

Based on Articles 18 and 20 of the Media Act (Official Gazette of the RS, No. 110/2006, official consolidated text; hereinafter ZMed-UPB1) and the Rules on the method of keeping and procedure of entering and on supplying data from media register (Official Gazette of the RS, Nos. 58/2001, 94/02) the publishers Faculty of Architecture of the University of Ljubljana (UL FA) at its 6<sup>th</sup> regular session of the UL FA Senate on 13.09.2013, and the Faculty of Civil and Geodetic Engineering of the University of Ljubljana (UL FGG), on the basis of Article 55 of the Rules of UL FGG (adopted at the 2<sup>nd</sup> extraordinary session of the UL FGG Senate on 11 September 2013, consolidated text) at its 3<sup>rd</sup> regular session on 25 September 2013, adopted the following:

**RULES on publication and operation of scientific e-journal**  
**IGRA USTVARJALNOSTI – teorija in praksa urejanja prostora (IU) / CREATIVITY**  
**GAME – Theory and Practice of Spatial Planning (CG)**

**Article 1**  
**(purpose of the rules)**

The rules define the way of operation of the journal, the appointing and dismissing of editors-in-chief, legal relations between the publishers and the editorial board, the basic mutual relations within the editorial board and the editorial board's degree of autonomy in regulating relations within the editorial board.

**Article 2**  
**(publisher and head office)**

IGRA USTVARJALNOSTI – teorija in praksa urejanja prostora (IU) / CREATIVITY GAME – Theory and Practice of Spatial Planning (CG) is a scientific journal covering architecture, civil engineering, urban design, spatial planning, landscape architecture, sociology and other related disciplines in social and technical sciences (hereinafter: the journal). The founders and publishers of the journal are the Faculty of Architecture and the Faculty of Civil and Geodetic Engineering, both of the University of Ljubljana (hereinafter: the publishers).

The relations between the publishers shall be regulated on contractual basis.

The head office of the journal is at the address of the Faculty of Architecture of the University of Ljubljana.

**Article 3**  
**(mission, purpose and public interest of the journal)**

The mission, purpose and public interest of the journal shall be implemented by creation and dissemination of programming and by the contribution to the development of theory and practice in the fields specified under Article 2 of these rules.

Theoretically and methodologically, the journal is pluralistic, with special emphasis on the consolidation of Slovenian terminology in the fields related to spatial studies and the study of built form.

With its international activities and inclusion of the journal into domestic and international bibliographic and text databases, the journal shall be dedicated to promote authors and to publicise their scientific and professional achievements, both domestically and internationally.

The journal shall publish scientific and professional papers and other professional manuscripts (reviews, presentations of research, workshops, competitions, professional and research projects and other activities connected to spatial studies and the study of built form).

#### **Article 4**

##### **(manner, area and language of dissemination of programming)**

The journal shall be published once a year (as an e-journal) in electronic format (ISSN xxxx-xxxx), supporting the principle of free access to scientific publications and, hence, shall be publicly accessible. The languages of the manuscripts shall be Slovenian and/or English. The authors themselves shall be responsible for translation into English and/or for language editing of the manuscripts. All manuscripts written in English shall have an abstract in Slovenian, which shall be the responsibility of the editorial board.

#### **Article 5**

##### **(editorial board)**

The editorial board is the governing managing body and the professional body of the journal.

The editorial board shall consist of: two editors-in-chief (hereinafter: the editors-in-chief), a technical editor, area editors and members of the international editorial board. The editorial board shall be headed by the editors-in-chief.

The editors-in-chief shall be appointed by the respective Senates of the publishers on the recommendation of the respective deans. The members of the editorial board shall be appointed and dismissed by the Senates of the publishers based on the recommendation of the editors-in-chief.

The terms of office of the editors-in-chief and members of the editorial board shall not be limited and shall change according to the programme concept of the journal.

The editorial board shall fulfil the following tasks:

- it shall attend to the implementation of ZMed-UPB1,
- it shall adopt the editorial policy and programming of the journal,
- it shall determine the content, and edit and prepare the manuscripts for each issue of the journal,
- it shall address the recommendations and comments of journal readers,
- it shall address the initiatives, opinions and recommendations related to editing and publishing of the journal,
- it shall address the issues related to editing and publishing of the journal,
- it shall provide recommendations for cooperation with related journals, both domestically and abroad.

The editorial board shall meet when necessary, but not less than once per year. The editorial board shall take its decisions by unanimous agreement.

