

NAVODILA AVTORIJEM

Seznam digitalnega in natisnjene prispevka za oddajo v uredništvo:

1. Podatki o avtrojih.
2. Naslov prispevka (SLO in ANG).
3. Izvleček (SLO in ANG).
4. Ključne besede (SLO in ANG).
5. Sezname dežel in objektov.
6. Besedilo članka.
7. Viri in literatura.
8. Grafično gradivo z opisi grafičnega gradiva (SLO in ANG).
9. Vsa besedila morajo biti jezikovno ustrezna in **lektorirana z navedbo lektorja oz prevajalca.**
10. Če je članek v okviru doktorskega študija na UL FA, mora avtor na to opozoriti, da bo ob prispevku objavljen del recenzije.
11. **Podpisano izjavo o izvirnem avtorstvu besedil.**
12. **Podpisana dovolila za objavo grafičnih elementov.**

Oddaja prispevka (oba koraka sta obvezna)

1. Tiskani izvod + spletni prenos na e-naslov:

UL Fakulteta za arhitekturo
AR arhitektura, raziskave
Uredništvo
Zoisova 12
1000 Ljubljana
Slovenija

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Avtor z oddajo članka zagotavlja izvirnost in avtorstvo. Z oddajo zagotavlja, da ne tekst ne grafični del nista bila objavljena ali poslana v objavo drugi reviji (razen poročil).

Vsak avtor odgovarja za svoj prispevek v celoti. Avtorji naj upoštevajo zakon o avtorskih pravicah (Uradni list RS, št. 21/95, 9/01). Ta načelno dovoljuje objavo že objavljenega tujega grafičnega gradiva kolikor gre za ponazoritev, vendar mora biti vir vedno popolno naveden.

Avtorji prispevka predložijo pisna potrdila, da se avtor grafičnega gradiva strinja z objavo v spletni in tiskani reviji AR arhitektura, raziskave.

Elementi prispevka

Akademski naslov, ime in priimek

Naslov organizacije

E- poštni naslov

Naslov članka

Do **85 znakov s presledki.**

Naslov je v je **v slovenskem in angleškem jeziku.**

Izvleček članka

Dolžina **med 1000 in 1400 znakov s presledki.**

Izvleček naj zajema temeljne vsebinske opise iz besedila. Izvleček naj bo razumljiv, tako da bo jasno in jedrnato predstavil glavno temo in ugotovitve vašega besedila.

Besedilo izvlečka je **v slovenskem in angleškem jeziku.**

Ključne besede [ključne besede / key words]

Do **5 besed**

Zapisane ključne besede opredelijo tematiko prispevka. Izogibajte se veznikom (in, ali).

Podane so **v slovenskem in angleškem jeziku.**

Dežele omenjene v besedilu

Seznam dežel oziroma držav omenjenih v besedilu prispevka. Seznam je koristen zaradi indeksiranja prispevka.

Seznam grajenih struktur ali arhitekturnih objektov

Avtor pripravi seznam grajenih struktur ali arhitekturnih objektov na katere se prispevek nanaša. Seznam je koristen zaradi indeksiranja prispevka.

Besedila članka

Kratki znanstveni članek zajema do 3000 besed.

Daljši znanstveni prispevek znaša med 5000 in 6500 besed.

Daljša besedila v uredništvu ne sprejemamo.

Vire navajajte sproti v besedilu teksta z uporabo oglatih oklepajev [in] in jih ob koncu članka vključite v seznam virov in literature. Struktura navedbe citiranja vira [Priimek, letnica: številka strani navedbe] ali navedba vira ob povzemanju vsebine vira [Priimek, Letnica].

Primer navedbe vira v besedilu: Švicarski paviljon je bil zamišljen kot "švicarska glasbena skrinjica" [Uhlig, Zumtor, 2000].

V reviji AR arhitektura raziskave **se opombe pod tekstom ne izvajajo**. Avtorji jih lahko vključijo neposredno v osnovno besedilo. Za nazornejše prikaze razmišljanj, utemeljitev misli in metod je priporočljiva tudi uporaba **izvirnih grafičnih elementov** kot so skice, risbe, načrti, fotografije, grafikoni in tabele.

