



INSTRUCTIONS TO AUTHORS (Geodetski vestnik)

Type of published articles

The journal *Geodetski vestnik* publishes scientific and professional papers, professional discussions, reports, reviews, results of higher education or scientific works, terminological professional articles and other similar works from the areas of geodesy, land surveying, geoinformation, spatial data infrastructure and spatial data modelling, land management, and spatial planning. As bulletin of the Association of Surveyors of Slovenia (ZGS) the journal publishes also reports of the state surveying and mapping authority, professional informative articles, polemics, documents of ZGS, communications to members, memorial and similar records, advertisements and tenders, in short, any articles of popular character. Authors give the proposal for the type of their article, but the Editorial Board reserves the right to finally classify articles based on reviews. When defining the article category, the *Typology of documents/works for managing bibliographies within the COBISS system* (<http://cobiss.izum.si/bibliographies-of-researchers-introductory-explanations>) is taken into account.

Scientific and professional articles

Scientific and professional articles are reviewed by at least two anonymous reviewers. Authors are requested to send for publication as scientific or professional work only original, not yet published articles and articles not yet submitted for publication to any other journal. An article designated by the typology as »original scientific article« is only the first publication of original results in such form that allows the research to be repeated and to check the findings. Generally, all scientific and professional articles shall be structured according to the IMRAD format »Introduction–Methods–Results–Discussion« for experimental research, or in a descriptive way for descriptive scientific areas. The authorship right to the published articles goes to the journal publisher. The contents of articles are the sole responsibility of the authors.

Article submission

Articles shall be submitted to the Editorial Board's e-mail address in digital form: editor@geodetski-vestnik.si. The submission should include fulfilled form with data about the author (or authors), and confirmation by the author or authors about originality of the article and copyrights.

Article presentation and length. Digital form of articles in Word file is compulsory. The page layout shall be one-sided with margins 2.5 cm (A4 format). The text font shall be Times 11p with 1.5 spacing. Scientific and professional articles shall generally not be shorter than 8 pages and not longer than one 30,000 characters (16 pages), including tables, figures and list of references. Figures, drawings, diagrams and tables are only allowed if the author refers to them in the text. They shall be accordingly numbered. The source of illustration or table taken from any other work shall be cited as part of explanatory description (by the illustration or table).

Article languages. The languages of published articles are Slovenian and English. English articles require the abstract in the Slovenian language, or they shall be translated in their total length. The author shall prepare a linguistically correct text. Any articles not prepared according to the instructions will be returned to the authors to be corrected and completed.

Article components

Title. The title shall be short and clear, precisely defining the article contents. Words in the title shall be appropriate for indexation and search. The title shall be written in Slovenian and in English.

Author. Below the title the author of the article shall be stated. The author's name shall always be full name (first name(s) and last name). In case there are several authors of an article, the authors define the order of names. However, detailed address (with e-mail address) of the author to be contacted by the Editorial Board for the purpose of preparing text for publication is required (*see* the form for article registration). At the end of the article beside the full name also scientific degree or academic title shall be given, along with the address of the institution where the author is employed, and the contact addresses where the Editorial Board or the readers can reach the author.

Abstract. Abstract is mandatory for all scientific and professional articles. The abstract shall be on the first page of the article. The Slovenian abstract is followed by an abstract in English (for non-Slovenian speakers, the editorial board will translate the title and the abstract after the article is accepted for publication). The abstract shall not exceed 1400 characters with spaces. It shall be understandable as an independent text, in the sense that the reader does not have to read the article text. It shall summarize the essence of the article, explain its purpose and goals, describe the used methods and techniques of research and scientific approach, results and main findings. Generally, the abstract shall consist of one paragraph. When preparing the abstract, the authors are requested to take into consideration the recommendation of the SIST ISO 214 standard.

Key words. The abstract is followed by keywords characterizing the article contents. Key words shall be simple expressions (words, phrases), written in first person singular, in Slovenian and in English. Key words shall be taken from the glossary of the National and University Library and the LISA glossary.

