

INSTRUCTIONS FOR AUTHORS – PREPARATION OF SCIENTIFIC AND PROFESSIONAL MANUSCRIPTS (ARTICLES)

Authors are requested to submit only original, not yet published articles and articles not yet submitted elsewhere. The copyright of the published manuscripts is transferred to the journal; the content of the manuscript is the sole responsibility of the author.

Authors may propose the type of their manuscript by considering the *Typology of documents/works for bibliography management in COBISS* ([http://cobiss.izum.si/bibliographies_of_researchers – introductory comments](http://cobiss.izum.si/bibliographies_of_researchers_introductions)); however, the Editorship reserves the right to classify the manuscripts based on reviews. An 'original scientific article' is only the first-time publication of original research results in a way that allows the research to be repeated, and the findings checked. In general, it follows the IMRAD (Introduction, Methods, Results and Discussion) structure. Other manuscripts will be published as professional articles, also in accordance with the typology of documents in COBISS.

Typology of documents/works for bibliography management in COBISS:

1.01 Original Scientific Article

An original scientific article is only the first-time publication of original research results in a way that allows the research to be repeated, and the findings checked. As a rule, it follows the IMRAD (Introduction, Methods, Results and Discussion) scheme for experimental research, or it is organised in a descriptive way for descriptive scientific areas. The article must be published in a scientific journal with a peer-review system of accepting articles and must be peer-reviewed. The peer-review system must be evident from the instructions for authors.

1.02 Review Article

A review article is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers with the purpose of summarising, analysing, evaluating or synthesising the information that has already been published. A review article brings new syntheses, which also include the results of the author's own research. The review article must be published in a scientific journal with a peer-review system of accepting articles and must be peer-reviewed. The peer-review system must be evident from the instructions for authors.

1.03 Short Scientific Article

A short scientific article is an original scientific article, in which some of the elements of the IMRAD scheme may be omitted. It briefly summarises the findings of a completed original research work or a research work in progress. Also included in this category are mini reviews and preliminary publications, if they have the characteristics of a short scientific article.

1.04 Professional Article

A professional article is the presentation of what is already known, with the emphasis on the applicability of original research results and the dissemination of knowledge, while the complexity of the text is adapted to the needs of the users and readers of the professional or scientific journal, in which the said article is published.

1.19 Review

A contribution in a scientific or professional publication, in which the author evaluates or proves the correctness/incorrectness of a scientific or professional work, criterion, opinion or finding and/or disputes/supports/assesses the findings, works or opinions of other authors. The display of an expert opinion, a critique of a scientific, professional or artistic work, particularly in terms of its quality.

Submission and publication of manuscripts. The Editorship accepts the submissions to the journal on an ongoing, year-round basis. However, only the manuscripts submitted by no later than 31 March, and with correction of proofs by the author by no later than 20 June, will appear in the current electronic issue (see Important Dates). Nevertheless, scientific and professional articles will be published on the journal website immediately after their acceptance based on peer-review.

Important dates

Notification of manuscript submission (for articles only):	until 1st June
Submission deadline:	until 10th September
Return of editor's comments (corrections):	until 15th September
Final submission deadline:	until 15th September
Author corrections of proofs:	until 15th November
Publication of e-journal:	until 20th December

The submissions received outside the given timeframe will be considered for publication in the next year's issue.

The instructions apply to all types of scientific and professional articles. We want to draw attention to book reviews and critiques (COBISS designation 1.19), where the title of the contribution may be arbitrary; however, at the beginning, the author must provide information on the work presented (extract from COBISS). In a separate document, the author must submit a figure attachment, i.e. the image of the cover page of the work evaluated.

Presentation of manuscript. The print-out shall be one-sided, 1.5 spaced and with 2.5 cm margins. The text font shall be Times 10 pt. Scientific and professional articles shall not be shorter than 5 pages and not longer than 5 000 words (including the list of references).

