

INSTRUCTIONS FOR AUTHORS FOR PREPARING MANUSCRIPTS FOR URBANI IZZIV
June 2018

1 Type and content of articles

1. Contributions from various fields and disciplines are published (e.g., architecture, landscape architecture, geography, surveying, sociology, economics, etc.), presenting the research and technical interests of authors in spatial planning, urban planning and design, urban renewal, management of urban areas, landscape planning and design, regional development, natural and cultural heritage protection, environmental protection, spatial information technology, housing studies, traffic studies, demographic studies for planning, access for the disabled and other areas.
2. *Urbani izziv* is published in two languages: all contributions are published in Slovenian and English. Slovenian authors are responsible for ensuring high-quality English translations of articles accepted for publication. The translation must correspond to the Slovenian version. Non-Slovenian authors that submit articles in English should consult the editor regarding translation into Slovenian (see 55–57).
3. Articles in the first part of the journal (research and review articles) should be between **4,000 and 8,000 words**. Articles in the second part (reviews and information) should not exceed **2,000 words**.
4. Arrange articles submitted for publication in the first part of the journal as follows: article title (and subtitle), abstract, keywords, main text (divided into individual sections) and references. The main text must start with an introduction and end with a conclusion. The titles and subtitles of articles should be as short and simple as possible. The abstract should clearly define the purpose, major findings and conclusions of the article. **The abstract should not exceed 200 words. Choose three to five keywords that are already in common use in bibliographic systems.** If possible, write keywords in the plural (e.g., cities, residential areas, multi-dwelling buildings, etc.). Number sections and subsections decimally. Do not use a full stop after the last number (e.g., 1 Introduction; 1.1 Terminology). Only two additional header levels are allowed (e.g., first sub-level: 1.1, second sub-level: 1.1.1). Limit the number and length of explanatory footnotes to the most essential information and number them with superscripts. Do not use endnotes. Any acknowledgments, indicating the source of research funding for the findings presented in the article, appear at the end of the article, before the references.
5. To ensure anonymity of peer review, provide the full name(s) of the author(s) and the article title separately on the first page of the article. It is not necessary to include the author's academic, faculty or research rank and degree. This is followed by the address of the author's institution or other suitable address, e-mail address and telephone number. The first page must not contain any other information; for example:

John Novak
University of Ljubljana, Faculty of Urban Planning, Department of Spatial Planning
Niemeyerjeva ulica 2
1000 Ljubljana, Slovenia
E-mail: john.novak@urbi.uni-lj.si
Telephone: +386 1 420 1338

For more than one author, the first author shall receive the reviewer's comments and editor's remarks.

6. Book announcements and reviews in the second part of the journal first state the title of the contribution. The title of the contribution may be arbitrary and need not be the same as the title of the book or work described or evaluated. However, it should relate to the content/review of the work or book described and be as short and simple as possible. The title is followed by the original title of the work, full name of the author(s), full name of the editor(s), publisher, year, and ISBN number; for example:

Načrtovanje v mestni krajini
Planning in an urban landscape

Title of work: *Spatial planning and urban environment*
Authors: Barbara Bridge, George Wilson, Michael Shane
Editor: Michael Shane
Publisher and year: State Press, 2008
[ISBN 978-342-6321-42-8]

Separately submit an image of the cover page of the work evaluated. The quality and form of the illustration should comply with the requirements in these instructions (see 13–25).

2 Format of contributions

7. Submit contributions in **Microsoft Word**. Use default Normal style throughout the entire contribution: **single line spacing, Times New Roman 12, full justification, 2.5 cm margins and A4 paper format**. Number the pages at the bottom centre. Set paragraphs in block paragraph (no indent, with a blank line before and after). The text should not be divided into too many paragraphs.
8. The text should be formatted simply. Do not use automatic hyphenation, underlining, highlighting or any other special feature, with the exception of italics to mark certain parts of the text. Do not use the automatic Microsoft Word function for bullets and numbering for lists or for numbering headers, tables or figures. Number and mark such material manually. For unnumbered lists, mark units with an n-dash. Do not use hanging indents:

The responses given to this question may be summarised as follows:

1. Lack of interest on the part of condominium apartment owners in attending owners' meetings during which matters concerning maintenance, improvement and renovation are discussed.
2. Lack of understanding of the nature of the work of housing managers and their obligations. Some owners expect the manager to cover all maintenance and renovation costs from management costs.

