

INSTRUCTIONS FOR AUTHORS FOR THE PREPARATION OF CONTRIBUTIONS IN JOURNAL URBANI IZZIV/URBAN CHALLENGE

Orientation and content of the journal

1. Urbani izziv/Urban Challenge is a scientific-professional periodical publication of the Urban Planning Institute of the Republic of Slovenia with an international editorial board. It is intended for the dissemination of scientific and professional knowledge and discussion of problems relating to spatial planning and management.
2. Urbani izziv/Urban Challenge has been published since 1989. The journal is published twice a year in June and December. Until 2008 (volume 19) each issue had a leading theme. From 2009 (starting with volume 20) issues are no longer thematically oriented, with the exception of those published on special occasions (for example conferences, major projects, etc.) – the so-called special issues.
3. Urbani izziv/Urban Challenge is substantially divided into two parts. The first (longer) part includes contributions with COBISS (Co-operative Online Bibliographic System and Services) codes 1.01 to 1.04. Code 1.01 denotes an original scientific article, code 1.02 a review article, code 1.03 a short scientific article, and code 1.04 an expert article. In this section are also published contributions presenting methodologies and techniques, which fall into one of the stated bibliographic codes. The contributions published in this part of the journal are subject to blind peer review and count as a reference in domestic and foreign scientific environments. The second (shorter) part of the journal is intended for reviews (COBISS code 1.19), presentations (e.g., presentations of books, projects, events, lectures, conferences, etc.), library information, etc. The contributions published in this part of the journal are not peer-reviewed. The first part is titled *Articles* while the second part *Presentations and information*.

Typology of documents/works for bibliographical categorisation in the COBISS system

1.01 Original scientific article

An original scientific article is the first-time publication of original research results in a way that may enable the research to be repeated and the findings verified. It normally follows the IMRAD (Introduction, Methods, Results and Discussion) structure, for experimental research, or organised in a descriptive way for descriptive scientific spheres. The article must be published in a scientific journal with a peer-review system, whereby the peer-review requirement must be evident from the instructions for authors.

1.02 Review Article

A review article is an overview of the state-of-the-art in a specific subject area, the works of an individual researcher or a group of researchers with the purpose of summarising, analysing, evaluating or synthesising information that has already been published. A review article offers new syntheses, which also include the results of the author's own research. The review article must be published in a scientific journal with a peer-review system whereby the peer-review requirement must be evident from the instructions for authors.

1.03 Short Scientific Article

A short scientific article is an original scientific article, in which some of the elements of the IMRAD structure may be omitted. It briefly summarises the findings of a completed original research work or a research work in progress. Also included in this category are mini reviews and preliminary publications, if they have the characteristics of a short scientific article.

1.04 Professional Article

A professional article is a presentation of what is already known, with emphasis on the applicability of original research results and the dissemination of knowledge, while the complexity of the text is adapted to the needs of the users and readers of the professional or scientific journal, in which the said article is published.

1.19 Review

A contribution in a scientific or professional publication (journal, book, etc.), in which the author evaluates or proves the correctness/incorrectness of a scientific or professional work, criterion, opinion or finding and/or disputes/supports/assesses the findings, works or opinions of other authors. It is a presentation of an expert opinion, a critique of a scientific, professional or artistic work, regarding especially its quality.

Type and the content of articles

4. The Editors accept contributions for publication in the journal Urbani izziv/Urban challenge throughout the year.
5. Contributions from various scientific fields and disciplines are published (e.g., architecture, landscape architecture, geography, sociology, economics, etc.), presenting the scientific and expert interests of authors in spatial planning, urban

planning and design, landscape planning and design, regional development, natural and cultural heritage protection, environmental protection, spatial informatics, housing and traffic studies, access for the disabled, etc.

