INSTRUCTION FOR MANUSCRIPT PREPARATION

The journal *Acta Periodica Technologica* (formerly *Proceedings of Faculty of Technology*) publishes reviews and original scientific papers in the scope of food, chemical, biochemical, and pharmaceutical technology and engineering and related process engineering.

Acta Periodica Technologica is published in English. The journal may include supplements from congresses, meetings or symposiums.

The journal does not charge any fees at submission, reviewing, and production stages.

SUBMISSION OF PAPERS

Since the journal is published once a year, **papers for each new issue can be submitted starting on December 1 of the year preceding publication and ending on August 31 of the following year.** However, based on the number of submissions received, this deadline might be shortened.

All correspondence, including submission of the manuscript, notification of the Editor's decision and requests for revision, takes place by following e-mail addresses: apteff@uns.ac.rs, apteff@tf.uns.ac.rs or apteff.tf.uns@gmail.com.

Authors are expected to propose the category of manuscript (review or original scientific paper) and three potential reviewers. Reviewers should be experts in the field of the paper, and not associated with the institution with which the authors are affiliated. The final choice of referees will remain entirely with the Editor. Also, optionally, the authors should state any person that is not desired as a reviewer.

Submission of paper implies that:

- It has been prepared in accordance with these Instructions. Manuscripts that do not follow
 these guidelines will be returned to the authors for revision before proceeding to the next stage.
- **It has not been previously published**, except as an abstract, in full within the proceedings of a scientific meeting, or as part of a published lecture or academic thesis.
- It is not simultaneously under consideration for publication elsewhere.
- It will not be published elsewhere in the same form, in English or any other language, without the publisher's written permission.
- It will undergo screening for potential plagiarism and AI misuse before advancing to the next step. The maximum allowable level for suspected plagiarism or AI involvement in the writing process is 20%.

PREPARATION OF MANUSCRIPT

Language: The manuscript should be written in clear, grammatically correct English and checked by a professional proofreader.

Typing: The manuscript should be prepared in Microsoft Word, using a 10-point font size, 1.5-line spacing, and 2 cm margins on A4-sized pages. The length should not exceed 15 pages for scientific papers and 25 pages for review papers. Each page must have line numbering that restarts on every page, and all pages should be numbered consecutively. Tables, figures, and schemes must be embedded within the text. Abbreviations and symbols should be defined at their first occurrence or listed separately at the end of the manuscript.

General format. The manuscript should contain the following in this order: Paper title, Author(s) full name(s), ORCID number(s), Affiliation, Abstract, Keywords, Introduction, Experimental, Results and

Discussion, Conclusions, Acknowledgements, Declaration of generative AI in scientific writings, and References.

The paper title should appear on the first page in bold, uppercase letters, without the use of symbols, formulas, or abbreviations. It must be concise and clearly reflect the content of the paper. The full names of the authors (first name, initial, and surname) along with their ORCID numbers should be listed below the title in italics. The corresponding author should be marked with an asterisk (*) and their full contact details, including e-mail address and complete postal address, must be provided. Author affiliations should follow the author names, with each affiliation indicated by a superscript number placed immediately after the author's name and before the corresponding address. If the paper was presented, in whole or in part, at a scientific meeting, this information should be included as a footnote on the title page.

The abstract (100–300 words, in italics) should be positioned below the paper title, authors' names, and affiliations. It must clearly present the purpose of the research, the methods used, the key findings, and the main conclusions.

Keywords (normal letters, max. 5 keywords) should be listed afterward.

Introduction should state previous relevant work with appropriate references, the problem investigated and the aim of work.

Experimental. The materials and methods should be described clearly, and in enough detail to allow others to reproduce the study. Only new techniques need to be explained in full, while established methods should be supported with appropriate references.

Results and Discussion. Results should be presented clearly and concisely, using tables or figures where appropriate to enhance understanding. The discussion should focus on the significance of the findings without repeating information from the Introduction. The number of illustrations, graphs, and chemical formulas should be kept to a minimum.

Conclusions. This section should summarize the key conclusions of the study, highlighting the significance of the findings and their potential applications or contributions to the field.

Acknowledgements: These should be kept to a minimum.

Declaration of Generative AI in Scientific Writing. The below guidance only refers to the writing process, and not to the use of AI tools to analyze and draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language. Applying the technology should be done with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans.

Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.

Disclosure instructions. Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the References list. The statement should be placed in a new section entitled 'Declaration of Generative AI and AI-assisted technologies in the writing process'.

