

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF ARTICLES FOR *GEOGRAFSKI VESTNIK* (GEOGRAPHICAL BULLETIN)

(translated by DEKS, d. o. o.)

1 Introduction

The following instructions for preparing English-language submissions for *Geografski vestnik* are based on the requirements of the Slovenian Ministry of Education, Science and Sport, the Slovenian Research Agency, the Rules of Procedure for Journal Editorship, and decisions by the editorial board of *Geografski vestnik*.

2 Journal orientation

Geografski vestnik is the research journal of the Association of Slovenian Geographers. It is dedicated to presenting research findings in all areas of geography and related disciplines. It has been published since 1925. Since 2000 it has been issued twice a year in print format and electronically on the Internet (<http://zgs.zrc-sazu.si/en-us/publications/geographicalbulletin.aspx>; <http://ojs.zrc-sazu.si/gv>).

The first and main part of the journal contains articles organized into four sections. These are *Papers*, which includes lengthier, primarily research articles, *Reviews*, which includes shorter, generally survey articles, *Methods*, which includes articles clearly oriented toward presenting research methods and techniques, and *Polemics*, with articles about viewpoints on geography.

The second part of the journal contains informative articles organized into four sections: *Literature*, *Chronicle*, *Meetings*, and *Reports*. The *Literature* section presents Slovenian books, followed by Slovenian journals, and then foreign books and journals. In *Chronicle* and *Meetings*, the material is presented chronologically. The *Reports* section first presents the work of geographical institutions in alphabetical order (by name), followed by other reports. The »Instructions to authors for the preparation of articles for *Geografski vestnik* (Geographical Bulletin)« appear at the end of the journal.

3 Parts of an article

Articles must contain the following parts:

- The main title of the article;
- The author's suggestion for the section (the author should state which section – *Papers*, *Reviews*, *Methods*, or *Polemics* – the article is intended for);
- The author's full name;
- The author's degree, if he or she has one (e.g., PhD, MA, etc.);
- The author's mailing address, giving the institution name in full and without abbreviations (e.g., Indiana University, Department of Geography, Student Building 120, 701 E. Kirkwood Avenue, Bloomington, IN 47405-7100 USA);
- The author's e-mail address and ORCID;
- A one-paragraph abstract (up to 800 characters including spaces);
- Key words (up to eight);
- A Slovenian title (a Slovenian translation of the article title);
- A Slovenian abstract (a Slovenian translation of the article abstract);
- A Slovenian key words (a Slovenian translation of the article key words);

- The article (up to 30,000 characters with spaces (without references and summary) for *Papers*, or up to 20,000 characters with spaces for *Reviews*, *Methods*, or *Polemics*);
- A Slovenian summary (4,000–8,000 characters with spaces, and the name of the Slovenian translator);
- Figures.

The sections of the article should be numbered using Arabic numerals (e.g., 1 Introduction, 2 Methodology, 3 Terminology). Articles must be divided into sections, and only exceptionally into subsections. The article should have sections titled »Introduction« and »Conclusion.« The last section must be »References.«

4 Text

Titles of articles should be as brief as possible.

The electronic version of the text should be completely plain, without any kind of special formatting, without full justification, without hyphenation, underlining, and so on. Only **bold** and *italic* should be used to mark text. Italic text is reserved for words in foreign languages (e.g., Latin, etc.). The entire text should use sentence-style capitalization without unnecessary abbreviations and acronyms. Use Times New Roman, font size 10. Line spacing must be set to single.

Footnotes and endnotes are not permitted.

For numbers greater than 999, use a comma to separate thousands, millions, etc. (e.g., 5,284).

Write the scale of maps with a colon with no space on either side (e.g., 1 : 100,000).

A space should stand between numbers and units (e.g., 125 m, 15 °C), but not between numbers and exponents, index numbers, or percentages (e.g., 12³, km², a₅, 33.4%).

Signs for mathematical operations are written with spaces on either side, except for parentheses; for example, $p = a + c \cdot b - (a + c : b)$.

More complicated formulas and so on must be written using the equation editor in Word.

Table: The most important formatting elements for Geografski vestnik.

Paper size	B5
Print space width	134 mm
Print space height with headers and footers	200 mm
Print space height without headers and footers	188 mm
Column width	64 mm
Column spacing	6 mm
Width vs. height ratio of print space with headers and footers	1 : 1.5
Maximum lines per page	49
Maximum characters per line	100
Maximum columns per page	2
Average characters per page	4,000

5 Citing sources

For in-text citations, cite the author's last name, the year of publication, and the pagination as necessary. Multiple citations are separated by a semicolon and ordered by year, and page numbers are separated from the author and year by a comma; for example, (Melik 1955, 11) or (Melik, Ilešič and Vrišer 1963, 12; Kokole 1974, 7–8). If a cited work has more than three authors, only the first author is cited; for example, (Melik et al. 1956, 217).