6. Urbani izziv/Urban Challenge is published in two languages – all contributions (in the first part as well as in the second) are published in the Slovene language and the English language. Slovene authors are responsible for ensuring high quality translations into the English language of the articles accepted for publication. Foreign authors who submit articles in the English language should consult the Editor regarding their translation into the Slovene language.
7. The length of articles, published in the first part of the journal, should be between 4,000 and 8,000 words. Articles for publication in the section *Presentations and information* should not exceed 2,000 words.
8. The contents of articles, published in the first part of the journal, must be arranged as follows: title of the article (exceptionally also subtitle), abstract, key words, the main text (suitably divided into individual chapters) and references. The main body of the text must start with an introduction and end with a conclusion. The titles and subtitles of articles should be as short as possible and as less complex (for example, without long sentences etc.). The abstract should clearly define the purpose, the major findings and conclusions of the article. The abstract should not exceed 200 words. The number of key words should be between 3 and 5. The author should choose such key words, which are already in common use in the bibliographic systems (e.g., COBISS system). The titles of chapters and eventual subtitles in the article should be marked by Arabic numerals in the form of decimal classification. There is no full stop after the last number (for example, 1 Introduction; 1.1 Terminology). Only two levels of subtitles are allowed at the most (for example, the first level: 1.1 and the second level: 1.1.1). The number and length of explanatory notes should be limited only to the most essential. They should be numbered consecutively by superscripts 1, 2, 3 etc. The notes themselves should be gathered as footnotes, not as endnotes. Any acknowledgment should be given at the end of the article before the references.
9. To ensure anonymity of peer review, the full name(s) of the author(s) and the title of the article should be provided separately, on the first page of the article, including the author's academic and pedagogical title or research title (if the author is not a pedagogue – e.g., assistant, research associate, senior research associate, research councillor) and the degree title (e.g., architect, geographer, sociologist, etc.). It is not allowed to use abbreviations for pedagogical or research and degree titles. Then follows the address of the institution in which the author is employed or other suitable address, e-mail address and telephone number. The first page must not contain any other information.

Example showing order of information on the first page of the article

Dr. John Novak, Landscape Architect, Associate Professor
University of Ljubljana, Biotechnical Faculty, Department of Landscape Architecture
Jamnikarjeva Street 101
1000 Ljubljana
Slovenia
E-mail: john.novak@bf.uni-lj.si
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In the case of more than one author, the author listed first shall be considered to be the one who will receive the reviewer's comments and (language) editor's remarks. In the case of articles originally written in the Slovene language, the same author shall be responsible for providing a professional translation of the article into the English language. The translation must be identical with the Slovene version.

10. For the presentation of books and for reviews (COBISS code 1.19) published in the second part of the journal, the author must, first of all, state the title of the contribution. The title of the contribution may arbitrary and does not have to be the same or identical to the title of the book or work, presented or evaluated by the author. It should, however, relate to the content/review of the work or book being presented, should be as short as possible and very simple. The title should be followed by: the original title of the work, name and surname of the author(s), name and surname of the editor(s), publisher and year of issue, and ISBN number.

Example and order of information for the presentation of books and reviews

Načrtovanje v mestni krajini
Planning in an urban landscape

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

The author should also send separately an illustration (graphic material) – the image of the cover page of the work being evaluated. The illustration must not be inserted into the text. The quality and form of the illustration should comply with the requirements contained in these instructions.

Format of contributions

11. Contributions should be submitted in Microsoft Word format. Only one style should be used throughout the entire contribution, i.e., the default Normal style. This means that contributions should have a single line spacing, type of fonts should be Times New Roman, the font size 12 pt, alignment should be left, and 2.5 cm margins at A4 paper format. This requirement only slightly differs for illustrations (font type in the graphic material should be Arial, font size shall be not less than 10 pt). Pages of the article should be numbered consecutively at the bottom of the page, centre alignment.
12. The text of the contribution should be written in simple style. It is not permitted to use (first line or hanging) indents, word dividing and underlining, shading or any other style of design, with the exception of bold and italic lettering to mark certain parts of the text. The text should be written entirely in the lower case (except capitalisations) and without unnecessary abbreviations and contractions. If an abbreviation can not be avoided, the author should clarify it at its first use.

