

## INSTRUCTIONS TO AUTHORS

The *Geologica Macedonica* is an official publication of the "Goce Delčev" University, Faculty of Natural and Technical Sciences, Štip, North Macedonia. It is published twice yearly. The journal publishes **original scientific papers, short communications, reviews, professional and educational papers** from all fields of Mining, Geology, Petrology, Mineralogy and Geochemistry....

The journal also publishes, continuously or occasionally, the bibliographies of the members of the Faculty, book reviews, reports on meetings, information on future meetings, important events and dates, and various heading which contribute to the development of the corresponding scientific field.

**Original scientific papers** report unpublished results of completed original scientific research. Experimental data should be presented in a way that enables reproduction and verification of analyses and deductions on which the conclusions are based. Manuscripts should normally not exceed 6000 words.

**Short communications** should also contain completed but briefly presented results of original scientific research. Manuscripts should normally not exceed 2000 words.

**Reviews** are submitted at the invitation of the Editorial Board. They should be critical surveys of an area in which preferably the author himself is active. The reviews can be longer than typical research articles but should generally be limited to 10 000 words including references, tables and figures.

**Professional papers** report on useful practical results that are not original but help the results of the original scientific research to be adopted into scientific and production use. Manuscripts should normally not exceed 4 000 words.

### SUBMISSION OF MANUSCRIPTS

The authors bear the sole responsibility for the content of the contributions. It is assumed that by submitting their paper the authors have not violated any internal rules or regulations of their institutions related to the content of the contributions. Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the Publisher.

For the first submission, please send two hard copies of the manuscript and an identical electronic copy of the manuscript on a disc (in MS Word) to the Editor-in-Chief of *Geologica Macedonica*, the "Goce Delčev" University, Faculty of Natural and Technical Sciences, Goce Delčev 89, MK 2000 Štip, North Macedonia. Electronic version of the manuscript can be also sent by e-mail at [todor.serafimovski@ugd.edu.mk](mailto:todor.serafimovski@ugd.edu.mk)

A cover letter must accompany every new submission. It should contain full names of all authors and their affiliation, the

manuscript title and the name and contact information for the corresponding author. Please provide a mailing address, e-mail address, and phone and fax numbers. Authors are requested to submit, with the manuscript, the names and full contact details (including e-mail addresses) of 3 potential referees.

### PREPARATION OF MANUSCRIPTS

Prepare the entire manuscript in double-space typing, on numbered pages of A4 format with margins of 2.5 cm on each side. Do not use footnotes.

The papers should be written in the shortest possible way and without unnecessary repetition. The original scientific papers, short communications and reviews should be written in English. Abstract and key words in Macedonian, must accompany each manuscript.

Manuscript should contain: title, authors names and addresses, abstract, key words, introduction, experimental or theoretical background, results and discussion, acknowledgement (if desired) and references.

**Title.** It should be brief and informative but should define the subject of the manuscript. It should include most of the key words.

**Authorship.** List the first and last name of each author. Omit professional and official titles. Give the complete mailing address of each author. For the corresponding author include an e-mail address and a phone and fax numbers. The name of the corresponding author should carry an asterisk.

**Abstract.** Each manuscript should be provided with an abstract of about 100–150 words. It should give the aim of the research, methods or procedures, significant results and conclusions. Define any abbreviations used in the abstract.

**Key words.** Up to 5 key words or phrases should be given to facilitate indexing and online searching.

**Introduction.** The most important previous results related to the problem in hand should be reviewed avoiding a detailed literature survey, and the aim and importance of the research should be clearly stated.

**Experimental section.** This section should contain a description of the materials used and methods employed in form which makes the results reproducible, but without detailed description of already known methods.

Manuscripts that are related to theoretical studies, instead of experimental section should contain a subheading **theoretical background** where the necessary details for verifying the results obtained should be stated.

**Results and discussion.** The authors should discuss their findings, postulate explanations for the data, elucidate models and compare their results with those of other works. Irrelevant comparisons and speculations unsupported by the new information presented in the manuscript should be avoided. The

conclusions should be not given separately but included in this section.

**Tables.** They should be given with a suitable caption and should be numbered consecutively with Arabic numerals. Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letter. Each table should be typed on a separate sheet. The correct position of the tables should be marked on the manuscript.

