methods

FIL - IDF 100B (1991): *Milk and Milk Products-Enumeration of microorganisms, colony count technique at 30 °C*.

ISO 5765-2 (2002): *Dried milk, dried ice-mixes and processed cheese - Determination of lactose content*

Web sites

FAO (2006): *Food outlook, Global Market Analysis, November 2007*, <http://www.fao.org/docrep/010/ah876e/ah876e09.htm>, (27/12/2008).

Tables

Research results can be shown in tables. Tables are displayed in the text and should be consecutively referred to.

Examples of table referencing

The addition of whey protein affected the growth of *Lactobacillus acidophilus* (Table 1).
Table 2 shows...

A short name (Arial 9 pt. font, bold) describing the table is required above each. The title is numbered in Arabic numerals (see the table title in the example below). The column headings in the table should



clearly describe the data presented. If necessary, the footnotes (Arial 8 pt.) should be entered below the table.

Table 4. Age, body mass and height of the participants

Parameter		BB*	X*	Y*	Z*
Age	Min.-max.	56 - 74	40 - 55	24 - 39	8 - 23
	$X \pm \sigma$	59.27 ± 2.53	45.59 ± 4.29	30.06 ± 4.35	20.67 ± 1.72
Body mass (kg)	Min.-max.	67 - 97	57 - 110	50 - 127	45 - 111
	$X \pm \sigma$	78.08 ± 8.44	73.08 ± 12.93	71.79 ± 15.47	70.46 ± 14.51
Height (cm)	Min.-max.	163 - 190	160 - 193	158 - 203	158 - 200
	$X \pm \sigma$	172.03 ± 6.58	171.50 ± 7.55	171.85 ± 8.53	171.71 ± 8.28

Age division: Baby boomers-BB; Generation – X; Generation Y – Y; Generation Z – Z (Arial 8 pt.)

Images

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Examples

The results of spectrophotometric measurements are shown in Figure 1.
Figure 2 shows...