Grafični elementi

V članku je lahko **do 8 grafičnih elementov** sem sodijo tabele, slike, skice in drugo.

Napisi pod grafičnimi elementi so **v slovenskem in angleškem jeziku**.

Vsi grafični elementi naj bodo priloženi posebej. Grafično gradivo naj bo shranjeno v posameznih datotekah z imeni, ki so enaka kot so uporabljena k pripisom k slikovnemu gradivu. Vsako grafično gradivo naj ima besedilo prispevka pripadajoči opis.

Primer: Datoteka Slika_01.tif je slika 1 v besedilu članka.

Slikovno gradivo naj bo pripravljeno z resolucijo 300 dpi za fotografije in 600 dpi za skenirane črno bele načrte

ali sheme. Priporočljiv format za slikovno (bitno) gradivo je TIFF ali JPG. Priporočljiva okvirna velikost gradiva je 10x15 cm. Grafičnih elementov ne vključite v besedila članka. V članku lahko predvidite mesto grafike tako, da naredite trojni presledek v tekstu in vnesete ime grafičnega elementa in pripadajoči **opis v slovenskem in angleškem jeziku**.

Primer navedbe grafičnega gradiva v tekstu:

Slika 2: Objekt z vzdolžnim in s prečnim slemenom, Tlorisni gabariti so enaki, 6x8 m, naklon strehe je 30°, debilna zidu 40 cm.

Viri in literatura

Vsako navajanje v prispevku mora biti navedeno v seznamu virov in literature, **omejeno do 4000 znakov s presledki oz. do 20 naslovov**.

Neobjavljene vire ali ustne vire podrobneje opišite v besedilu prispevka.

Navajanje člankov in drugih virov, ki so v postopku tiska je možno za jasno navedbo vira in pisnim dokazilom, da je navedeni prispevek v tisku.

Knjiga

Priimek, Prva črka imena. (letnica): Naslov knjige. Založba, Mesto.

Primer: Nishi, K., Hozumi, K. (1985): What Is Japanese Architecture? Kodansha International, Tokio.

Članek

Priimek, Prva črka imena. (letnica): Naslov članka. V: Publikacija, Letnik, Številka: stran članka od do.

Primer: Lah, L. (2002): Muzeji na prostem - večplastnost pomenov za ohranjanje arhitekturne dediščine. V: AR, 2002/1, str.: 64–65.

Spletni naslov

Naslov strani

navedba celotnega naslova, <mesec, letnica>.

Primer: Fakulteta za arhitekturo UL <http://www.fa.uni-lj.si/default.asp>,

<november, 2009>.

Zakoni in pravilniki

Publikacija objave in številka publikacije, (letnica): Naslov zakona. Člen št.

Primer: Uradni list RS 96 (2002): Zakon o uresničevanju javnega interesa za kulturo. Čl. 2.

Standardi

Področje urejanja, navedba standarda.

Primer: Laboratorijske preiskave, Mednarodni standard SIST EN ISO/IEC 17025:2005.

AUTHOUR GUIDELINES

Check list before submitting the paper

1. Author's metadata.
2. Title of the paper. **Translation in SLOVENE will be charged by AR Journal Service.**
3. Abstract. **Translation in SLOVENE will be charged by AR Journal Service.**
4. Key words. **Translation in SLOVENE will be charged by AR Journal Service.**
5. List of countries and building objects.
6. Body text.
7. References.
8. Graphical material with corresponding text of graphics. **Translation in SLOVENE will be charged by AR Journal Service.**
9. All text should pass proof reading (spellchecked and grammar-checked).
10. In case the proposed paper is meant as an article for PhD study at UL Faculty of Architecture the author should point out that the referees' comments will be published along the paper.
11. Signed paper of the originality of the paper.
12. Written approval from the author of graphics to be publish in the AR architecture, research

How to submit a paper (both steps are obligatory)

1. Printed + WEB transfer email:

UL Fakulteta za arhitekturo
AR arhitektura, raziskave
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By submitting an article, an author or group of authors guarantee its originality and authorship. The submission itself confirms neither the text nor graphics have been published or submitted to another magazine (except for news).

All authors are accountable for their contribution in its entirety. Authors shall take into account the Authors' Rights Act (Uradni list RS, No 21/95, 9/01). In principle, it allows for the publication of already published graphic material for illustrative purposes, but the source must be fully quoted.