The high percentage of private housing is, rather, the consequence of two main reasons:

- The fact that during under communism home construction was the only form of long-term investment of extra capital that was available to the general public (a relatively high percentage of the private housing stock throughout this period has already been indicated);
- It was much easier from the late 1970s through the late 1980s to secure a housing loan (which was quickly devalued by high inflation) than to succeed in acquiring public housing.

9. Avoid unnecessary abbreviations and contractions. If an abbreviation cannot be avoided, clarify it at its first use:

The Urban Renewal Authority (URA) was enacted . . .

10. Original terms may be written next to terms translated into English; write these in brackets after the translated term. Abbreviate the language name (generally the first three or four letters) followed by the foreign term in italics:

Most Germans in cities live in various forms of urban housing such as apartments and semi-detached houses. Old properties (Germ. *Altbau*) were usually built before 1914 because there was little construction between the wars. For those who are coming to Germany alone, shared living arrangements (Germ. *Wohngemeinschaften*) are often a good option because you can live cheaply and meet new people.

3 Language of contributions

11. Use clear, concise **British English**. Use **Oxford University Press style** (colour, centre, *-ize*; serial comma: A, B, and C).
12. Use gender-neutral language. Avoid racist or sexist language.

4 Tables and illustrations

13. All tables should be inserted into the text and must not exceed the 2.5 cm margin. Each table should be clearly understandable without additional description and explanation. Tables should consist of rows and columns using horizontal lines to separate the header and body. Do not use vertical lines. Do not shade cells. Table titles appear above the table, numbered consecutively, with a colon after the table number and a full stop after the title. The title should be as short as possible and very simple. For tables reproduced from elsewhere, cite the source below the table. All sources must also appear in the reference list:

Table 1: Number of housing units in Maribor, Ljubljana and Koper in 2007.

Municipality	Unit type
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	Rental	Owned
Maribor	20,000	35,000
Ljubljana	30,000	73,000
Koper	6,000	11,000

Source: Statistical Office of the Republic of Slovenia (2008).

Any notes (units, abbreviations, explanations, etc.) should be placed below the table and before the cited source (e.g., Note: MB = Municipality of Maribor).

14. References in the text to tables must be made by number (e.g., Table 1) and not position (e.g., the table above). The position of tables in the text may be different in the final layout.
15. All illustrations (photographs, charts, maps, diagrams, etc.) should be referred to as figures. Do not include figures as part of the text. Indicate only the position of figures, as shown in the examples. Number figures consecutively, with a colon after the figure number and a full stop after the caption and source. Captions should be short and simple. Cite the source after the caption. Include all sources in the reference list. For unpublished figures attributed to an individual, state the person's full name after the caption. Do not cite such names in the reference list. Do not cite the date of the photograph or sketch. If it is important to indicate such a year, include it in the caption (e.g., Urban green spaces in Ljubljana in 2008, etc.):

Figure 1: Urban green spaces in Ljubljana (source: Novak, 2006).

Figure 1: Urban green spaces in Ljubljana (photo: Maria Novak).

Figure 1: Urban green spaces in Ljubljana (illustration: Maria Novak).

Place notes to illustrations below the caption (e.g., Note: Green areas are presented in darker colours). Leave a blank line above and below the caption (or any note to the illustration).

16. References in the text to illustrations must be made by number (e.g., Figure 1) and not position (e.g., the figure above).
17. Figures consisting of multiple illustrations must clearly label each component with a letter. References in the text may use number-letter combinations (e.g., Figure 1a).



Figure 1: a) playgrounds alongside schools and preschools; b) example of poor maintenance of green areas; c) example of green area in residential settlement (photo: Maria Novak).

