

# Guidelines for Contributing Authors in *Acta Geographica Slovenica* – *Geografski Zbornik*

## 1 Aims and scopes

*Acta geographica Slovenica* – *Geografski zbornik* is the main Slovenian geographical scientific journal published by the Anton Melik Geographical Institute of the Scientific Research Centre of the Slovenian Academy of Sciences and Arts.

The journal is aimed at presentation of scientific articles from the fields of physical, human and regional geography. Review scientific articles are published, e.g. review and synthesis of already published articles on specific topic, and original research articles, e.g. first publication of original scientific results that allows repetition of the study and examination of results.

The journal was first published in 1952, and fourteen issues appeared periodically until 1976. Granted more permanent government funding, it has been published annually since 1976. From 2003, it is published twice a year. The journal is subsequently published in print and on the Internet in both Slovenian and English since 1994 (<http://ags.zrc-sazu.si/>). Each year, it is distributed in exchange for 200 scientific journals from around the world. The articles on the internet are read in more than 100 countries.

*Acta geographica Slovenica* – *Geografski zbornik* welcomes articles from all geographers in Slovenia, South-Eastern and Central Europe, as well as articles from those in related fields whose scientific and research work can enrich the overall view of the geographical environment.

*Acta geographica Slovenica* publishes articles in Slovenian and English. If one of the authors is from Slovenia the article has to be in English and Slovenian. The articles of the authors from abroad and the articles of special issues are only published in English. The articles in Slovenian have to be translated to English after a positive peer-review. If the article is translated by the editorial board the cost for authors is 500 €. If the authors provide a professional translation of the article it has to be lectored; the cost of lectoring for authors is 200 €. Slovenian articles are lectored by the editorial board. The articles that are submitted for publication in English need to be lectored after a positive peer-review. Lectoring is organized by the editorial board; the cost for authors is 200 €.

## 2 Article components

The articles published in the scientific journal *Acta geographica Slovenica* – *Geografski zbornik* should be arranged according to the IMRAD scheme: Introduction, Method, Results And Discussion or by the Guidelines for scientific journals and scientific articles published by the Slovenian research agency which financially supports the *Acta geographica Slovenica* journal. The articles must contain the following elements:

- article's main title in both English and Slovenian;
- author's first and last names;
- abstract (up to 800 characters including spaces);
- up to eight key words;
- author's education (for example, Ph. D., M. Sc.);
- author's mail address (for example: Department of geography, Faculty of Arts, University of Ljubljana, Aškerčeva cesta 2, SI – 1000 Ljubljana, Slovenia);
- author's e-mail address;
- article in English (up to 20,000 characters including spaces) and identical article in Slovenian;
- reference list.

Text of the article should be equal in Slovenian and English.

The titles of chapters and subchapters in the article should be marked with ordinal numbers (for example, 1 Introduction, 1.1 Methodology, 1.2 Terminology). The division of an article into chapters is obligatory, but authors should use subchapters sparingly. It is recommended that the article include Introduction, Conclusion and References chapters. The titles should be short and comprehensible. Authors should avoid using footnotes and endnotes.

### 3 Quoting

When quoting from source material, authors should state the author's last name and the year, separate individual sources with semicolons, order the quotes according to year, and separate the page information from the author's name and year information with a comma, for example »(Melik 1955, 11)« or »(Melik, Ilašič and Vrišer 1963; Kokole 1974, 7 and 8)«. If the source material has more than three authors only the first one should be listed (Melik et al. 1956).

The References' units should be listed according to the alphabetical order of the authors' second names. If there are more units from the same author in the same year, letters should be added to the citation (for example 1999a in 1999b).

Every unit consists of three sentences. In the first Author's name, publishing year and article's title are listed in front of the colon while the title is listed after it. The surnames of the authors and the initials of their names are separated by commas. The subtitle is separated from the title by a comma.

If the unit is an article, the name and number of the journal is indicated in the second sentence. If the unit is a monograph, there is no second sentence. The name of the publisher and number of pages are not listed. If the unit is not printed the type (e.g. diploma thesis) should be listed in the second sentence, separated from information of the institution by a comma. Laws should be quoted by a title, publication name and its number (e.g. Official gazette 56-2), separated from the publication year in the last part of the quotation.

In the third sentence the place of publishing or the place where the publication is kept are stated.

The Digital object identifier (DOI) has to be included to the quotes if available. For more details please visit webpage of the *Crossref* company ([www.crossref.org](http://www.crossref.org); <http://www.crossref.org/guestquery>; <http://dx.doi.org/>).