Example of clarification of abbreviations

In the Spatial development strategy of the Municipality of Ljubljana (SDS ML) we presented ...

13. The original terms could be written next to the terms, which are translated into English. The term should be written in brackets after the translated term. The abbreviations of the language, in which the term is originally written, should be stated first, namely first three letters of the original language (for example, ger. (for German), spa. (for Spanish), ita. (for Italian), etc.), the original term should be written after that in italics. The English term should be placed in quotation marks, starting with the so-called double six quotation mark above (‘‘) and ending with the so-called double nine quotation mark above (’’).

Example of presenting original terms next to terms, which are translated into English

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

14. In the enumeration and listing of units one below another and numbering of titles and subtitles, chapters and subchapters, as well as tables and figures, it is not permitted to use the Microsoft Word automatic function for bullets and numbering. Authors must number and mark consecutive units of the text manually, although the text will not be aligned in a vertical line. The same applies to the numbering of titles, subtitles, chapters, subchapters, tables and figures. In the case of units listed without the use numbers, each new unit should be marked by a dash.

Examples of listing units one below another

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

1. Lack of interest on the part of condominium apartment owners to attend owners’ meetings during which matters concerning maintenance, improvement and renewal 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 renewal costs from management costs.

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

- The fact that during the period of socialist rule, house building 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 to the late 1980s, to secure a housing loan (which was quickly devalued by high inflation) than to succeed in acquiring public housing (Mandič and Clapham, 1996).

Language of contributions

15. Contributions should be written in clear concise and error-free English.
16. All contributions written in the English language should use gender-neutral language.

Tables and illustrations

17. All tables should be inserted in the text and must not exceed the 2.5 cm margin. Each table should be understandable and clear, without additional description and explanation. Tables should consist of rows and columns intersected by visible lines in the fields. If possible, cells should not be shaded. The text in the head row should be written with bold lettering. All tables in the article should be numbered consecutively by Arabic numerals and should have captions. Captions should be placed above the table. Between the table number and caption is a colon. The caption should be as short as possible and very simple. A full-stop should be placed after the caption. Used sources should be cited below the table. All used sources must be (fully) shown in the references list at the end of the article. A full-stop should be placed after indicated source.

Example of tables

Table 1: Number of flats in Maribor, Ljubljana and Koper in year 2007.

Name of municipality	Number of flats
Maribor	
Ljubljana	
Koper	

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

Any notes (units, abbreviations, explanations etc.) should be placed below the table and before the quoted source (for example Note: MB means Municipality of Maribor).

18. All illustrations (photographs, charts, maps, diagrams, etc.) should be referred to as: Figures. Figures should not be included as part of the text. Only the position of figures should be indicated in the text, as shown in the example below. All figures should be numbered consecutively by Arabic numerals and should have captions. Between the figure number and caption is a colon. Captions should be as short as possible and very simple. The source(s) should be cited after the caption (except for photographs) as is required for quotations in the text, in these instructions. All used sources must be (fully) shown in the reference list at the end of the article. In the case of photographs and sketches, which are not taken from sources, but they are author's work, the name and surname of the author of the photograph/sketches should be stated after the caption. The names and surnames of authors of photographs/sketches should not be cited in the reference list at the end of the article. The date the photograph/sketch was taken/has been drawn should not be stated. In case the author feels that the indication of the year the photograph/sketch was taken/has been drawn is necessary, this should be included in the caption (for example Urban green spaces in Ljubljana in 2008, etc.). A full-stop should be placed after the brackets, in which the reference source (or the name and surname of the author of the photograph/sketch) is indicated.

Example of presenting captions of illustrations, which are not photographs

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

Example of presenting captions of illustrations, which are photographs

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

Example of presenting captions of illustrations, which are sketches

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

The author should leave a blank line above and below the caption (or an eventual note to the illustration). Eventual notes to the illustration should be placed below the caption of the illustration (e.g., Note: Green areas are presented in darker colours).