18. Text within illustrations (e.g., axis labels, legends, units, etc.) must be in English. Such text should be as simple and short as possible (e.g., long labels may be replaced with numbers and explained in a legend). Maps should contain a scale.
19. Set text in illustrations in Arial, no smaller than 10 pt. Single-space and left-align this text.
20. All illustrations will be published in black and white, and so all figures should be prepared accordingly. Submit photos and other graphic material (with the exception of charts) in digital form with a resolution of 300 dpi in TIFF format only. The width of figures with such resolution should be at least 16.5 cm. If authors are unable to prepare graphic material as specified, they should consult the editor.
21. Draw charts using Microsoft Excel and submit them. Submit them together with the data used to make the charts.
22. Save and submit each figure in a separate file. Each graphic file should be named Figure plus a hyphen and the figure number (e.g., Figure-1).
23. Consider the size of large illustrations as equivalent to 500 words (full page) and small ones as 250 words (half a page).

24. Be moderate in the number of figures. Include only necessary figures.
25. The editorial board will reposition illustrations for the best print layout. The editorial board will reject poor-quality illustrations and may not publish all the figures submitted if there are excessive or unnecessary figures.

5 Numbers and measurements

26. All measurements should be in metric. Use a comma to indicate thousands and millions (e.g., 1,875 or 1,514,800) and a dot to indicate decimals (e.g., 0.5). Express map scales as ratios (e.g., 1:500,000). Separate numbers and units with a space (e.g., 135 m, -17°C). Do not use a space between numbers and other symbols (e.g., 23.5%, 14^3 , km^2 , b₅, 17°). Use spaces around mathematical operators; for example, $p = a + c - b - (a + c : b)$.

6 Equations

27. Equations with fractions and special symbols should not be included as part of the text. They should be prepared following the **instructions for illustrations**. Use Times New Roman 12 for equations.
28. Indicate only the position of equations in the text:

[Insert: Equation-1]

29. Save and submit each equation in a separate file. Each equation file should be named Equation plus a hyphen and the equation number (e.g., Equation-1).
30. If the file is too large to send by e-mail, e-mail, send it by We-transfer or similar service or consult the editor.

7 Citation of authors and references

31. **In-text references** include the surname of the author(s) and year separated by a comma:

... (Boyer, 1993)
Boyer (1993) showed that ...

For two authors, use an ampersand in brackets or an *and* in running text:

... (Handy & Niemeier, 1997)
Handy and Niemeier (1997) reported that ...

For more than two authors, cite only the surname of the first author followed by et al.:

... (Besleme et al., 1999)
Besleme et al. (1999) believe that ...

For sources with the same authors appearing at the beginning of the list and the same year, all authors should be indicated up to and including the first different author:

Kosslyn, Koenig, Barrett et al. (1996) ...
Kosslyn, Koenig, Gabrieli et al. (1996) ...

32. If only the editor of the work is known and no person is named as author, the editor(s) should be indicated in the same manner as for indicating the author.
33. Distinguish references to more than one publication by the same author in the same year a, b, c and so on:

... (Baier, 1992a, 1992b)
Baier (1992a, 1992b) presented ...

Separate **references to multiple studies** with by a semicolon, **arranged by year and then alphabetically**:

(Jencks, 1987; Walker & Saleh, 1992; Anderson, 1998; Taylor, 1998; Koolhaas, 1999)

Publications stated as an example are indicated as follows:

(see Genorio, 1978 or Pak, 2000)
(e.g., Pak, 2000 or Rebernik, 2000)
(for an overview, see Gruis et al., 2005 and Zijlstra, 2007)
(see also Kromwijk & Scherpenisse, 2003 and Gruis et al., 2005).

For secondary references, indicated the author(s) and year of the primary source, followed by the author(s) and year of the secondary source:

(Holland, 1990, cited in Felce & Perry, 1995)

For references to multiple works by the same author, separate the years with a comma:

(Roback, 1982, 1988)

If the work is still in press, state this in place of the year:

Backer (in press) states . . .
(Taylor, 1998; Koolhaas, 1999; Backer, in press).