The manuscripts may include tables, figures, graphs, charts etc. Figures and tables are only allowed if the author refers to them in the manuscript; they should be accordingly numbered and cited in the text. If a figure is not by the author, permission from the copyright holder should be acquired to reproduce the figure. If the figure or table has been published previously in another source, acknowledge the original source and cite it as part of explanatory description (along the figure or table); however, it is desirable that the figures are elaborated by the author.

The author shall send a grammatically correct text. Any articles not prepared according to these instructions shall be returned to the authors to be corrected and amended. If the copyright work is not within the recommended limits, the publisher reserves the right to edit the article for length, subject to the author's approval.

Language of manuscripts. The language of the manuscripts is **Slovenian** and/or **English**. The manuscripts should be proofread (the language editing of the manuscripts is the responsibility of the authors, not the Editorship), at the end of the manuscript the name of the language editor and/or translator should be stated. Non-Slovenian authors should prepare the manuscripts in English only.

Title and subtitle. The title of the manuscript shall be capitalised. The title shall be concise and clear and provide a clear definition of the content; it may be complemented by a subtitle. The subtitle shall be separated from the title through typesetting or punctuation (colon). Words in the title or subtitle shall be appropriate for indexation and search. The title and subtitle **shall be written in both Slovenian and English**.

Author. Below the title, the author of the manuscript shall be given, i.e. the full name of the author (first name and surname). In case of several authors the authors themselves define the order. At the end of the manuscript beside the full name also scientific degree or academic title, full name and

address of affiliation, or home address, and E-mail address shall be given. The submissions will be sent to reviewers without disclosing the name of the authors, which will be the responsibility of the Editorial Board.

Abstract. The abstract should be prepared for all scientific and professional articles. The abstract is structured by the author. The abstract should be on the first page of the article, between the title and the text. For the articles written in Slovenian, the abstract in Slovenian is followed by a **an abstract in English**. The abstract should not exceed 250 words. It shall be understandable as an independent text, in the sense that the reader does not have to read the entire text of the article. It shall capture the essence of the article, state the purpose and goals, describe the methods and procedures of the research and scientific approach, results and main findings. As a rule, the abstract consists of one paragraph only, exceptionally more than one paragraph. The authors are requested to translate the abstract themselves.

Key words. The abstract is followed by (up to six) key words that characterize the article content. Key words should be simple expressions (words, phrases) written in first person singular, in both Slovenian and English.

Divisions and subdivisions. The article should have clearly defined divisions (chapters), and their headings should be emphasised (font size 10 pt). The divisions can be divided into subdivisions (subchapters). The divisions and subdivisions shall be numbered in the decimal system according to the SIST ISO 2145 and SIST ISO 690 standards (i.e. 1, 1.1, 1.1.1).

Notes. Generally, footnotes shall be used, numbered with subsequent Arab numbers from the beginning to the end of the text. They shall only contain additional text (author's comments), and not bibliographic references. However, indications to references are allowed. When indications to notes are at the end of the sentence, the number shall be before the final full stop. Footnotes from the current page shall always finish at the same page.

Acknowledgement. The contribution of others shall be mentioned at the end of the text. Acknowledgements shall mention all names and types of contribution.

Citations. Citations in the text shall be accompanied by references. Generally, only publicly accessible sources shall be cited. Secondary references shall be cited as »citation in:«. Information about the source (author, publication year, page(s), when applicable) shall be in brackets, the author's last name shall be separated from the publication date by a comma (authorship citation). For several authors, instead of the last comma »and« shall be used. No more than three authors shall be stated. If there are more, use only the first author, followed by *et al.* Citations of several references shall be separated by semicolon. The information about the cited references shall be listed at the end of the article. For citations or references please apply the Harvard system, i.e. the system of the American Psychological Association (APA 7), described in the *Publication Manual of the American Psychological Association* (www.apastyle.org).