Works in the »References« section should be alphabetized by authors' last names, and works by the same author ordered by year. If the list contains multiple works by the same author with the same year, a letter is added to the year (e.g., 1999a; 1999b). Each work cited is arranged into three »sentences« following Slovenian rules. The first »sentence« starts with the author's name and the year of publication (if there is more than one author, they are separated by a comma; a comma also separates the last name of an author and the initial of his or her first name, and there is no comma between the author's initial and the year) followed by a colon and the article title and any subtitle (separated by a comma). If the work cited is an article, the second »sentence« contains the name of the publication that it appears in, and, if the cited unit is a separate book in a series, the second »sentence« states the name of the series. If the work cited is an independent book, there is no second »sentence.« The publisher, press, and pagination are not cited. If the work is unpublished, the second »sentence« states the type of work (e.g., report, bachelor's thesis, master's thesis, doctoral dissertation), followed by a comma and the name of the institution where the work is held. In the third »sentence« the place of publication is given for published works, and the place the work is held for unpublished works. Places are not cited for articles. When citing works with a DOI (Digital Object Identifier) it is also necessary to add the DOI number at the end. DOI numbers are assigned to individual periodical articles and to chapters in books. The DOI number can be found in the articles and books themselves or at the website <http://www.crossref.org/guestquery>. The DOI must be written as follows: DOI: <https://doi.org/10.3986/AGS49205> (see the example below).

Some examples:

1) Journal articles:

- Williams, C. H. 1999: The communal defence of threatened environments and identities. *Geografski vestnik* 71.
- Fridl, J., Urbanc, M., Pipan, P. 2009: The importance of teachers' perception of space in education. *Acta geographica Slovenica* 49-2. DOI: <https://doi.org/10.3986/AGS49205>
- Geršič, M., Komac, B. 2014: The complete geographical works of Rudolf Badjura. *Geografski vestnik* 86-2. DOI: <https://doi.org/10.3986/GV86205>

2) Chapters in books:

- Hrvatin, M., Perko, D., Komac, B., Zorn, M. 2006: Slovenia. Soil Erosion in Europe. Chichester. DOI: <https://doi.org/10.1002/0470859202.ch25>
- Zorn, M. 2011: Soil erosion of flysch soil on different land use under submediterranean climate. *Soil Erosion: Causes, Processes and Effects*. New York.

3) Books:

- Natek, K. 2001: *Discover Slovenia*. Ljubljana
- Zupan Hajna, N. 2003: *Incomplete Solution: Weathering of Cave Walls and the Production, Transport and Deposition of Carbonate Fines*. Ljubljana.
- Zorn, M., Komac, B. 2008: *Landslides in Slovenia*. *Georitem* 8. Ljubljana. DOI: <https://doi.org/10.3986/9789612545505>

4) Reports, theses and dissertations, etc.:

- Richter, D. 1998: *Metamorphic Rocks in the Surrounding of Veliko Tinje*. Bachelor's thesis, Faculty of education, University of Maribor. Maribor.
- Šifrer, M. 1997: *Relief in Slovenia*. Report, Anton Melik Geographical Institute ZRC SAZU. Ljubljana.

Sources without authors and cartographic sources must be cited in the following form:

- Census of population, households, dwellings and agricultural holdings in Slovenia 1991 – final data. Institute of statistics of the Republic of Slovenia. Ljubljana, 1993.
- Digital Elevation Model 12,5. Surveying and mapping authority of the Republic of Slovenia. Ljubljana, 2005.
- National Topographic Map of the Republic of Slovenia 1 : 25,000, sheet Brežice. Surveying and mapping authority of the Republic of Slovenia. Ljubljana, 1998.

- Der franziszeische Kataster für Krain, cadastral municipality St. Agtha, sheet A02. Archives of the Republic of Slovenia. Ljubljana, 1823–1869.
- Buser, S. 1986a: Basic geological map of SFRY 1 : 100,000, sheet Tolmin and Videm (Udine). Federal geological survey. Beograd.
- Buser, S. 1986b: Basic geological map of SFRY 1 : 100,000, interpreter of sheet Tolmin and Videm (Udine). Federal geological survey. Beograd.

Authors are increasingly citing Internet sources. If the author and title of a cited work are known, cite them like this (the date in parentheses refers to the date the webpage was viewed):

- Vilhar, U. 2010: Phenological Observation in the Framework of Intensive Monitoring of Forest Ecosystems. Internet: http://www.gozdis.si/impsi/delavnice/Fenoloska%20opazovanja_Vilhar.pdf (19. 2. 2010).
- eLearning, 2012. Internet: <http://www.elearningeuropa.info> (22. 11. 2012).