Few examples:

1) for articles in journals:

- Melik, A. 1955a: Kraška polja Slovenije v pleistocenu. Dela Inštituta za geografijo 3. Ljubljana.
- Melik, A. 1955b: Nekaj glacioloških opažanj iz Zgornje Doline. Geografski zbornik 5. Ljubljana.
- Perko, D. 2002: Določanje vodoravne in navpične razgibanosti površja z digitalnim modelom višin. Geografski vestnik 74-2. Ljubljana.
- Fridl, J., Urbanc, M., Pipan, P. 2009: The importance of teachers' perception of space in education. *Acta geographica Slovenica* 49-2. Ljubljana. DOI: 10.3986/AGS49205

2) for chapters in monographs or articles in proceedings:

- Lovrenčak, F. 1996: Pedogeografska regionalizacija Spodnjega Podravja s Prlekijo. Spodnje Podravje s Prlekijo, 17. zborovanje slovenskih geografov. Ljubljana.
- Mihevc, B. 1998: Slovenija na starejših zemljevidih. Geografski atlas Slovenije. Ljubljana.
- Komac, B., Zorn, M. 2010: Statistično modeliranje plazovitosti v državnem merilu. Od razumevaja do upravljanja, Naravne nesreče 1. Ljubljana.

3) for monographs:

- Natek, K., Natek, M. 1998: Slovenija, Geografska, zgodovinska, pravna, politična, ekonomska in kulturna podoba Slovenije. Ljubljana.
- Fridl, J., Kladnik, D., Perko, D., Orožen Adamič, M. (ed.) 1998: Geografski atlas Slovenije. Ljubljana.
- Perko, D., Orožen Adamič, M. (ed.) 1998: Slovenija – pokrajine in ljudje. Ljubljana.
- Oštir, K. 2006: Daljinsko zaznavanje. Ljubljana.

4) for expert's reports, diploma, master and doctoral thesis:

- Richter, D. 1998: Metamorfne kamnine v okolici Velikega Tinja. Diplomsko delo, Pedagoška fakulteta Univerze v Mariboru. Maribor.
- Šifrer, M. 1997: Površje v Sloveniji. Elaborat, Geografski inštitut Antona Melika ZRC SAZU. Ljubljana.

5) for sources with unknown authors and cartographic sources:

- Popis prebivalstva, gospodinjstev, stanovanj in kmečkih gospodarstev v Republiki Sloveniji, 1991 – končni podatki. Zavod Republike Slovenije za statistiko. Ljubljana, 1993.
- Digitalni model višin 12,5. Geodetska uprava Republike Slovenije. Ljubljana, 2005.
- Državna topografska karta Republike Slovenije 1 : 25.000, list Brežice. Geodetska uprava Republike Slovenije. Ljubljana, 1998.

- Franciscejski kataster za Kranjsko, k. o. Sv. Agata, list A02. 1823–1869. Arhiv Republike Slovenije. Ljubljana.
  - Buser, S. 1986a: Osnovna geološka karta SFRJ 1 : 100.000, list Tolmin in Videm (Udine). Zvezni geološki zavod. Beograd.
  - Buser, S. 1986b: Osnovna geološka karta SFRJ 1 : 100.000, tolmač lista Tolmin in Videm (Udine). Zvezni geološki zavod. Beograd.
- 6) for internet sources with known authors and/or titles:
- Vilhar, U. 2010: Fenološka opazovanja v okviru Intenzivnega spremljanja stanja gozdnih ekosistemov. Internet: [http://www.gozdis.si/impisi/delavnice/Fenoloska%20opazovanja\\_Vilhar.pdf](http://www.gozdis.si/impisi/delavnice/Fenoloska%20opazovanja_Vilhar.pdf) (19. 2. 2012).
  - eGradiva, 2010. Internet: <http://www.egradiva.si/> (11. 2. 2012).
- 7) for internet sources with unknown authors:
- Internet: <http://giam.zrc-sazu.si/> (22. 7. 2012).
- 8) for more internet sources with unknown authors:
- Internet 1: <http://giam.zrc-sazu.si/> (22. 7. 2012).
  - Internet 2: <http://ags.zrc-sazu.si/> (22. 7. 2012).
- In case 7) the author is quoted in the text, for example (Vilhar 2010), while in case 8) only internet is quoted, for example (Internet 2).

The laws are cited as follows (name of the law, number of the official gazette, place of publishing), for example:

- Zakon o kmetijskih zemljiščih. Uradni list Republike Slovenije 59/1996. Ljubljana.
- Zakon o varstvu pred naravnimi in drugimi nesrečami. Uradni list Republike Slovenije 64/1994, 33/2000, 87/2001, 41/2004, 28/2006 in 51/2006. Ljubljana.

If amendments were proposed to the law they have to be quoted. In the text whole title of the law has to be quoted or its first few words if the title is a long one, for example (Zakon o kmetijskih zemljiščih 1996) ali (Zakon o varstvu ... 1994).

All the quoted contributions have to be listed in the chapter References.