19. If the author refers to the illustration (e.g., with a comment, description), or if the illustration is a supplement to the text, the author must state to which illustration he/she refers or must state which illustration supplements the text. In the text, the author refers to the illustration on the basis of the number such illustration has (for example (Figure 1) or as it is shown in Figure 1, etc.) and not on the basis of the layout of the illustration in the text (it is not permitted to make references such as: see Figure above or as it is shown in the Figure below, etc.). The editorial board positions illustrations in the text according to the most appropriate print layout and not (always) according to the context of the contribution.

20. If the figure consists of more illustrations (for example vertical and/or horizontal series of photographs, drawings, etc.), in the caption the author should not use references to specific components of the figure such as figure on the left, figure on the right or figure above, figure below. Each single integral part of the figure must be visible and clearly numbered. In the caption of the figure, authors should state the number of each single component of the figure and title/explanation of this component in a manner as indicated in the example below.

Example of presenting captions of illustrations, which consist of more illustrations (in this example illustrations are photos)

1	2	3
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Figure 1: 1 – sports areas alongside schools and children’s playgrounds alongside kindergartens; 2 – example of poorer maintenance of green areas; 3 – example of green area in residential settlement (photo: Maria Novak).

21. If the illustration contains a text (for example inscriptions on the drawings, a legend in the chart, inscription/text of the unit indication on chart’s x/y axes etc.), such text must be written in the English language. Inscriptions should be simple and as short as possible (for example, if the inscriptions in the charts or text of units on the x/y axes and in other places are too long, it is recommended to indicated those units by numbers and explain them in a legend).
22. Font type of eventual text in illustrations should be Arial, font size shall be not less than 10 pt. The text should have single line spacing and alignment should be left at A4 paper format.
23. Authors should be aware, that all illustrations will be published in black and white print. All figures should therefore be prepared accordingly. Authors should submit photographs and other graphic materials (with the exception of charts) in digital raster form with a resolution of 300 dpi (dots per inch) in TIFF format only. The width of figures with such resolution should be at least 16.5 cm. If authors cannot submit graphic material prepared as specified, they should consult the Editor.
24. Charts should be drawn with Microsoft Excel and they must be submitted to the editor in such form.
25. Each figure should be enclosed and submitted to the editor in its final form in a separate file. The title of each graphic file should be composed only of the word Figure, a hyphen and the consecutive number of the figure in the text (for example Figure-1).
26. Authors should consider the size of each such illustration as equivalent to 500 words (full page) or 250 words (half-a-page) respectively.
27. Authors should be moderate in the number of figures, which they intend to include in a contribution. They should include only those, which they consider to be necessary for a better understanding of the content.
28. The editorial board has the right to position illustrations in the text according to the most appropriate print layout. The editorial board also has the right to reject illustrations of inadequate quality and not to publish all the figures submitted with the contribution, if it is established that the contribution includes too many figures or that they are not necessary.
29. In the final form, illustrations should be enclosed in an additional file, separate from the text of the contribution. If the file is too large for sending by e-mail, authors should burn it on a CD and send it to the editor by regular mail in an appropriately protected envelope.

Numbers and measurements

30. All measurements should be in metric units. A comma shall be used to indicate thousands and millions (for example 1,875 or 13,432 or 1,514,800), and a dot shall be used to indicate decimal numbers (for example 0.5). The scale of a map shall be expressed as a ratio (1:500,000). An interspace shall separate numbers and units and numbers and the percentage sign (for example 135 m; 23.5 %), but there shall be no interspace between numbers and exponent and index signs (for example 14^3 , km^2 , b_5). Calculation signs shall be written with interspaces except for the brackets (for example $p = a + c - b - (a + c : b)$).

Equations

31. Equations with fractions, symbols (e.g., Greek letters) should not be included as part of the text. They should be prepared in a way as it is stated for illustrations – in TIFF format and other parameters, prescribed for illustrations. The only difference is a font type, which should be in case of equations Times New Roman, the font size 12 pt.
32. Only the position of equations should be indicated in the text, as shown in the example below.