Divisions and subdivisions. The article shall have clearly separated divisions (chapters); their titles shall be written bold (font size 12pt for the first level, 11pt for the second and lower level). Divisions can be divided into subdivisions (subchapters). Subdivisions and subchapters shall be numbered in the decimal system according to the SIST ISO 2145 and SIST ISO 690 standards (i.e. 1, 1.1, 1.1.1 etc.).

Notes. Generally, notes shall be placed below line, numbered with subsequent Arab numbers from the beginning to the end of the text. They shall only contain additional text (author's comments), and not bibliographic references. However, indications to references are allowed. When indications to notes are at the end of paragraph, the number shall be before the final full stop. Notes from current page shall always finish at the same page.

Figures and tables. Beside text an article may also include figures and tables that shall be numbered by consecutive numbers (from the beginning to the end). Each table shall be titled. Titles of tables shall be placed above the table, of figures shall be placed below them. When necessary, a table or a figure may include additional comments and legend of abbreviations. If they are not the result of the author's own work, the reference shall be cited, and in case of reproduction the author's prior agreement is necessary. The text shall clearly refer to individual figure or table by stating their consecutive numbers. Titles and detailed comments do not belong into the figure, but to the legend. The contents of table rows shall be given in the front row, and of columns in the head of the

table. No fields shall be empty. When no information is available for a field, it shall be clearly stated that such information does not exist or that its value equals zero or is negligibly small.

Figures shall be positioned in the text and at the same time separately in an original format of the recorded figure attached to the sent text. Please make sure that artwork files are in an acceptable format (TIFF, JPEG, EPS or GIF), 8-bits, with the correct resolution (minimum 300 dpi), and of appropriate size – the most appropriate width is 137 mm (whole page width) or 66 mm (half-page width). If, together with the article, you submit colour figures then these figures will appear in colour on the Web, but be careful that the grey scale printed version will be also readable.

Acknowledgement. Contribution of others shall be mentioned at the end of the text. Acknowledgements shall mention all names and types of contribution.

Citations. Citations in the text shall be accompanied by references. Generally, only publicly accessible sources shall be cited. Secondary references shall be cited as “*op. cit.*”. Information about the source (author, publication year, page/s, when applicable) shall be in brackets, the author's last name shall be separated from the publication date by a comma (authorship citation). For several authors, instead of the last comma “*and*” shall be used. No more than three authors shall be stated. If there are more, use only the first author, followed by “*et al.*”. Citations of several references shall be separated by semicolon. The information about cited references shall be listed at the end of the article. For citations or references please apply the Harvard system, i.e. the system of the American Psychological Association (APA), described in the *Publication Manual of American Psychological Association*.

Citation example in text: The question of the role and perspectives of surveying in the field of spatial planning has been already discussed (Novak, 1999; Petek, 2000, 2000a; Kovač and Mlinar, 2002; Logar et al., 2003). Among the most recent studies, the study of Mihelič (2003) has to be mentioned, an interesting discussion is presented also by Dekleva (1996, pp. 4–5). At the international level, some interesting statements have been published (Dale, 1999; *op. cit.* Magel, 2000). The legal framework in Slovenia does not define this field in detail, partly it is mentioned only in the spatial planning legislation (Zakon o urejanju prostora, 2002). However, some statements are published by the Association of Surveyors of Slovenia (ZGS, 2016).

List of cited references. Cited references shall be listed at the end of the text in a special section »*Literature and references*«. This section shall include only those references that the author refers to in the text and are published or publicly accessible. Please observe alphabetic order of the references. When the same author appears several times, the articles shall be listed according to the publication year – from earlier to recent dates. When the same author is only author in one article and co-author in another, first the independent works are listed and then (in alphabetic order of last names of second, third author, etc.) group works (always several authors). As opposed to citations, for individual references all authors shall be stated, regardless of how many there are. If the reference has no author or the author is unknown, the title is the first in the list of data. If a not yet published work (still in printing) is cited, all the required data shall be provided; instead of the information about the year please state “in printing”. The information shall be in original language; in case of foreign sources the title can be translated into



Slovenian, put in square brackets immediately following the original title. The references not publicly accessible, e.g. unpublished lectures or articles, personal discussions, e-mails or similar, shall not be cited.

Examples of correct citations

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

The correct format for citing or creating a link to a document using its DOI is as follows:
<http://dx.doi.org/10.3986/AGS53106>.