The authors should consider copyright rules of data owners, for example: the rules of the Geodetic survey of the Republic of Slovenia are available at [http://e-prostor.gov.si/fileadmin/narocanje/pogoji\\_uporabe\\_podpisani.pdf](http://e-prostor.gov.si/fileadmin/narocanje/pogoji_uporabe_podpisani.pdf).

## 4 Tables and figures

Authors should submit photographs and other graphic materials in a form suitable for scanning or in digital raster form with a resolution of 300 dpi, preferably in TIFF or JPG format formats in the printing size. If authors cannot deliver articles or graphic supplements prepared using the specified programs, they should consult the editorial board in advance: [rok.ciglic@zrc-sazu.si](mailto:rok.ciglic@zrc-sazu.si).

All **tables** in the article should be numbered uniformly and have their own titles. The number and the text are separated by a colon, the caption is ended by a full stop. Example:

- Table 1: Number of inhabitants of Ljubljana.
- Table 2: Spreminjanje povprečne temperature zraka v Ljubljani (Velkavrh 2009).

The tables should contain no formatting and should not be too large – one-page tables are appreciated.

All **illustrative material** – Figures (photographs, maps, graphs, etc.) in the article should also be numbered uniformly and have their own titles. Example:

- Figure 1: Location of measurement points along the glacier.

The journal has an established 16.5 cm × 23.5 cm format to which all graphic materials must be adapted. In the case of graphic illustrations for which the authors do not have the copyright, the authors must acquire permission to publish from the copyright owner. Authors must include the author's name with the title of the illustration.

Illustrative material should be precisely 134 mm wide (one page) or 64 mm wide (half page, one column), height should not exceed 200 mm. If the figure is to be the size of the page, its size should be 134 × 192,3 mm (the subtitle is written in one line) or 134 × 200 mm (the subtitle is on the facing page).

Figures (maps, sheaves etc.) should be in formats .ai or .cdr, and photographs in formats .tif or .jpg.

**Maps** should be done in digital vector form using the Corel Draw program, and charts done using Corel Draw or Adobe Illustrator programs, especially if they contain text. They can also be done in digital raster form with resolution at least 300 dpi, preferably in TIFF or JPG formats in the printing size.

For maps made using CorelDraw or Adobe Illustrator programs, two separate files should be prepared; the original file (format .cdr or .ai) and the file with representation of the image (format .jpg).

For maps made using ArcGIS where raster layers were used next to vector layers (for example .tif of relief, airborne or satellite image), three files should be submitted: a file with vector image with not transparency used together with a legend and colophone (export in format .ai), the second file with raster image (export in .tif format), and the third one with vector and raster image together showing the final version of the map (export in format .jpg).

No title should be printed on maps as they are written below them.

The colors should be saved in CMYK and not in RGB or other formats.

The *Times new roman* font, size 8, should be used to write the legend, as well as for colophon (size 6). In the colophon author, scale, source and copyright should be listed. The colophone should be written in both, English and Slovenian, if space is available on the map. Example:

Scale/merilo: (grafično, tekstovno)

Author of contents/avtor vsebine: Drago Perko

Author of map/avtorica zemljevida: Jerneja Fridl

Source/vir: Statistical office of the Republic of Slovenia, 2002

© Anton Melik geographical institute ZRC SAZU, 2005

**Graphs** should be done in digital form using Excel program. Graphs should be done on separated sheets and accompanied by data.

**Photographs** have to be in raster format and in resolution 240 dots per cm or 600 dots per inch, preferably in .tif or .jpg formats, that is about 3200 dots per page width of the journal.

Figures showing **computer screen** should be prepared at the highest possible screen resolution (Nadzorna plošča/Vsi elementi nadzorne plošče/Zaslon/Ločljivost zaslona oziroma Control Panel/All Control Panel Items/Display/Screen Resolution). The figure is done by *print screen*, the data are pasted prilepi to the selected graphic programme (e.g. Paint) and saved as .tif. The size of the image or its resolution should not be changed.

## 5 Article admission

Only original and new articles will be accepted for publication. Upon acceptance of your chapter, you will be required to sign a warranty that your article is original (contents–wording and formatting) and has not been submitted for publication or published elsewhere.

Authors must submit their contributions in digital form written in *Word* format.

The Wordov file name should contain author's second name (for example: novak.doc), while the figures should be named with authors second name and a number following the order of figures in the article (for example: novak01.tif, novak02.cdr, novak12.ai, novak17.xls).

The digital file should be unformatted, except for text written in bold and italic form. As the article is subject to changes during the review process it should first be submitted in either English or Slovenian language, and translated to the other language only after the acceptance for publication. The translation is an expense of the author.

The entire text should be written in lowercase (except for uppercase initial letters, of course) without unnecessary abbreviations and contractions. The text should be plain and only bold and italic formatting is allowed. Please use no other formatting, such as chapter or page numbering.