Example of indicating the position of the equation in the text

[Insert: equation-1]

33. Each equation should be enclosed and submitted to the editor in its final form in a separate file. The title of each equation should be composed only of the word Equation, a hyphen and the consecutive number of the equation in the text (for example Equation-1).
34. In the final form, equations should be enclosed in an additional file, separate from the text of the contribution, but together with other eventual illustrations. If the file is too large for sending by e-mail, authors should burn it on a CD and send it to the editor by regular mail in an appropriately protected envelope.

Quotation of authors and references

35. References should be indicated in the text by surname of the author(s) and year of publication, as follows: (Boyer, 1993) or Boyer (1993) showed that ... In case of two authors, both authors should be indicated (Handy and Niemeier, 1997) or Handy and Niemeier (1997) reported that ... In the case of more than two authors, only the surname of the first author is indicated followed by et al., for example: (Besleme et al., 1999) or Besleme et al. (1999) believe that ... In case of up to six authors, the names of all the authors must be shown in the references list at the end of the article, as required in these instructions. In case of more than six authors, the first six authors must be shown in the references list at the end of the article, followed by the abbreviation et al., as required in these instructions. In case of sources with the same authors appearing at the beginning of the list of authors, all authors should be indicated up to and including the first different author, as shown in the example below.

Example – two sources, beginning with the same authors

Kosslyn, Koenig, Barrett, Cave, Tang and Gabrieli (1996) ...
Kosslyn, Koenig, Gabrieli, Tang, Marsolek and Daly (1996) ...

In the text, the first three authors must be indicated:

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

In case of two or more authors, in the references list at the end of the article reference always begins with those authors, which are (as first) also indicated in the text.

36. In case only the editor of the work is known and no person is named as author, the editor(s) should be indicated instead of the author(s) in the same manner as is prescribed for indicating the author or authors in the case of more than one editor. In the final reference list at the end of the article, the editor(s) should be stated instead of the author(s), in the manner specified in these instructions.
37. For indicating internet sources in the text, detailed information is given in these instructions.
38. References to more than one publication by the same author in the same year should be distinguished alphabetically with a, b, c, etc.: (Baier, 1992a, 1992b) or Baier (1992a, 1992b) presented that ... They should be indicated in such form also in the list of references at the end. References to different authors while discussing a specific issue in the text should be arranged alphabetically according to author's surname, separated by a semicolon: (Jencks, 1987; Koolhaas, 1999; Taylor, 1998; Walker and Saleh, 1992). In the case of secondary references, the author(s) and year of the primary source should be indicated, followed by the author(s) and year of publication of the secondary source: (Holland, 1990; quoted in: Felce and Perry, 1995). In the case of a reference in the same place in the text to more than one publication by the same author, the name of the author should be given followed by the various years of publications, separated by a comma (Roback, 1982, 1988). In case the same source is referred to consecutively in a particular section of the text, subsequent references may be indicated in the same paragraph as: (ibid.). If the work is still in print, it should be referenced as: (forthcoming), in place of the year of publication. The work is presented in the same manner in the list of references at the end.

39. Direct quotations should have quotation marks, starting with the so-called double six quotation mark above (“) and ending with the so-called double nine quotation mark above (”). The exact page of the reference source must be indicated after a colon. A full-stop should be placed after the brackets in which the source of the quotation is indicated.

Example of direct quotations in the text

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

If the text of quotation is part of two or more pages in the quoted work, an immediate dash should be placed between the page numbers (for example 36–37).

40. For emphases inside direct quotations, a single quotation mark should be used, as shown in the example below.

Example of emphases inside a direct citation

“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).

41. If a direct quotation exceeds 40 words, it should be placed in a separate paragraph and written in italics, leaving a blank line above and below the quotation. In this case, the beginning and end of the direct quotation should not have quotation marks. A full-stop should be placed after brackets, in which the source of the quotation is indicated.