Citation example in text: There are several definitions of sustainable development; however, the most simple and concise is the definition of the World Commission on Environment and Development, which says that sustainable development means to »meet the current needs without compromising the ability of future generations to meet their own needs« (Our Common Future, 1987, p. 43). In the decades of growing environmental and cultural consciousness and many public discussions a number of different sets of directions were formulated; however, they all had in common the six core themes

that Jacobs (1999) defined as: environment–economy integration; futurity (concern about the future); environmental protection; equity; quality of life; and participation. A network or systemic thinking should be developed that is based on the knowledge of the whole, its internal connections, interrelations and epistemological knowledge and critical thinking, metacognitive skills and insight into the relationships between the aspects of the individual scientific and professional fields (Ivanitskaya *et al.* 2002 and Internet 4), whereby methods are used such as (Figure 1; cf.: Marentič Požarnik, 2010). Metacognitivity is defined as knowledge about when and how to use a particular strategy in learning and problem solving (Flavell, 1979; Brown, 1978 in: Veenman, Van Hout-Wolters and Afflerbach, 2006). This is not accurately defined in legislation (Spatial Planning Act, 2002); however, some viewpoints can be found at the Faculty of Architecture website (<http://www.fa.uni-lj.si/>).

List of references. Cited references shall be listed at the end of the text under the »References« section. The section »References« shall include only those references that the author refers to in the text and are published or publicly accessible. Please observe the alphabetical order of the first author's surname. When the same author appears several times, the articles shall be listed according to the publication year – from earlier to recent dates. When the same author is the only author in one article and co-author in another, first the independent works are listed and then (in alphabetical order of the last names of the second, third author etc.) group works (always several authors). As opposed to citations, for individual references all authors shall be stated, regardless of how many there are. If the reference has no author or the author is unknown, the title is the first in the list of data. If a not yet published work (in print) is cited, all the required data shall be provided; instead of the information about the year please state »in print«. The information shall be in original language; in case of foreign sources the title may be translated into Slovenian, i.e. in square brackets immediately following the original title. If a reference has its own DOI (Digital Object Identifier) registered, it is mandatory to include and use the DOI in the list of references as described in APA Publication Manual (i.e. at the end of the citation use DOI link: <https://doi.org/10.15292/IU-CG.2014.02.024-032>).

Publication of the Research Data. Authors are required to publish and provide open access to the research data used in the article prior to publication. The data must be prepared according to the FAIR principles (Findable, Accessible, Interoperable, Reusable). Authors must deposit research data in trusted data repositories, archives or centers that provide appropriate access arrangements. Authors must cite all data sources appropriately – in accordance with the repository's instructions and the journal's citation style – or explain in the data availability statement if the data has not been digitized or has not been published due to other restrictions Research data must be cited in the reference list at the end of the article.

Figures and tables. Beside text an article may also include figures (photographs, graphs, maps, drafts, diagrams, etc.) and tables that shall be numbered by consecutive numbers (from the beginning to the end); each table and figure shall be titled. An article may include no more than 10 tables and figures. Titles of tables shall be placed above them and titles of figures and other illustrations shall be placed below them. When necessary, a table or a figure may include additional comments and a legend of abbreviations. If they are not the result of the author's own work, the reference shall be cited, and in case of reproduction the author's prior agreement is necessary. The text shall clearly refer to individual figure or table by stating their consecutive numbers. Letters, numbers and symbols shall be clearly visible, even if figures or tables are reduced. Titles and detailed comments do not belong into the figure, but to the legend. The contents of table rows shall be given in the front row, and of columns in the head of the table. No field shall be empty. When no information is available for a field, it shall be clearly stated that such information does not exist or that its value equals zero or is negligibly small.

Figures shall be positioned in the text and also sent separately as figure attachments in the original digital format.

Figure attachments in digital form should have a width between 100 mm and 200 mm, a height of 200 mm, a resolution of 300 dpi (at envisaged final printed size), and saved as 8-bit images (i.e. colour or greyscale) in JPG formats (TIF is also acceptable). Figure attachments in digital form should be sent to the Editor as an attachment in the same way as the manuscript.

The template for articles is published on the journal website.