Book

Names of towns can be followed by country, separated by a comma, especially for those publications published by publishers with headquarters in small towns.

Joeckl, R., Stober, M. (1989). Elektronische Entfernungs- und Richtungsmessung. Stuttgart: Verlag Konrad Wittwer GmbH.

Badshah, A. A. (1996). Our Urban Future: New Paradigms for Equity and Sustainability. London & New Jersey.

Chapter in a book

Kolbe, T. (2009). Representing and exchanging 3D City models with CityGML-2. In J. Lee (Ed.), S. Zlatanova (Ed.), 3D Geo-Information Sciences (pp. 15–31). Springer, Berlin. DOI: http://dx.doi.org/10.1007/978-3-540-87395-2_2

Tomšič, A. (2003). Vloga geodezije v zemljiški politiki. In K. Grahor (Ed.), Kakovost storitev na področju urejanja prostora (pp. 10–18). Ljubljana: Mladinska knjiga.

Article in conference, symposium or congress proceedings

Rukavina, Z. (1997). Usklajevanje katastra i zemljišne knjige te uređenje zemljišta najjednostavnije i najbrže u postupku komasacije. In M. Rojić (ed.), Z. Kapović (ed.), Prvi hrvatski kongres o katastru: Zbornik radova (pp. 237–246). Zagreb: Hrvatsko geodetsko društvo.

Article in news or professional journals

Shi, F., Xi, Y., Li, X., Duan, Y. (2011). An automation system of rooftop detection and 3D building modeling from aerial images. Journal of Intelligent and Robotic Systems, 62 (3–4), 383–396. DOI: <http://dx.doi.org/10.1007/s10846-010-9456-1>

Zupan, M., Lisec, A., Ferlan, M., Čeh, M. (2014). Razvojne usmeritve na področju zemljiškega katastra in zemljiške administracije. Geodetski vestnik, 58 (4), 710–723. DOI: <http://dx.doi.org/10.15292/geodetski-vestnik.2014.04.710-723>

Diploma, master's or doctoral thesis

Vidmar, K (2016). Analiza sprememb gospodarskega profila občin Slovenije (= Analysis of changes in the economic profile of municipalities in Slovenia). Diploma Thesis. Ljubljana: University of Ljubljana, Faculty of Civil and Geodetic Engineering. <http://drugg.fgg.uni-lj.si/5438/>, accessed 25. 3. 2016.

Publications by authors as legal person (collective author)

Zakon o urejanju prostora (= Spatial Planning Act). Official Gazette of the Republic of Slovenia No. 75/2000.

Pravilnik o urejanju mej ter spreminjanju in evidentiranju podatkov v zemljiškem katastru (= Rules on Boundary Settlement and Changing and Recording Data in the Land Cadastre). Official Gazette of the Republic of Slovenia No. 8/2007 and 26/2007.

Electronic references

UN (1998). Kyoto Protocol to the United Nations Framework Convention on Climate Change.

http://unfccc.int/kyoto_protocol/items/2830.php, accessed 28. 6. 2016.

Review procedure and proofreading

Accepted scientific and professional articles are subject to review. The review procedure is generally anonymous. Reviewers are appointed by the editor. During the review procedure and during preparation for printing confidentiality of the article contents is assured. Only articles with two positive reviews of two independent reviewers can be published. When necessary, reviewed articles are returned to the authors to complete them. The author is obliged to prepare the answer to the revisions, if the changes of the article are requested. It has to be clearly explained, which comments/corrections were accepted and which not – in this case, the argumentation for refusing the reviewers' corrections have to be given. Such completion and the acceptance of the paper from the side of the editorial board/reviewers are conditions for publication.

Final text. Once the review procedure is finished, the author shall send the article in MS Word format together with all attachments (figures if they were changed) to the Editorial Board: editor@geodetski-vestnik.com in the final term specified by the Editorial Board. The author receives a test printout for printing proofs of a proofread article; only printing errors or any errors relating to the meaning may be corrected. If the printing proofs are not returned in the foreseen term or at the latest within three days, it shall be considered that the article needs no corrections and shall be printed as such. Please notice, that the authors are obliged to prepare the articles in good language. The Editorial board might require the proof English.

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