34. For forms and capitalisation of surnames with particles, follow traditional and national usages. For example, Uriel da Costa → (Costa, 2000), Charles de Gaulle → (de Gaulle, 2000), Martin Van Buren → (Van Buren, 2000). Alphabetize such names in the reference list as cited (e.g., list de Gaulle before Van Buren).

35. Mark quotations with double quotation marks (“ ”). Modify capitalisation with square brackets as necessary. Indicate the page of the source after a colon. Place a full stop at the end of the sentence:

“The national context is important for understanding urban planning” (Newman, 2005: 39).

Newman (2005: 39) states that “[t]he national context is important for understanding urban planning.”

The author states that “[t]he national context is important for understanding urban planning” (Newman, 2005: 39), which means that urban planning is very broad.

If the quotation appears on multiple pages in the source, indicate this with a dash: (pp. 36–37), (pp. 36–39).

36. For direct quotations with omission, use an ellipsis, as in the first example below. Words may be capitalised for stylistic effect, as in the second example:

“Condominium home ownership requires, in the first place, a clear understanding by the owners . . . but just as importantly also of their individual and collective obligations” (Dimitrovska Andrews & Sendi, 2001: 247).

Dikeç (2007: 287) indicates: “[U]rban policy is guided by particular ways of imagining space, and different ways of imagining space have different implications for the constitution perceived problems and proposed solutions.”

37. Use single quotation marks inside double quotation marks:

“While the first decade after the Second World War was characterised by the administrative allocation of available housing (some of which had been confiscated from the ‘enemies’ of the socialist regime), intensive housing construction began in the mid 1950s” (Sendi, 1999: 806).

38. Set **direct quotations exceeding 100 words** or eight lines as non-indented block quotations (not in italics) in Times New Roman 10, with a blank line above and below. Do not use quotation marks for block quotations. Place a full stop before the brackets with the source:

Some studies have explicitly addressed this issue:

The dangers are, on the one hand, not seeing the forest for the trees and, on the other, describing the forest
.....

the institutional context, can be worse than relying on common sense. (Smith, 1981: 83)

39. **Direct quotations from unpublished sources** (e.g., interviews) should have quotation marks and should be not be written in italics, as shown in the example below.

“I would not change if I bought my dwelling”, said one informant. The buyers themselves believed they were behaving socially and took good care of their property, and also made statements like “I also took good care of my dwelling while renting it.”

40. If **no person is named as author or editor**, the name of the appropriate body should be used. For example, for data published by the Office for National Statistics, write: (Office for National Statistics, 2009). For direct quotation of such sources, the page should be indicated after the year (see 36). Abbreviations are allowed for such sources, provided that the entire name of the body is written out fully at its first mention in the text, followed by its appropriate abbreviation in brackets (see 9). For the Office for National Statistics, for example, the abbreviation ONS may be used: (ONS, 2009).
41. **Find or formulate a suitable English translation for non-English names of offices, agencies, companies, commissions, ministries and documents** (plans, strategies, programmes, documents, etc.), but provide the original names as sources in parentheses and in the reference list. Long names in parenthetical references should be unambiguously shortened:

Incorrect:

In the fourth quarter of 2009 the prices of new dwellings in Slovenia were 0.2% higher than in the previous quarter (Statistical Office of the Republic of Slovenia, 2009).

The Urad za načrtovanje in stanovanja (2008) stated that the number of housing transactions increased.

The Izvedbeni prostorski načrt Mestne občine Ljubljana from the Urad za prostorski razvoj (2008) foresees more than thirty community garden locations in Ljubljana.

Correct:

In the fourth quarter of 2009 the prices of new dwellings in Slovenia were 0.2% higher than in the previous quarter (Statistični urad . . . , 2009).

The Housing and Planning Office (Urad za načrtovanje . . . , 2008) stated that the number of housing transactions increased.

The Executive Spatial Plan for the City of Ljubljana from the Office for Spatial Planning (Izvedbeni . . . , 2008) foresees more than thirty community garden locations in Ljubljana.