If the author is unknown, cite only:

- Internet: <http://giam.zrc-sazu.si/> (22. 7. 2011).

If citing more than one work from the Internet, add a number:

- Internet 1: <http://giam.zrc-sazu.si/> (22. 7. 2011).
- Internet 2: <http://zgs.zrc-sazu.si/> (22. 7. 2011).

In the text itself, cite the author when known; for example, (Vilhar 2010). When the author is unknown, cite »Internet« only; for example, (Internet 2).

Cite legislation in the following format (name of legislation, name of publication, place of publication); for example:

- Agricultural Land Act. Official Gazette of the Republic of Slovenia 59/1996. Ljubljana.
- Act on Protection against Natural and Other Disasters. Official Gazette of the Republic of Slovenia 64/1994, 33/2000, 87/2001, 41/2004, 28/2006, 51/2006. Ljubljana.

If legislation has been amended, this must also be cited. Cite the legislation in the text with its full title if it is short or with the first few words and an ellipsis if it is long; for example, (Agricultural Land Act 1996) or (Act on Protection ... 1994).

The »References« section must include all works cited in the article, and other works not cited should not be included.

Authors should also take into account the instructions for citing sources if the owners or transmitters of these define them; for example, the Surveying and Mapping Authority of the Republic of Slovenia has its instructions for citing sources defined in the document »Pogoji uporabe geodetskih podatkov« (http://e-prostor.gov.si/fileadmin/narocanje/pogoji_uporabe_podpisani.pdf).

The authors are obliged to cite similar, already published articles in the *Geografski vestnik*.

6 Tables and figures

All tables in the article must be numbered and have titles (do not use automatic numbering). Place a colon after the number and a period after the title; for example:

- Table 1: Population of Ljubljana according to various censuses.
- Table 2: Variation in average air temperature in Ljubljana (Velkavrh 2009).

Tables should be formatted as simply as possible, without shading, using only one border style, and without abbreviations within the table. Tables should not be excessively large; they should fit on one page and be easy to read.

All figures (photos, maps, graphs, etc.) in the article must be numbered the same way and have titles (do not use automatic numbering). Place a colon after the number and a period after the title; for example:

- Figure 1: Population growth in Ljubljana according to various censuses.
- Figure 2: Detail of 1 : 25,000 topographic map, Kranj sheet.

Figures may be 134 mm wide (full page width) or 64 mm (half width, one column), and no more than 200 mm high.

Maps should not have titles because the title already appears in the caption. Map legends should use Times New Roman, font size 8, and map colophons should use Times New Roman, font size 6. The map colophon should state the following (top to bottom): scale (graphically or, exceptionally, in prose), designer, cartographer, source, and institution or copyright holder. When creating maps, follow the examples available on the *Geografski vestnik* website (<http://zgs.zrc-sazu.si/en-us/publications/geographicalbulletin.aspx>).

When selecting and defining colors for figures, use the CMYK color model (not RGB or any other). Figures should be submitted in .ai or .cdr format; however, photographs should be submitted in .jpg or .tif format.

For maps produced using the ArcGIS or ArcView programs, where vector layers are used along with raster layers as a base, submit two separate files. The first one should contain vector layers without any transparency (in .ai format), and the second one should contain the raster base (in .tif format). Both files should be accompanied by a .jpg file showing how the map will look with all the layers. When submitting the article, state what any transparency levels should be.

Submit figures produced using CorelDRAW or Adobe Illustrator in the original file format accompanied by a .jpg file showing how the figure should appear. Graphs should be created using Excel or Corel Draw. In addition to the graph, Excel files must also contain a table with all of the data used to produce it.

Photos and other figures must be submitted in digital raster format with a resolution of at least 120 pixels per cm or 300 pixels per inch, preferably in .tif or .jpg format, which is approximately 1,600 pixels for the entire page width in the journal.

The images showing the computer screen must be created at the highest screen resolution possible (set the resolution Control Panel\All Control Panel Items\Display\Screen Resolution). An image can then simply be created by pressing the print screen button, pasting it into a graphics program of your choice (e.g., Paint), and saving it as a .tif. The image cannot be enlarged or reduced during this process; the same applies for the image resolution. If you wish, you can also use another program for screen captures and save the image in .tif format.

For figures that the author does not hold copyright to, the author must obtain permission for publication from the copyright holder. Alongside the photo captions the author should also include the name of the photographer and, as necessary, also a citation or source included in the »References« section. In the text itself (Word file) only the title of the figure should be given and, as necessary, the full name of the photographer; the figure itself should be submitted in a separate file.

