

CREATIVITY GAME

Theory and Practice of Spatial

IGRA USTVARJALNOSTI (IU) – teorija in praksa urejanja prostora / CREATIVITY GAME (CG) – Theory and Practice of Spatial Planning

COMMON INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS:

- **RESEARCH AND PROFESSIONAL PROJECTS**
- **COMPETITIONS**
- **WORKSHOPS**
- **CONFERENCES AND OTHER CURRENT SCIENTIFIC AND PROFESSIONAL EVENTS**
- **GRADUATE AND POST-GRADUATE THESES**

Each manuscript should be original and understandable as an independent text.

The main text should be followed by short abstracts in Slovene and English.

Non-Slovenian authors should submit the manuscript and abstract in English only.

The authors themselves are responsible for linguistic correctness (language editing) and – if necessary – translation into English; the name of the language editor and/or translator shall be communicated to the Editor (their name(s) shall not be published).

On the journal website, **separate templates for each type of manuscript** are available.

Important dates

Notification of manuscript submission (for articles only):	until 1st May
Submission deadline:	until 20th June
Return of editor's comments (corrections):	until 30th July
Final submission deadline:	until 10th Sept.
Author corrections of proofs:	until 10th October
Publication of e-journal:	until 30th October

Format and submission of manuscripts

The manuscripts shall be submitted to the Editor in digital form, i.e. texts in the Microsoft Word format, and figures in .tiff or .jpg formats.

The authors shall send the manuscripts to the Editor by 31 March (revijaiu@fa.uni-lj.si).

Naming of files

Each file should be named by indicating the type of manuscript, the last name of the first author and the consecutive number (if there is more than one file).

type of manuscript_last name_00.doc, type of manuscript_last name_00.jpg ...
e.g. **competition_Novak_01.doc, competition_Novak_01.jpg**

Each manuscript should stay within the number of characters allowed for in the relevant template. It should contain the elements discussed below; these elements may differ according to the type of manuscript. If necessary, authors are allowed to make additions and omissions of individual elements.

Basic elements in the descriptions of different types of manuscripts:

Title: capitalised, it may be complemented by a subtitle. The subtitle shall be separated from the main title through typesetting or punctuation (colon). The title and subtitle shall be written in both Slovenian and English.

Author(s) of manuscript:

first name and family name / including academic titles and education.

Co-author(s):

first name and family name / including academic titles and education.

If the co-authors are **students**, their names are stated if there were fewer than five students (including the name of university/faculty, programme, year), otherwise only the name of university/faculty, programme, year should be indicated.

Head of project / author(s) of competition entry / head of workshop:

first name and family name / including academic titles and education.

Other participants:

other participants (advisers, civil initiative, experts ...) or groups. In case of participating **students**, their names are stated if there were fewer than five students participating (including the name of university/faculty, programme, year), otherwise only the name of university/faculty, programme, year should be indicated.

Client(s):

full name of client(s).

Organized by:

full name of the organizer(s) of the event.

Type of project: e.g. research, professional ... project.

Type of competition: e.g. architecture, urban design, spatial planning / Slovenian, international.

Type of workshop: e.g. architectural, urban design/architectural, urban design, spatial planning ... Slovenian/international.

Location:

location of competition, workshop or meeting.

Dates:

date of event or **duration** of project / competition / workshop.

Public presentation / exhibition:

place and date of event (public presentation, exhibition of competition or workshop outcomes ...).

Website of event or project:

project website (if available).

Length of manuscript:

- no more than 4000 characters with spaces for **PROJECT presentations**,

- no more than 1500 characters with spaces for **COMPETITION, WORKSHOP, CONFERENCE presentations and other events**.

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Length of abstract:

- no more than 500 characters with spaces (COMPETITIONS),
- no more than 750 characters with spaces (PROJECTS, WORKSHOPS).

Figures:

2 figures selected by the author of the manuscript. More figures may be submitted; however, depending on the content, the material will be used in a quantity suitable for publication on two (2) pages. The figures should be sent as **a separate attachment or file** in digital form.

The figures should have a width of 100 mm (maximum width of 200 mm), a height of up to 200 mm, and a resolution of 300 dpi (at envisaged final print size), and saved in TIFF or JPG formats.

In the manuscript, the proposed place of figure insertion should be indicated.

Bibliography entry:

Slovenian authors should provide the full COBISS entry of the work that was the basis for preparation of the manuscript (if available). Non-Slovenian authors should provide entries in other bibliographic records.