Example of a long direct quotation

The dangers are, on the one hand, not seeing the wood for the trees and, on the other, describing the wood incorrectly through not knowing anything about trees. To apply theories inappropriately, without understanding the institutional context, can be worse than relying on common sense (Hallett, 1981: 83).

42. In case of a direct quotation, in which some parts of the text are omitted, the signs /.../ should be use, as shown in the example below. After this sign a capital letter should be used at in the next word. If, in the quoted work, the next word doesn’t start with a capital letter (for example because it is not a beginning of a new sentence), the first letter of the next word should be placed in cornered brackets, as shown in the next example below.

An example for direct quotations, in which some parts of it are omitted

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

43. If no person is named as author or editor, the name of the appropriate body (translated into English) should be used. For example, for data published by the Statistical Office of the Republic of Slovenia, the reference should be indicated as: (Statistical Office of the Republic of Slovenia, 2007). It is allowed to use abbreviations for such sources, provided the entire name of the body is written out fully at its first mention in the text, followed by its appropriate abbreviation in brackets (an example of explanations of abbreviations is shown in these instructions). For the Statistical Office of the Republic of Slovenia, for example, the abbreviation SORS may be used. Respective references would henceforth be shown, for example, as: (SORS, 2008).

44. In the case of laws/acts, the title of the law/act (translated into English) should be given, as well as its chapter number in the Official Gazette of the Republic of Slovenia (OGRS) and year of its publication – for example: (Housing Act, OGRS, No. 69/2003). In the case of direct quotations of parts of laws/acts, the quotation must begin and end with quotation marks and the exact page of the reference source must be indicated as shown in the example.

Example of direct quotations of laws/acts

“Single family residential buildings are detached family houses, villas, atrium houses, row houses, holiday houses and the like” (Housing act, OGRS, No. 69/2003: 10.633).

45. If laws/acts have official abbreviations (for example, the Housing act has the abbreviation SZ-1), the abbreviations may be used, provided the entire name of the law/act is written out fully at its first mention in the text, followed by its appropriate abbreviation in brackets (an example of explanations of abbreviations is shown in these instructions). Respective references may, henceforth, be quoted as: (SZ-1, OGRS, No. 69/2003).

List of references

46. The full list of all references should be typed in alphabetical order at the end of the article (in the References section). The list of references should not be numbered or bulleted. The following examples show the prescribed manner of presentation of references (punctuation marks, font type, italic or normal lettering), which authors are strictly required to adhere to.

Monographs and books (single author)

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

Note: Surname of the author, initial(s) of author's name(s). (year of issue) *Title of the work: Eventual subtitle*. Place of issue, Publisher.

Monographs and books (three to six authors)

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

Note: In the case of up to six authors, the surnames of all authors must be shown in the references list at the end of the article. The same rule applies also to all other works, with more than six authors or editors.

Monographs and 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.

Note: In the case of more than six authors, the first six authors must be shown in the reference list at the end of the article, followed by the abbreviation et al. The same rule applies also to all other work, with more than six authors or editors.

Monographs and books (authors are unknown, editor is known)

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

Note: Instead of the author(s), the editor(s) should be indicated. For a single editor the abbreviation (ed.) should be used or (eds.) for more than one editor.

Diploma, Master's thesis, Ph.D. thesis, research reports

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

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

Note: The type of publication should be indicated after the title (e.g., Ph.D. thesis, diploma work, Master's thesis, research report, etc.). In the case of research reports, the author should not specify whether it is an interim or final report. It is also not allowed to give any other details on the circumstances under which the research was conducted.

Contributions or chapters in monographs, books, encyclopaedias, conference proceedings, meetings, seminars, etc.

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

Note: In the case of conference proceedings, meetings, seminars, etc., is not allowed to indicate the title of the particular conference, meeting, seminar, etc. being referred to, nor where and when it was. The title of the book, monograph or conference proceedings must be written in italics.

Articles published 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: The mark 19(3) means: 19 is the volume and 3 is the number of the issue. If a publication has no numbers (for example, if only one issue is published per year), only the volume should be indicated, but not in the brackets. Titles of journals must not be abbreviated and should be written in italics.