English translations of non-English documents (plans, strategies, programs, documents, etc.) should indicate the original name of the document at first use alongside the English translation; for example: “. . . in the Executive Spatial Plan for the City of Ljubljana (Sln. *Izvedbeni prostorski načrt Mestne občine Ljubljana*) . . .”. Use the English translation in subsequent mentions. The name of the document appears under its original name in the reference list, as do the names of non-English publishers such as offices, agencies, companies, commissions, ministries should be given as English translations in the reference list (see 44).

Do not create English abbreviations for non-English names of offices, agencies, companies, commissions, ministries and documents (plans, strategies, programs, documents, etc.). Use the original abbreviation. At first mention, the original name and abbreviation should appear in brackets after the translated name:

The results of both sets of data have been compared to the outcomes of an earlier research project with similar aims, undertaken under the auspices of the Environmental Agency of the Republic of Slovenia (Sln. *Agencija Republike Slovenije za okolje*, ARSO).

The latest draft of the Executive Spatial Plan for the City of Ljubljana (Sln. *Izvedbeni prostorski načrt Mestne občine Ljubljana*, IPN MOL) was also used.

42. For laws and acts written in English, give the title of the law or act followed by the name of the publication in which the was published, followed by the chapter number and year; for example: (Planning act 2008, Statutory Instrument, no. 2260/2009). In case of direct quotation of laws, the page should be indicated after

the year (see 36). Abbreviations may be used for the publications in which laws and acts are published (e.g., S. I. for Statutory Instrument). If laws or acts have official abbreviations, these may be used, but write out the entire name in full at first mention in the text followed by the abbreviation in brackets (see 9); for example: (PA-2008, S. I., no. 2260/2009).

43. For non-English laws and acts, find or formulate an appropriate English translation and also cite the original name of the law or act at first mention. The publication in which the law or act is published should not be translated into English and the original (non-English) abbreviation should be used in the text (e.g., for Uradni list Republike Slovenije the official abbreviation is Ur. l. RS):

The Spatial Planning Act (Sl. *Zakon o urejanju prostora*, Ur. l. RS, no. 33/2007) defines . . .

Use the original name of the law or act and the publication in which it appears in the reference list (see 44).

8 Reference list

44. Place the alphabetised reference list at the end of the article. Do not number or bullet the list. Examples of various references are given below:

Books (single author):

Montgomery, J. R. (2007) *The new wealth of cities: City dynamics and the fifth wave*. Aldershot, Ashgate.

Books (two authors):

Allan, G. & Crow, G. (1989) *Home and family: Creating the domestic sphere*. London, Macmillan.

Books (three to six authors):

Clapham, D., Kemp, P. & Smith, S. J. (1990) *Housing and social policy*. London, Macmillan.

Note: Use an ampersand before the last name.

Books (more than six authors):

Dewey, J., Kidder, B., Mead, L., Miller, O., Morse, W., Park, S., et al. (1999) *Spatial planning and sustainable development*. Plymouth, Preston Publications.

Books (unknown author, known editor):

Forrest, R. & Murie, A. (eds.) (1995) *Housing and family wealth*. London, Routledge.

Note: Use the abbreviation (ed.) for one editor and (eds.) for more than one editor. For up to six editors, list all editors. For more than six editors, write “et al.” after the first six editors.

Bachelor’s or master’s dissertation, doctoral thesis, research reports and so on:

Goličnik, B. (2005) *People in place: A configuration of physical form and the dynamic patterns of spatial occupancy in urban open public space*. Doctoral thesis. Edinburgh, Heriot-Watt University, Edinburgh College of Art.

Dimitrovska Andrews, K. & Plevnik, A. (2000) *Leda: Legal and regulatory measures for sustainable transport in cities*. Research report. Brussels, European Commission.

Note: Indicate the publication type after the title (e.g., doctoral thesis, etc.). For research reports, do not specify whether it is an interim or final report, or any other details on the circumstances under which the research was conducted.