**Figures.** Figures (photographs, diagrams and schemes) should be numbered consecutively with Arabic numerals in order to which they referred. They should accompany the manuscript but should not be imbedded in the text. Each figure should be clearly marked with the figure number and the first author's name. All figures should have captions that should be supplied on a separate sheet. Correct position of the figures should be marked on the manuscript. The size of the symbols for the physical quantities and units as well as the size of the numbers and letters used in the reduced figures should be comparable with the size of the letters in the main text of the paper. Each figure or group of figures should be planned to fit, after appropriate reduction, into the area of either one or two columns of text. The maximum finished size of a one column illustration is 8.0 cm and that of a two column illustration is 17.0 cm width. Make sure you use uniform lettering and sizing of your original artwork. All figures should be printed on a high quality graphics plotter. Figures should be also sent in electronic form as TIFF or JPG files with minimum 300 dpi or higher resolution.

Color illustrations in print can be included only at the author's expense.

**Units.** The SI (Système Internationale d'Unités) for quantities and units should be used throughout the whole text. If nomenclature is specialized, nomenclature section should be included at the end of the manuscript, giving definitions and dimensions for all terms.

The **names of chemical substances** should be in accordance with the IUPAC recommendations and rules or *Chemical Abstract* practice.

**Acknowledgement.** Financial support, advice or other kinds of assistance can be included in this section.

## REFERENCES

Literature references should be numbered and listed in order of citation in the text. They should be selective rather than extensive with the exemption to review articles. Avoid references to works that have not been peer-reviewed. Citation of a reference as "in press" implies that it has been accepted for publication.

The surname of one or two authors may be given in the text, whereas in case of more than two authors they should be quoted as, for example, Julg *et al.* [1]. References should be cited as follows:

### Journals:

(Boev *et al.*, 1992), Boev Blažo, Čifliganec Vančo, Stojanov Risto, Lepitkova Sonja: Oligocene-Neocene magmatism in the region Bučim block. *Geologica Macedonica*, **6**, 23–32 (1992).

(Makreski *et al.*, 2004): Makreski Petre, Jovanovski Gligor, Stafilov Trajče, Boev Blažo: Minerals from Macedonia, XII. The dependence of quartz and opal color on trace element composition – AAS, FT IR and micro-Raman

spectroscopy study. *Bull. Chem. Technol. Macedonia*, **23**, 2, 65–212 (2004).

### Scientific meetings:

(Stojanov, 1990): Stojanov Risto, Serafimovski Todor: The volcanism in the Zletovo–Kratovo volcanic area. In: *XII Congress of Geologists in Yugoslavia*, Ohrid, 1990, 405–124 pp).

### Books:

(Boev, 1996): Boev Blažo, Janković S.: Nickel and nickel-ferrous iron deposits of the Vardar zone (SE Europe) with particular reference to the Ržanovo–Studena Voda ore bearing series. *Faculty of Mining and Geology*, Spec. Iss. No. **3**, 1996, 273 p.

(Manahan, 2000): Manahan S. E., *Environmental Chemistry*, Seventh editions. CRC Press LLC, Boca Raton, 2000.

For the web references, as a minimum the full URL should be given. Any further information, if available (author names, dates, reference to a source publication, etc.) should also be given.

## EDITORIAL PROCESS

**Receipt of manuscripts.** Receipt of each manuscript is acknowledged by e-mail to the corresponding author within three working days. The manuscript is read and examined for conformity to these Instructions to Authors. Failure to meet the criteria outlined may result in return of the manuscript for correction before evaluation.

**Peer review/evaluation.** Papers received by the Editorial Board are sent to two referees (one in the case of professional and educational papers). Although authors are invited to suggest reviewers who are competent to examine their manuscript, the Editorial Board is not limited to such suggestions. Identities of the reviewers will not be released to the authors. The review process is expected to be complete within 3 months, but conflicting recommendations and other unpredictable events may cause some delay.

The comments and recommendations of the referees and the Editorial Board are sent to the authors for further action. The authors are allowed 30 days to undertake revisions and return the corrected text to the Editorial Board. The final decision on acceptance or rejection is made by the Editorial Board. This decision, together with any relevant reasons, will be sent to the corresponding author.

**Publication process.** The accepted manuscript is checked for conformation to the Instructions to Authors and to ensure that all necessary paperwork is present. Any areas that are identified as problematic will be addressed by the Editorial Board in consultation with the corresponding author. The papers will be prepared for publication by a professional copy editor responsible for ensuring that the final printed work is consistent in form and style.

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**Reprints.** The corresponding author will receive, free of charge, 20 reprints of the paper published in the *Geologica Macedonica*. Additionally he will receive a complementary copy of the journal.