Articles in daily journals (newspapers, magazines, etc.)

Bowie, R. (2009) Housing and spatial planning. *Times Today*, 56(23), 30. 1. 2009 p. 13.

Note: 30. 1. 2009 is the date of publishing.

Laws/acts

Housing act. Official Gazette of the Republic of Slovenia, No. 69/2003. Ljubljana.

In the case of publications in which the author and editor are unknown – for example statistical sources, encyclopaedias, maps

Statistical Office of the Republic of Slovenia (2007) *Statistical yearbook 2007*. Ljubljana.

Note: The publisher is indicated first, followed by the year of issue, title of the work and place of issue. In this case non-english publisher and the title of the work should be translated into English.

Manuscripts and typescripts which are not published, but the year of occurrence is known

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

Note: The author of the manuscript/typescript is indicated first, followed by the year of issue and an indication that the work is a manuscript/typescript.

Manuscripts and typescripts which are not published, but the year of occurrence is unknown

Hergel, A. (1998) *An essay on architecture*. Typescript (received 24. 1. 1998).

Note: The author of the manuscript/typescript is indicated first, followed by an indication of year when the author received the source, title and an indication that the work is a manuscript/typescript.

Interviews, discussions

Watson, L. (2009) *Development of spatial planning in the future* (personal source 25. 3. 2009).

Note: The person, who was interviewed, is indicated, year of interview, and the content of interview is shown in the title. The exact date of interview/discussion is given in brackets.

General notes:

- If the work is still under the publication process, the bracket: (year of publication), should be replaced with the bracket: (forthcoming). The work is also referenced in the text in the same manner;
- In the case of several places of issue one of them should be indicated;
- If case the publisher is faculty or department of a faculty, the name of the university should be indicated first after the place of issue, followed by the name of the faculty and (where relevant) the department at the end (for example: Ljubljana, University of Ljubljana, Biotechnical Faculty, Department of Landscape Architecture);
- In the case of two ore more authors, the name of the author(s) indicated (as first authors) in the text should always be written first in the reference list at the end of the article.
- If the same author is referenced in the same text both as a single author and as the first author in a group of several authors, the author's independent work(s) should be listed first in the final list of references, and then the group works, which should be in alphabetical order according to surname of the second (or the third if necessary) author. If the same author appears repeatedly, their works should be referred to according to the year of issue – earlier works first and then the latest;
- If any title of quoted work is in two or more languages, or if the entire contribution is in two or more languages, after the title(s) in other language(s) should be indicated (in square brackets) after the first title and in case of more than one such title, they should be separated by a slash (/), with no empty space before and after it. If the two- or multilingual contribution is published in various places in the publication, pages should be indicated for each of them separately, as shown in the example below.

Example of an article published in two languages in a journal

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].

- Page numbers are separated by an immediate dash (authors must use a dash (–) and not a hyphen (-));
- Each reference ends with a full-stop.

47. Internet sources should be listed in the forms shown below. The date of access should be stated for each source.

Example of indication of internet source, with a person named as author

Avramov, D. (2006) *Social exclusion and social security*. Available at: <http://www.avramov.org/documents/document7.pdf> (Date accessed 20. 2. 2008).

Example of indication of internet source, with no person named as author

Internet 1: http://www.urbanplan.org/UP_Home/UP_Home_fst.html (Date accessed 15. 9. 2008).
 Internet 2: <http://www.architecture.com/UseAnArchitect/Home.aspx> (Date accessed 22. 2. 2008).

In case of the first example the source should be quoted in the text as (Avramov, 2006), but in case of the second example as (Internet 1), (Internet 2) etc.

48. The words in the titles in the English language are, in some places, written with capital letters and elsewhere with small letters. When listing references of works in the English language, the first letter of each word in the titles of works should not be capitalised (even if these are capitalised in the original title). The same rule applies also to the indication of references with English titles in the text.

