

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.

It 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 Slovene and English since 1995 (<http://gi.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 80 countries.

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

2 Article components

The articles should be arranged according to the IMRAD scheme: Introduction, Method, Results And Discussion and must contain the following elements:

- article's main title in both English and Slovene;
- author's first and last names;
- abstract (up to 800 characters including spaces) in both English and Slovene;
- up to eight key words in both English and Slovenian;
- author's education (for example, PhD, MSc) and title (for example: Associate professor);
- 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;
- table of contents;
- article in English (up to 25,000 characters including spaces) and identical article in Slovene;
- references.

Text of the article should be equal in Slovene 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 and Ilesič 1963, 12; Kokole 1974, 7 and 8; Savnik et al. 1968)«.

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. If the unit is an article, the name and number of the journal and the extent

of the article are indicated in the second sentence. If the unit is a monography, there is no second sentence. In the third sentence the place of publishing is stated. Few examples:

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.

Mihevc, B. 1998: Slovenija na starejših zemljevidih. Geografski atlas Slovenije. Ljubljana.

Natek, K., Natek, M. 1998: Slovenija, Geografska, zgodovinska, pravna, politična, ekonomska in kulturna podoba Slovenije. Ljubljana.

Richter, D. 1998: Metamorfne kamnine v okolici Veliškega Tinja. Diplomski naloga, Pedagoška fakulteta v Mariboru. Maribor.

Šifrer, M. 1997: Površje v Sloveniji. Elaborat, Geografski inštitut Antona Melika ZRC SAZU. Ljubljana.

Zakon o vodah. Uradni list RS 67, 2002. Ljubljana.

The references from the internet should be cited like this (the date in the brackets indicates the time of visit of the internet page):

Perko, D. 2000: Sporna in standardizirana imena držav v slovenskem jeziku. Internet: <http://www.zrc-sazu.si/dp> (22. 9. 2005).

If the author is not known, the citation should be like this:

Internet: <http://www.zrc-sazu.si/giam> (22. 9. 2005).

If there are several references from the internet cited, the number should be added:

Internet 1: <http://www.zrc-sazu.si/giam> (22. 9. 2000).

Internet 2: <http://www.zrc-sazu.si/zgds/teletekst.htm> (22. 9. 2005).

In the first case the author's name is cited in the text (Perko 2000), while in the second case the citation should be like: (internet 2).

4 Article admission

Authors must submit their contributions as a printed copy on paper and in digital form written in Word format. The digital file should be unformatted, except for text written in bold and italic form. The entire text should be written in lowercase (except for uppercase initial letters, of course) without unnecessary abbreviations and contractions.

Authors of articles must enclose a photocopied (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 also available on-line: <http://ags.zrc-sazu.si>.

If an author submits a reviewed text, the full name of the reviewer should be stated. If a text is unsatisfactorily written, the editorial staff can return it to the author to arrange to have the text proofread professionally.

Authors should send articles to the editor:

Blaž Komac

Anton Melik Geographical Institute ZRC SAZU

Gospodarska ulica 13, SI – 1000 Ljubljana

Slovenia

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

5 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 print-

ing size. If authors cannot deliver articles or graphic supplements prepared using the specified programs, they should consult the editor in advance.

All **tables** in the article should be numbered uniformly and have their own titles. Example:

Table 1: Number of inhabitants of Ljubljana.

All **illustrative material** (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.

Illustrative material should be 134 mm wide, 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).

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.

Maps should be done in digital vector form using the Corel Draw program, and charts done using *Corel Draw* or *Adobe Illustrator* programs. 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. No title should be printed on maps as they are written below them.

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. Example:

Scale/merilo: (graphic, text)

Author of contents/avtor vsebine: Drago Perko

Author of map/avtorica zemljevida: Jerneja Fridl

Source/vir: Statistični urad RS, 2002

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Graphs should be done in digital form using *Excel* program. Graphs should be done on separated sheets and accompanied by data, using both, English and Slovene languages in the legend.

6 Review process

All articles are reviewed. The review process is anonymous. The reviewers receive an article without the author's name, and the author receives two reviews without the reviewer's names. If the reviews does 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.

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.

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

Author gives permission to the publisher to change the article in order to be in accordance with the Guidelines. The publisher shall see to it that all accepted articles are published in *Acta geographica Slovenica – Geografski zbornik* 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*.

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

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: _____

8 Ordering

Acta geographica Slovenica – Geografski zbornik can be ordered via internet form (<http://gi.zrc-sazu.si/GZ.htm#Order form:>) or 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