Example of Statement: During the preparation of this paper the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

This declaration does not apply to the use of basic tools for checking grammar, spelling, references, etc. If there is nothing to disclose, there is no need to add a statement.

References should be cited in the text using Arabic numerals enclosed in round brackets (), in the order in which they appear. All sources cited must be listed on a separate references page. The reference list should follow the ACS citation style and reflect the order of citation in the text. Include the full names of all authors (do not use "et al."), with initials following the surnames. Each reference should contain the article title, the abbreviated or full journal name, the publication year (**in bold**), the volume number (*in italics*), the issue number (in round brackets, if applicable), page range (first and last pages), and the DOI number.

Examples:

Journals: Pascual, E.C.; Goodman, B.A; Yeretzian, C. Characterisation of Free Radicals in Soluble Coffee by Electron Paramagnetic Resonance Spectroscopy. *J. Agric. Food Chem.* **2002**, *50* (21), 6114-6122. https://doi.org/10.1021/jf020352k

Books: Morris, R. *The Last Sorcerers: The Path from Alchemy to the Periodic Table*; Joseph Henry Press: Washington, DC, USA, 2003; pp 145-158.

Book with more chapters: Puls, J.; Saake, B. Industrially Isolated Hemicelluloses. In *Hemicelluloses: Science and Technology*; Gatenholm, P., Tenkanen, M., Eds.; ACS Symposium Series 864; American Chemical Society: Washington, DC, 2004; pp 24-37.

Book of Abstracts: Noe, W.; Howaldt, M.; Ulber, R.; Scheper, T. Immunobase elution assay for process control, 8th European Congress on Biotechnology, Budapest, 17-21 August 1997, Book of Abstracts WE 163, p. 246.

Thesis: Linstead, J.B. Effects of adding natural antioxidants on colour stability of paprika. Ph.D. (or M.S.) Thesis, University of Glasgow, November 2006.

Patent: Lenssen, K. C.; Jantscheff, P.; Kiedrowski, G.; Massing, U. Cationic Lipids with Serine Backbone for Transfecting Biological Molecules. Eur. Pat. Appl. 1457483, 2004.

Unpublished data: Should be cited with one of the following comments: in press, unpublished work or personal communication.

Online citations (Should include the author, title, website and date of access): Wright, N.A. The Standing of UK Histopathology Research 1997-2002. http://pathsoc.org.uk (accessed 7 October 2024).

Chemical nomenclature and units. Authors are requested to use SI units and chemical nomenclature following the rules of Chemical Abstracts whenever possible.

Tables. Each Table is numbered with an Arabic numeral, followed by the title (**Table 1.** The result...). *The table width must be 13 cm max*.

Figures. Each drawing or figure should also be numbered with Arabic numerals followed by the title (**Figure 1.** Chromatogram of...). Schemes and figures must be submitted as separate files in their original extension (xls, xlsx, tiff, bmp, jpg...).

Formulae and Equations. Type formulas and mathematical equations clearly, accurately placing superscripts and subscripts. Equations should be indicated in the text using Arabic numbers in square brackets [].

Review process. All papers submitted to the journal will be reviewed by at least two independent referees who will be asked to complete the refereeing job within 4-6 weeks. The final decision on publication will be made by the Editorial Board. Manuscripts may be sent back to authors for revision if necessary. Revised manuscript submissions should be made as soon as possible (within 2 weeks) after the receipt of the referees' comments.

Proofs. The corresponding author will receive an uncorrected proof of the manuscript via email. This proof is intended solely for checking spelling errors. Upon receiving the uncorrected proof, authors have 48 hours to indicate any corrections, either using sticky note feature option on the PDF or by submitting a separate list of corrections to the Editor's office.

The timeframe of the manuscript publication process. Papers that receive favorable reviews, have all required revisions completed, and are approved for publication by the Editorial Board will be posted online as soon as possible through the "online first" system. These papers are assigned a DOI but do not yet have page numbers. This service allows authors to share their findings with the community in a fully citable form before the final version is released. The entire process—from peer review to "online first" publication—typically takes about three months. The "online first" version is later replaced by the fully edited and formatted final version (retaining the same DOI but with assigned page numbers) once the journal issue is finalized, no later than December 15 of the current year.

Author service. For inquiries relating to the submission of the manuscript, please send an email to the Editor's office at one of the addresses listed: apteff@uns.ac.rs, apteff@tf.uns@gmail.com.

Editorial board postal address:

University of Novi Sad Faculty of Technology Novi Sad Journal *Acta Periodica Technologica* PO Box 6, 21125 Novi Sad, Serbia.