Example of original title

People in Place: A Configuration of Physical Form and the Dynamic Patterns of Spatial Occupancy in Urban Open Public Space

Indication of the above title in the journal *Urbani izziv/Urban Challenge*

People in place: A configuration of physical form and the dynamic patterns of spatial occupancy in urban open public space

49. The list of references should include only publications and sources referred to in the article. Each reference ends with a full-stop.

Submission of contributions and copyrights

50. Contributions should be sent only electronically to the following e-mail address:
bostjan.kerbler@uirs.si

51. Graphic material, in its final form, should be sent in a separate file as an attachment to the main text of the contribution. If the file is too large for sending by e-mail, authors should burn it on a CD and send it to the editor by regular mail in an appropriately protected envelope. The address of the editor is:

Urban Planning Institute of the Republic of Slovenia
 The Editor
 Urbani izziv/Urban Challenge
 Trnovski pristan 2
 1000 Ljubljana
 Slovenia

52. The editorial board does not accept for the peer review process, articles that do not comply fully with the requirements specified in the instructions for contributors.

53. The editorial board does not accept for the peer review process, articles that are written in a manner that does not satisfy the necessary literary language criteria.

54. Authors are notified about the result of the peer review within three months from the date of receipt of contribution. If the peer reviewer proposes changes or improvements, the article is sent back to the (first) author. At the same time, also the editor could propose eventual corrigenda or changes. In these cases, the author is required to respond accordingly to the referee's and/or editor's comments and return the corrected article to the editor within 5 days. Improvements are checked by the Editor. Corrections and alterations of the article, which are not proposed by the peer reviewer and/or editor, are not allowed.

55. In the case of a peer review whereby the referee does not propose any improvements to the article, the editor notifies the (first) author that the contribution has been accepted for publication.
56. The peer reviewer decides about the classification of published contributions into one of the typologies of documents/works for bibliographical categorisation in the COBISS system. The editor verifies the correctness of the reviewer's decision. In case the reviewer's classification is controversial, the reviewer and editor decide about the classification together. The classification of contributions, which are not part of peer review process, to one of the COBISS typologies is performed by the editor.
57. All contributions submitted in the Slovene language are language edited before publication. Authors receive the article with the corrigenda of the language editor only in case major language improvements are required or if some comments/annotations to professional content are added. In this case the author is required to correct or improve the contribution according to the comments/annotations of the language editor and return the improved article to the editor within 3 days.
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61. The Editorial board may, on the basis of a proposal by the Editor or peer reviewer, reject the publication of a contribution.
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63. For articles sent for publication in *Urbani izziv/Urban Challenge*, 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 countries, are for no fee, for all time, for all cases, for unlimited editions, and for all media shall be irrevocably and unconditionally ceded to the publisher.
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Combining studies in urban planning and built environment with the social, economic, and political environment, this course equips you to shape efficient, practical, healthy, and sustainable cities. Develop skills in critical analysis and draw from diverse sources to engage in professionally-relevant projects, conduct research, and promote effective policy outcomes. Benefit from practical and experiential learning, working on urban planning problems in the field, and consulting with industry. This course is widely supported by industry; the majority of urban planners in Victoria are RMIT alumni. Spatial (land-use) planning (i.e. urban and regional planning) and transport planning (both public and private) can influence the time and distances that people spend travelling and that goods have to be transported, and also the transport modes that are used. A better integration of spatial and transport planning is therefore a key to achieving better accessibility and to manage the need for travel. At the urban planning level, this can be achieved by, for instance, a better spatial mix of economic activities backed by improvements in public transport, cycling and walking facilities, and by a better spatial planning and policy framework and associated implementing tools in South Africa have undergone fundamental changes since the onset of the 1990s. Find, read and cite all the research you need on ResearchGate. Networks through the work of Castells, based on the tension between places and flows. (Castells 1996), the rise of civil society and the question of power in the production of urban space (Friedman 1998; Amin 2002), dynamic conceptualisations of multiplex.