Contributions or chapters in books, encyclopaedias, proceedings of conferences, meetings and seminars, and so on:

Dimitrovska Andrews, K. (2005) Mastering the post-socialist city: Impacts on planning the built environment. In: Hamilton, F. E. I., Dimitrovska Andrews, K. & Pichler-Milanović, N. (eds.) *Transformation of cities in Central and Eastern Europe: Towards globalization*, pp. 153–186. New York, United Nations University Press.

Note: For proceedings of conference, meetings, seminars and so on, provide only the proceedings title in italics. Do not indicate the title of the particular conference, meeting, seminar and so on, or where and when it took place.

Articles in journals:

Sendi, R. (1995) Housing reform and housing conflict: The privatisation and denationalisation of public housing in the Republic of Slovenia in practice. *International Journal of Urban and Regional Research*, 19(3), pp. 435–446.

Note: Do not abbreviate titles of journals.

Articles in newspapers or magazines:

Bowie, R. (2009) Housing and spatial planning. *Times Today*, 56(23), 30 Jan. 2009, p. 13.

Unpublished articles from conferences and other venues, and other unpublished material with a year of origin:

Smith, B. (2008) *Urban planning in Canada*. Paper presented at the 7th Biennial Conference of the International Society for Urban Planning, 6–9 March, Vienna, Austria. Typescript.

Wilkinson, B. (2008) *Rethinking cities*. Typescript.

Note: Use “manuscript” or “typescript” for unpublished articles from conferences, proceedings and so on.

Unpublished articles and other unpublished material without a year of origin:

Hergel, A. (1998) *An essay on architecture*. Typescript (received 24 Jan. 1998).

Note: Use “manuscript” or “typescript” for unpublished articles. The exact date the article was received is given in brackets, the year of which is cited as the year of origin.

Interviews and discussions:

Watson, L. (2009) *Development of spatial planning in the future* (interview, 25 Mar. 2009).

Laws and acts:

Planning act 2008. Statutory Instrument, no. 2260/2009. London.

Zakon o urejanju prostora. Uradni list Republike Slovenije, no. 33/2007. Ljubljana.

Note: If abbreviations are used for laws and acts in the text or for the publications in which they appear, these abbreviations should not be listed in the reference list, but instead the full name of the law, act or publication. For non-English names of laws, acts and publications, give the original name in the reference list, even though an English translation was used in the text.

Publications with an unknown author or editor (e.g., statistical sources, databases, encyclopaedias, maps):

Office for National Statistics (2009) *Statistical yearbook 2009*. London.

Note: The publisher is indicated first, followed by the year, title and place of publication. If abbreviations are used for sources in the text (e.g. ONS, 2009), do not list these abbreviations in the reference list, but the full name of the publisher.

The reference list should use original names of offices, agencies, companies, commissions, ministries and so on, even if the author has used English translations in running text:

Urad za načrtovanje in stanovanja (2008) *Načrt za gradnjo stanovanjskih sosesk*. Ljubljana.

Urad za prostorsko načrtovanje (2008) *Izvedbeni prostorski načrt Mestne občine Ljubljana*. Ljubljana.

General notes for references:

- If a work is still in press, replace the year with “in press”. Include the journal volume and issue if available:

Newman, N. (in press) Spatial planning in the European cities. *Journal of Urban Space*, 40(1).

- For several publication places, list only the first.
- For university faculty or department publishers, give the name of the university first after the publication place, followed by the faculty and/or department name (e.g., Ljubljana, University of Ljubljana, Biotechnical Faculty, Department of Landscape Architecture).
- Citations of multiple authors must appear the same order in the text and in the reference list.
- For multiple works by the same author, list these works in ascending order by year.
- Alphabetise combinations of authors sequentially, including names of additional authors, and then by year:

Newman, N. (2006) Urban green areas. *Journal of Urban Green Spaces*, 27(1), pp. 35–54.

Newman, N., Berry, M. & Warren, T. (2004) *People and space*. New Whitchurch, Urbanity Press.

Newman, N., Campbell, A. & Putnam, K. (2001) Public spaces in small cities. *Journal of Urban Space*, 31(2), pp. 8–19.

Newman, N., Campbell, A. & Putnam, K. (2004) Spatial planning in the 21st century. *New Urban Practice*, 56(4), pp. 324–347.