For graphical elements authors of the paper should obtain written approval from the author of graphics to be publish in the AR architecture, research (printed and web version).

Elements of paper

Academic title, Author Name and surname

Organisation

E-mail

Title

Up to **85 characters including interspaces.**

Submit ENGLISH title. Translation in SLOVENE will be charged by AR Journal Service.

Abstract

From 1000 to 1400 characters including interspaces.

Abstract shortly describes the contents of paper presented. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Submit ENGLISH abstract. Translation in SLOVENE will be charged by AR Journal Service.

Key words

Up to 5 words and up to 50 characters including interspaces.

Please avoid any general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Submit ENGLISH key words. Translation in SLOVENE will be charged by AR Journal Service.

Countries mentioned / involved

The list of countries mentioned or involved in the paper. The list will be used for indexing purposes.

Building types discussed in paper

The list of building types mentioned / involved / discussed in the paper. The list will be used for indexing purposes.

Paper length

Short scientific paper 3000 words.

Full scientific paper from 5000 to 6500 words.

Sources should be quoted within the text as you write by using square brackets [and], and included in the sources and literature list at the end of the article. The structure of the source quotation [Surname, Year: page number of the quotation] or of the quotation of a source when its content is summarised [Surname, Year].

Example of a source quotation within the text: The Swiss pavilion was conceived as a "Swiss music box" [Uhlig, Zumtor, 2000].

In AR architecture, research magazine any footnotes should be included in the body text as quotation. For clearer presentation of thoughts, argumentation and methods, it is recommended to use **original graphic elements** such as tables, graphs, sketches, drawings, schemes and photographs.

Graphical elements

Up to 8 elements (all elements).

Submit ENGLISH description. Translation in SLOVENE will be charged by AR Journal Service.

All these elements should be enclosed separately to your contribution. Graphic material is kept in separate files holding names used in the article. Use a logical naming convention for your artwork files. Produce images near to the desired size of the printed version.

Example: File Figure 01.tif corresponds to Figure 1 in the text of the article.

Pictorial material should be prepared at a resolution of **300 dpi for photographs and 600 dpi for scanned black-and-white plans or schemes**. Recommended formats for pictorial material are TIFF or JPG. The recommended size of the material is 10x15 cm. Do not include graphic elements in the text of the article. You may indicate their positions by triple interspacing the text and entering the name of the graphic element and a corresponding caption.

Example of indication of graphic material within the text:

Figure 2: Structures with longitudinal and transverse ridge. Floor plan dimensions are the same, 6 x 8 m, 30° roof pitch, wall thickness 40 cm.

References

Every reference cited in the text must be present in the reference list (and vice versa). **Up to 4000 characters including interspaces and not more than 20 sources.** Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either '**Unpublished results**' or '**Personal communication**'. Citation of a reference as '**in press**' implies that the item has been accepted for publication.

Books

Surname, First letter of the name., (year): Title of the book. Publishing

House, City.

Example: Nishi, K., Hozumi, K. (1985): What Is Japanese Architecture? Kodansha International, Tokio.

Journal papers

Surname, First letter of the name. (year): Title of the article. V: Publication, Volume, Number: article pages from to.

Example: Lah, L. (2002): Muzeji na prostem - večplastnost pomenov za ohranjanje arhitekturne dediščine. V: AR, Let. IV, št. 1, str.: 64–65.

WWW sites

Name of the website

full address

<month, year>.

Example: Faculty of architecture UL. <http://www.fa.uni-lj.si/default.asp>, <November, 2012>.

Legislation

Publication and its number, (year): Title of the law. Article no.

Example: Uradni list RS 96 (2002): Zakon o uresničevanju javnega interesa za kulturo. Čl. 2.

Standards

Regulation area, quotation of the standard.

Example: Laboratorijske preiskave, Mednarodni standard SIST EN ISO/IEC 17025:2005.

Encyclopedia and Dictionaries

Publisher or editor (year): Title, Publishing House, Place: page.

Example: SAZU (1970 – 91): Slovar slovenskega knjižnega jezika, 1-5. SAZU in DZS, Ljubljana: stran 52.