

GUIDELINES FOR AUTHORS

NOTE

Only manuscripts and papers submitted according to these guidelines will be considered for publication. The guidelines including sample manuscripts and templates are also available at: www.zrc-sazu.si/izrk/carsologica/guidelines

AIMS AND TOPICS OF THE JOURNAL

Acta Carsologica (AC) publishes original scientific previously unpublished papers on aspects of karst/speleological science and shorter related reports (professional meetings, book reviews, important achievements or events, discussion of papers published in AC). When the manuscript is accepted for publication, the author agrees to automatic transfer of the copyright to the publisher, according to the Law.

LANGUAGE

The official language of the journal is English.

PUBLISHING PROCEDURE

- 1. Submission of the manuscript.**
 - Revision by two independent reviewers.
 - Decision upon acceptance (minor corrections, major corrections, resubmission).
 - Papers with major corrections or resubmitted papers are subject of a second review.
- 2. Submission of the final version.**
- 3. Production.**

1. SUBMISSION OF MANUSCRIPTS

Manuscript can be submitted as a hard copy **or** as an electronic pdf file. Provide name(s) of the author(s) their affiliations and e-mail addresses. Mark the corresponding author and provide his/her telephone and fax number. If none of the authors is noted as corresponding we will respond to the first author.

Follow the structure and rules given in the guidelines for the submission of the final manuscript with exception that in the case of a pdf file figures should be embedded into the file; either at the preferred position in the text or at the end of the file.

a. Hard copy submission

Original and two copies of manuscript should be sent to:

Acta Carsologica – Editor

Karst Research Institute

Titov trg 2, 6230 Postojna

Slovenia

All figures, tables and captions must be printed sharply to enable the review. Low-quality prints will not be accepted for the review.

b. Electronic submission

Authors are encouraged to send a **pdf** file of the manuscript as an e-mail attachment to acta@zrc-sazu.si. Electronic submission will accelerate the review.

Notice

Authors are encouraged to suggest two names of the possible reviewers. It is the editor's choice whether these will be considered.

REVIEWING

All papers relevant for the journal are reviewed by two independent reviewers. Depending on the reviews the editor together with the editorial board decides to accept the paper with no, minor, moderate or major corrections or to reject the paper. Reviews and decisions are sent to the corresponding author.

2. PREPARATION AND SUBMISSION OF THE FINAL VERSION

When the paper is accepted for the publication the authors will be asked to provide the final manuscript. This should be prepared as follows.

General notes on the final manuscript

The manuscript should be written in a word processor and submitted in **doc** or **rtf** format. **Keep the layout simple; do not use headers and footers.** Do not use the word processor's options to justify or to hyphenate the words. Tables and equations should be part of the text. Do not embed any excel or similar graphs into the text. Omit chapter and section numbers.

Structure

Final manuscript should have the following structure:

- **Title page**
- **Abstract+ Keywords**
- **Main Text**
- **References**
- **List of figures**

Each unit should start with a new page.

Title page

The title page should include title of the paper, the name(s) of the author(s) without academic titles, their affiliations, fax and e-mail addresses. Title should be short yet illustrative. If it includes local regional name this must be accompanied by a name of a wider region for better understanding.

Abstract and keywords

The abstract should have up to 300 words. Authors should provide 4 to 6 keywords. Guidance may be obtained from the most recent American Geological Institute GeoRef Thesaurus. Keywords should be placed beneath the abstract.

Text

The length of the text is limited to 5000 words. Contact the editor if you consider publishing longer paper prior to submission of the manuscript. **References** in the text consist of the surname(s) of the author(s), followed by the year of publication in parentheses. All references cited in the text should be given in the reference list and vice versa. Cite figures and tables as Fig.number and Tab. number respectively. Tables and table captions produced with a word processor can be part of the text.

References

The reference list should be in alphabetical order at the end of the file. Entries from the same author should be ordered by date, starting with the oldest. See citation examples for details.

List of figures

List all figure captions (including photos) in a uniform list. The form should be: Fig.number: and explanatory text next to it (e.g. Fig.1: Description).

Figures

- Each figure should be submitted in a separate file. Name figure files so that one can see the figure number in it (e.g Fig1.jpg, Fig2.eps etc.) Do NOT embed figures in text.
- **Vector** graphics are accepted **only in eps** (Encapsulated Postscript) format with **“text as curves” option**. Do not send any other vector format.
- **Raster** figures and photos should be in one of the common types (e.g. tiff, jpg, bmp). A resolution must be at least 300dpi considering the size in the publication. Raster files of line drawings should have resolution of 600 dpi.
- **Use colours only if necessary, i.e. when substantial information is lost in the case if grey-scale figure is used.** Otherwise use greyscale. It is the Editor’s right to change the colours to greyscale when he/she considers that no information is lost.

Note: If you cannot supply electronic figures contact the editor for further instructions.

CITATION EXAMPLES:

- one author article:

Gospodarič, R., 1976: Razvoj jam med Pivško kotlino in Planinskim poljem v kvartarju.- Acta carsologica, 7, 8-135, Ljubljana.

- article having more authors:

Habe, F. & F. Hribar., 1964: Saješko polje.- Geografski vestnik, 45, 3, 96-99, Ljubljana.

- monography:

Wendt, H., 1959: *Iskal sem Adama*.- Državna založba Slovenije, p. 519, Ljubljana.

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