7 Other journal articles

Articles in the *Literature*, *Chronicle*, *Meetings*, and *Reports* sections should not exceed 8,000 characters including spaces. These articles may include figures, which may have captions as necessary.

For publication notices, the title of the article must be followed by the place and year of publication, the name of the publisher, the number of pages, and (as applicable) the number of maps, figures, tables, and so on, as well as the ISBN or ISSN.

For events, the title of the article must be followed by the place, country, and date.

Articles about the seventieth birthdays or deaths of prominent geographers should be accompanied by photographs of the person in digital format with suitable resolution.

For reports on work, the title of the article should be followed by the name of the institution and, if possible, its website address.

8 Accepting articles

Authors should submit articles written in Word.

Word documents should be saved under the author's surname (e.g., smith.doc) and enclosed figures with the surname and number of the enclosure matching the sequential order in the text (e.g., smith01.tif, smith02.cdr, smith12.ai, smith17.xls). Figures must not be included in a Word file.

If authors have trouble submitting an article electronically because of the size of the attached figures, they should consult the editorship in a timely manner to agree on the best way to submit the article.

Authors of articles must enclose a copied, completed, and signed Submission Form. The Submission Form fulfills the function of a cover letter and copyright agreement. The Submission Form is also available on the *Geografski vestnik* website (<http://zgs.zrc-sazu.si/en-us/publications/geographicalbulletin.aspx>).

By submitting an article, authors automatically confirm that they are familiar with the rules of publication and that they fully agree with them, including the part relating to copyright.

The date the article is received is published in the journal after the Slovenian abstract and key words.

Authors themselves are responsible for arranging professional translations of the abstracts, key words, and summaries of their articles, and they must provide the full name of the translator.

Authors that submit copyedited texts must provide the full name of the copyeditor. If the language of the submission is poor, the editorship can return it to the author, who must arrange for the text to be professionally copyedited.

Authors must enclose a photocopy of permission for publication from the copyright holder for figures that they themselves do not own copyright to.

Authors should submit articles via Open Journal Systems on web page <http://ojs.zrc-sazu.si/gv>, or send them to the editor's address:

Matija Zorn

Geografski inštitut Antona Melika ZRC SAZU

Gosposka ulica 13

1000 Ljubljana, Slovenia

E-mail: matija.zorn@zrc-sazu.si

Phone: +386 1 470 63 48

Please read guidelines published at <http://ojs.zrc-sazu.si/gv> if you are submitting your article using Open Journal Systems. Those guidelines will inform you about general rules and how to ensure a blind review of your article. In the case of submitting an article with Open Journal Systems author names must be omitted from the Word file. Abstract, key words and references must be submitted also to particular text boxes which are part of submission process.

9 Reviewing articles

Articles for the *Papers*, *Reviews*, *Methods*, and *Polemics* sections are reviewed. The review process is anonymous. Reviews are provided by qualified experts; only articles in the *Polemics* section are reviewed also by selected members of the editorial board. The reviewer receives an article without knowing who the author is, and the author receives the review without being told who the reviewer is. If the review does not require any corrections or additions to the article, the review is not sent to the author. The editorship may reject an article based on the opinion of the editor or a reviewer.

REGISTRATION FORM

Author

first name: _____

last name: _____

address: _____

I am submitting the article titled: _____

for publication in *Geografski vestnik* and confirm that I will abide by the rules of publication in *Geografski vestnik* as given in the Instructions to authors for the preparation of articles in the last printed issue of *Geografski vestnik*.

Date: _____

Signature: _____

10 Copyright

All moral rights are retained by the author for copyright work submitted for publication in *Geografski vestnik*. The author transfers all material rights to reproduction and distribution in Slovenia and in other countries to the publisher free of charge, without time limit, for all cases, for unlimited numbers of copies, and for all analog and digital media without exception.

If the article is not in line with the instructions for publication, the author shall permit the publisher to adapt the article accordingly.

The publisher shall ensure that, given sufficient funds for printing, all positively reviewed articles shall be published in *Geografski vestnik*, generally in the sequence in which they are received and in line with the balanced distribution of articles by section. Commissioned articles may be published at any time regardless of the date they are received.

No authorship fee is paid for articles in *Geografski vestnik*.

Authors are entitled to one free copy of the publication.

11 Subscription

Geografski vestnik can be ordered from the journal manager editor. Written subscription requests must state that the journal subscription is valid until written cancellation and contain the name and address of the subscriber; subscribing legal entities must provide their VAT identification number.

Journal managing editor's address:

Jure Tičar

Geografski inštitut Antona Melika ZRC SAZU

Gosposka ulica 13

1000 Ljubljana

E-mail: jure.ticar@zrc-sazu.si

Phone: +386 1 470 65 58