- For bilingual titles, give additional titles in square brackets, separated by a slash for multiple additional titles. If a multilingual contribution appears in various places in the publication, list the pagination separately:

Sendi, R. (2005) Sodelovanje stanovalcev kot pogoj za uspešno izvedbo prenove stanovanjskih sosesk [Participation of residents as a precondition for the successful implementation of housing estate renewal]. *Urbani izziv*, 16(2), pp. 5–15 [133–141].

- Use full pagination and mark page ranges with an n-dash (–), not a hyphen (-).
- End each reference with a full-stop.
- Include only publications and sources referred to in the article in the reference list.

45. List **Internet sources** as shown below. State the access date for each source:

Avramov, D. (2006) *Social exclusion and social security*. Available at:
<http://www.avramov.org/documents/document7.pdf> (accessed 20 Feb. 2008).

Note: If an electronic source is also available in print (e.g., articles published in journals), use the print source.

If no person is named as the author of an Internet source:

Internet 1: http://www.urbanplan.org/UP_Home/UP_Home_fst.html (accessed 15 Sept. 2008).

Internet 2: <http://www.architecture.com/UseAnArchitect/Home.aspx> (accessed 22 Feb. 2008).

46. Use **sentence-style capitalisation for titles of works**:

Duany, A. (2001) *Suburban nation: The rise of sprawl and the decline of the American dream*. San Francisco, North Point Press.

9 Submission and copyright

47. Send contributions in electronic form only to: **urbani.izziv@uirs.si**

Together with their contributions, authors should also e-mail the completed submission application form (available on the journal’s website) to confirm compliance with the rules for publishing in *Urbani izziv*. This replaces the cover letter and copyright agreement.

48. Graphic material should be sent in a separate file as an attachment to the main text of the contribution. If the file is too large to send by e-mail, send it by We-transfer or similar service or consult the editor.
49. The editorial board will reject articles that do not comply with the requirements specified in these instructions.
50. The editorial board will reject articles that do not satisfy the necessary language criteria.

51. Authors are notified of the results of the peer review within three months from the date of receipt of the contribution. If the reviewer proposes changes or improvements, the article is sent back to the (first) author. The editor may also propose corrections or changes. The author must respond to the referee's and/or editor's comments and return the corrected article within five days. Improvements are checked by the editor. No changes should be made that are not proposed by the peer reviewer and/or editor.
52. If a peer review does not propose any improvements to the article, the editor notifies the (first) author that the contribution has been accepted for publication.
53. The peer reviewer classifies the article into one of the COBISS (Co-operative Online Bibliographic System and Services) bibliographical categories, which the editor verifies. In the case of disagreement, the editor decides on the classification in consultation with the editorial board. The editor classifies submissions that are not peer reviewed into one of the COBISS categories.
54. All Slovenian contributions are copy-edited before publication. Authors receive the article with the copy editor's corrigenda only if major improvements are required or if there are comments on technical content, in which case the author must correct or improve the submission and return the article to the editor within three days.
55. For articles submitted in Slovenian, the author is responsible for ensuring a high-quality English translation of the entire article after it is accepted. The translation should be prepared after correction for any improvements suggested by the peer reviewer, editor or copy editor. The English version of the article must be submitted within 15 days.
56. All translations are checked by a professional English copy editor before publication to ensure that they are error-free. For minor corrigenda, the editor makes the corrections based on the copy editor's suggestions. For poor translations, the editor returns the article to the author with a request to improve its quality and for professional proofreading. The author must return the improved translation in five days. The improved translation is copy edited once again, and the contribution is accepted for publication once it is confirmed that the translation is in good English and conforms to these instructions.
57. Non-Slovenian authors that submit articles in English should consult the editor regarding their translation into Slovenian. Submissions by non-Slovenian authors are checked by a professional English copy editor.
58. The editorial board may reject a contribution based on the opinion of the editor or peer reviewer.
59. Only articles that have not been previously published can be accepted. Authors must state explicitly if the contribution is pending publication in another journal.
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