Authors of articles must enclose a scanned (or rewritten), completed, and signed Registration Form containing the author's agreement to abide by the rules for publication in *Acta geographica Slovenica – Geografski zbornik*. The Registration Form shall serve as acceptance letter and author's contract. The registration form is available on-line: ags.zrc-sazu.si.

If a text is unsatisfactorily written, the editorial board can return it to the author to arrange to have the text proofread professionally or reject the publication of the article.

Date of acceptance of the article for publication is published after the abstract and key words. Authors should send articles to the editor-in-chief:

Blaž Komac

Anton Melik Geographical Institute ZRC SAZU

Gospodarska ulica 13, SI – 1000 Ljubljana, Slovenia

E-mail: blaz.komac@zrc-sazu.si

## 6 Review process

All articles are examined by one of the editors upon receipt. Afterwards the authors are usually asked to correct or change the article. After the articles have been corrected they are sent to two anonymous reviewers. The reviewers receive an article without the author's name, and the author receives the review(s) without the reviewer's names. If the reviews do not require the article to be corrected or augmented, the review will not be sent to the author.

If the size of the text fails to comply with the provisions for publication, the author shall allow the text to be appropriately modified according to the judgment of the publisher. The article may be rejected for publication by the reviewers or by the editors.

## 7 Copyright

For articles sent for publication to *Acta geographica Slovenica – Geografski zbornik*, all the author's moral rights remain with the author, while the author's material rights to reproduction and distribution in the Republic of Slovenia and other states, are for no fee, for all time, for all cases, for unlimited editions, and for all media shall be unexclusively ceded to the publisher. The authors allow publication of the article or its components on the internet.

Author has to provide a professional translation. The name of the translator should be quoted. Authors should cooperate in the reviewing and editorial process.

Author gives permission to the publisher to change the article in order to be in accordance with the Guidelines, including the length of the article.

The publisher shall see to it that all accepted articles are published in *Acta geographica Slovenica – Geografski zbornik* and on the internet in accordance with the submission time and with the arrangement according to the themes discussed. Ordered contributions can be published regardless of the submission time.

No honoraria are paid for articles appearing in *Acta geographica Slovenica – Geografski zbornik* nor for the reviews.

The author shall receive one (1) free copy of the publication.

## 8 Ordering

*Acta geographica Slovenica – Geografski zbornik* can be at the publisher:

Založba ZRC

Novi trg 2, p. p. 306

SI – 1001 Ljubljana, Slovenija

Phone: +386 (0)1 470 64 64

Fax: +386 (0)1 425 77 94

E-mail: zalozba@zrc-sazu.si

The journal can be bought in the Azil bookshop, Novi trg 2, SI – 1000 Ljubljana, Slovenia or borrowed in the libraries ([www.cobiss.si](http://www.cobiss.si)).

## REGISTRATION FORM

### Author

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am submitting the article titled: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

for publication in *Acta geographica Slovenica – Geografski zbornik* and confirm that I will abide by the rules of publication in *Acta geographica Slovenica – Geografski zbornik* as given in the Short instructions to authors for the preparation of articles in the last printed issue of *Acta geographica Slovenica – Geografski zbornik*. Only original and new articles will be accepted for publication. Upon acceptance of your chapter, sign a warranty that your article is original (contents-wording and formatting) and has not been submitted for publication or published elsewhere.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 9 Acta geographica Slovenica review form

1. Title of the article: \_\_\_\_\_

### 2. Review of the article:

Is the article an original scientific article?	no	yes
Is the article a review article?	no	yes
Is the title of the article concise clear enough?	no	partly yes
Does the title reflect the contents?	no	partly yes
Is the abstract clear enough and does it reflect the contents of the article?	no	partly yes
Are the key words suitable?	no	partly yes
Is the introductory chapter clear and concise?	no	partly yes
Are the methods presented in a clear and punctual way?	no	partly yes
What is the level of novelty of the research?	low	middle high
Is the conclusion chapter clear in presenting the conclusions?	no	partly yes
What is the level of the novelty of the results?	low	middle high
What is the level of text used in the article?	low	middle high
Are the references listed at the end of the article adequate?	no	partly yes
Is the quoting in the text appropriate	no	partly yes

Which tables are not necessary? number: \_\_\_\_\_

Which figures are not necessary? number: \_\_\_\_\_

### 3. Final evaluation:

Article may be published with no corrections:	×
Article may be published with minor corrections:	×
Article may be published with moderate corrections:	×
Article is not suitable for publishing:	×

### 4. Short notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Supplement notes to the review form: no yes

6. Date of review: \_\_\_\_\_

7. Name of reviewer (its disclosure to the author is optional): \_\_\_\_\_