#### **Article 6**

##### **(international editorial board)**

In accordance with the adopted programming, the journal shall have an international editorial board. The international editorial board shall be expanded continuously. The international editorial board shall be headed by the editors-in-chief.

The international editorial board shall continuously cooperate with other members of the editorial board, develop proposals and incentives related to the programming of the journal, invite contributions and establish contact with authors, reviewers and related journals internationally.

The international editorial shall meet when necessary, but not less than once per year. The meetings may take place by electronic means. The international editorial board shall take its decisions by unanimous agreement.

#### **Article 7**

##### **(editors-in-chief in relation to the publisher and members of the editorial board)**

Within the adopted programme concept and operating plans, the editors-in-chief head and represent the journal published by the publishers.

The specific responsibilities of the editors-in-chief shall include:

- heading the editorial board and the international editorial board of the journal,
- ensuring the transparency of journal operations,
- ensuring that the content of the editorial policy and programme concept is consistently implemented and making sure that the rules of the journal publication are applied,
- working with the technical editor to coordinate the work of journal staff members and service providers,
- giving recommendations to the editorial board to tackle current matters, and convening and presiding over editorial board meetings, which should occur at least once a year, where they report on the implementation of the journal programme concept,
- developing the annual work programme and budget and ensuring their execution,
- working with area editors to select reviewers and ensuring that the review procedure is performed, including completion of the publication procedure or rejection of the manuscript,
- working with the editorial board to decide on the content of each journal issue and, based on peer-reviews, classification and selection of manuscripts for publication,
- acting on behalf of the journal for the publishers and ensuring that any potential conflict between publishers' interests and the public shall be resolved without adversely affecting publicity,
- monitor the circulation of the journal among readers and response to the manuscripts published,
- contacting related domestic and international journals and ensuring exchange, and
- contacting domestic and international authors and encouraging submissions.

#### **Article 8**

##### **(programme concept)**

The basic content for publication of the journal shall be determined by the publishers in the programme concept. A more detailed programme concept of the journal shall be determined by the editorial board.

The work of the editorial board and other journal staff members shall be, within the scope of the programme concept, and in line with these publishers' Rules, independent and autonomous.

The publishers must obtain the editorial board's opinion prior to a fundamental change or significant addition to the programme concept.

#### **Article 9**

##### **(selection of manuscripts)**

During the manuscript submission, the authors must consistently follow the instructions regarding the standardised scientific procedures, appearance and typology of documents.

The scientific and professional articles shall be subject to peer review. The review procedure shall be anonymous. Only articles with positive reviews shall be published.

The reviewers shall be selected by area editors in agreement with the editors-in-chief.

**Article 10  
(copyright)**

The author retains all moral rights to the copyright work published in the journal. The author transfers the economic right to reproduction, the right of making available to the public in the Republic of Slovenia and abroad exclusively to the publishers once and for all, for all cases and in an unlimited number of copies, and for all media. The transfer to the publishers is non-exclusive and temporally and territorially unlimited.

The authors shall under no circumstances be requested to write or change their manuscript in a way that they disagree with. Prior to the publication, the author shall sign the copyright statement certifying that the manuscript is the original work of the author.

**Article 11  
(financing)**

The revenues of the journal shall include:

- public funds awarded through calls for applications by relevant ministries,
- own funds by the journal publishers, both contributing up to one-half of total costs that cannot be covered by other sources,
- grants of professional associations,
- other.

**Article 12  
(validity of the rules)**

These rules shall become valid on the next day after the date of adoption by the UL FA and UL FGG Senates.

Ljubljana, (date)


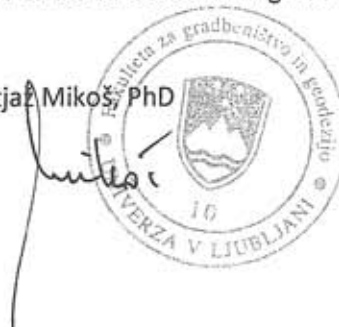
University of Ljubljana,  
Faculty of Architecture

Dean  
Prof. Peter Gabrijelčič, MA



University of Ljubljana,  
Faculty of Civil and Geodetic Engineering

Dean  
Prof. Matjaž Mikoš, PhD

The seal of the Faculty of Civil and Geodetic Engineering, University of Ljubljana, is circular. It features a central shield with a mountain range and a river. The text "Fakulteta za gradbeništvo in geodetiko" is written in a circle around the top, and "UNIVERZA V LJUBLJANI" is written around the bottom. The number "10" is visible in the center of the seal.