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|  | journal homepage: www.brodogradnja.fsb.hrBrodogradnjaAn International Journal of Naval Architecture and Ocean Engineering for Research and Development |  |

Document title in English



First Author, Second Author\*, Third Author

Affiliation

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| **ARTICLE INFO** |

Editor-in-Chief: Prof. Nastia Degiuli

Associate Editor: PhD Ivana Martić

Keywords:

Keyword 1

Keyword 2

Keyword 3…

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| ABSTRACT |

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# Introduction

The paper should be written in MS Word. The document should be set to DIN A4 format (297x210 mm). The margins should be set to 30 mm top and 20 mm bottom and mirrored to 25 mm both outside and inside. The header should be set to 16 mm in height and the footer to 10 mm. The first section should begin as an odd-numbered page. The header on the first page should be different from others (blank). The header on other pages (sections) should be as follows:

1. For odd pages the authors are to be written on the right and the document title on the left side,
2. For even pages the authors are to be written on the left and the document title on the right side.

Footers of the whole document should be left blank.

If possible, the paper should be written on an even number of pages. Extra space between paragraphs, figures and tables should not be gained by inserting blank paragraphs. If in doubt, place and number the figures at the end of the paper and put captions at desired positions in the text.

# Paper formatting and styles

The paper should be formatted using styles provided in this document. Each style is carefully prepared for corresponding purposes as shown in this document. Here are some guidelines:

* The whole document should be written in English (UK), 12 pt regular Times New Roman, justified, spaced 3 pt before (*Body Text Indent* style for first line hanging 10 mm or *Body Text* style for text without hanging as authors find convenient).
* Document title: 14 pt bold (*Master\_Heading\_En* style).
* Authors: 12 pt italic (*Author* style).
* Summary title: 12 pt bold (*Summary\_Caption\_En* style).
* Chapter titles: 12 pt bold, numbered (*Heading 1* style).
* Subtitles: 12 pt regular, outline numbered (*Heading 2* style).
* Sub-subtitles: 12 pt regular, outline numbered (*Heading 3* style).
* Figure captions should be placed below figures, 10 pt regular (*Caption* style).
* Table captions should be placed above tables (*Table\_caption* style).



**Fig. 1** Single figure example

* Figures should be inserted “In line with text” (see Format object, Layout) if possible, containing a paragraph formatted using *Fig\_body* style. Figures could be aligned to the left/right side with the text wrapping enabled if the author finds it necessary.
* Twin figures should be formatted using *twin\_picture\_body* style (with tabs).
* Twin figure captions should be formatted using *twin\_pictures\_caption* style (positioned with tabs).

  

 **Fig. 2** First figure example **Fig. 3** Second figure example

## Figures

Try to provide good quality figures, as you would wish them to look when published. Do not use embedded vector graphics because of possible side effects. Use raster graphics in a resolution not less than 300 dpi. Try to balance the figure size according to information you are trying to present to reader. Allow a small percentage of figure resizing for the sake of typesetting.

### Fonts

Please, do not use exotic fonts but those enclosed in the regular MS Windows installation. Missing fonts could have serious drawbacks in the final paper layout. In figures and equations, Times New Roman, Arial and Symbol can meet most of demands. If other fonts have to be used, please supply their names.

### Minimal font size and line thickness

Note that, even this template is in A4 format, the final print will be scaled down approximately to B5 (that would be about 20% smaller). For writing (text, equation or graphics) do not use font size smaller than 6 pt. When creating raster graphics do not use lines thinner than 0.12 mm (0.34 pt). Otherwise both text and graphics could be lost in the printing.

## Tables

Tables should be left aligned or centred; inside grid thickness of ½ pt and border of 1 pt. The grid could be also omitted. Additional changes inside tables (merging cells, different thickness, etc.) can be made as authors find convenient. The text and numbers inside the tables should be formatted using *Body Text* style, aligned as needed.

**Table 1** Explanation of table content (*Table\_caption style*)

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If the text follows a table, 12 pt space before should be applied.

## Equations

Equations should be written in MS Equation or similar math editor, compatible with MS Word, using the size settings as follows:

* Full 12pt,
* Subscript/Superscript 9pt,
* Sub-Subscript/Superscript 6pt,
* Symbol 18pt,
* Sub-Symbol 12pt.

Equations should be formatted using *equation\_1* style with tabs, spaced before and after with 6pt in general, indented 20 mm from left (defined within the style).

 (1)

Equation numbers on the right side should be entered manually.

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