

**Geodetski vestnik**ISSN 0351-0271  
e-ISSN 1581-1328**INSTRUCTIONS FOR AUTHORS**

*Geodetski vestnik* publishes academic and professional articles, reviews, discussions, and related works from the fields of geodesy, land surveying, remote sensing, photogrammetry, geoinformatics, spatial data infrastructure and spatial data modelling, cartography, spatial decision support systems, land administration and land management, and spatial planning. Manuscripts aimed at a broader audience that communicate results of publicly funded research projects are also welcomed.

As the bulletin of the Association of Surveyors of Slovenia, the journal also publishes news in the surveying profession, including news from the government surveying and mapping authority, news from national and international professional societies, reports on projects and events, communications to members, and similar reports.

**PAPER TYPES*****Research and professional papers***

*Geodetski vestnik* publishes double-blind peer-reviewed original research, review and professional papers, reviewed by at least two anonymous reviewers. Authors are requested to submit only original, previously unpublished manuscripts not yet submitted for publication to any other journal<sup>1</sup>. Authors may propose the type of their paper, but the Editorial Board reserves the right to decide on the classification of papers based on reviewers' opinions. In defining the category, the following criteria are considered<sup>2</sup>:

- A paper designated by the typology as an "*original research article*" is the first publication of original results in such form that allows the research to be repeated and the findings tested. As a rule, it follows the IMRAD (Introduction, Methods, Results, and Discussion) structure for experimental research, or it is organised in a descriptive way for descriptive scientific areas. A "*short research article*" is an original research article in which some of the elements of the IMRAD structure may be omitted. It briefly summarises the findings of completed original research work or a research work in progress.
- "*A review article*" is an overview of the latest developments in a specific subject area, the works of an individual researcher or a group of researchers with the purpose of summarising,

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<sup>1</sup> Journal paper submissions based on past conference publications are only allowed if the submitted manuscript is significantly extended or otherwise enhanced. That is, the journal article will only be considered if more extensive experiments and discussion are presented and/or the methods have been significantly improved and/or advanced. The burden of explicitly describing the differences between these publications rests with the author(s). The author(s) is obliged to include the conference publication on the reference list. If there is strong overlap with another publication, the manuscript will be rejected.

<sup>2</sup> COBISS typology: [https://home.izum.si/COBISS/bibliografije/Tipologija\\_eng.pdf](https://home.izum.si/COBISS/bibliografije/Tipologija_eng.pdf)

analysing, evaluating or synthesising information that has already been published. A review article brings new syntheses, which also include the results of the author's own research.

- "A professional article" is a presentation of what is already known, with an emphasis on the applicability of original research results, outreach, and the dissemination of knowledge.

The contents of published papers are the sole responsibility of the authors.

*A research or professional paper should be prepared in accordance with the guidelines for authors – see the section "Guidelines for authors of research and professional papers".*

### ***Discussions, news, reports, other announcements***

Discussions, news from the profession and the society as well as announcements are in general published in the Slovenian language. This part of the journal aims to give authors the opportunity to submit material which may not be suitable for full-length papers but which contains ideas worthy of publication. Furthermore, it provides a communication platform for news, reports, and announcements for members of the professional society.

*Papers must be submitted in digital form in a Microsoft Word file. The page layout must be one-sided with margins of 2.5 cm (A4 format). The text font must be Times New Roman 10p with 1.5 line spacing. These types of papers should generally not be longer than 7,500 characters with spaces (four pages), including tables and figures. Authors can use the template for research and professional papers, where abstracts and key words are not included (see the template "EN\_GV\_Template\_Manuscript.docx").*

*Papers should be submitted by e-mail to the following address: [editor@geodetski-vestnik.com](mailto:editor@geodetski-vestnik.com). Where relevant, the "Guidelines for authors of research and professional papers" should be taken into account (figures and tables, citation and references, etc.). The manuscript should include the title of the paper, name(s) of the author(s) with affiliation and contact address, the main text and references, if relevant. Submissions must be received at least one month before publication, i.e. deadlines are February 20, May 20, August 20, and November 20 (only for discussions, news, reports, other announcements!).*

## GUIDELINES FOR AUTHORS OF RESEARCH AND PROFESSIONAL PAPERS

### Manuscript submission

Manuscripts should be submitted to the Editorial Board's e-mail address: [editor@geodetski-vestnik.com](mailto:editor@geodetski-vestnik.com). The submission should include:

- (1) A registration form (see the form "*EN\_GV\_Article\_Registration.docx*") with:
  - Title of the paper,
  - Data about the author/authors,
  - Acknowledgement and funding information to be published with the paper, if relevant,
  - A statement about the originality of the paper and copyrights,
  - Corresponding author.
- (2) A manuscript without author details (see "*EN\_GV\_Template\_Manuscript\_EN.docx*"):
  - Title of the paper,
  - Abstract,
  - Keywords,
  - Paper – text,
  - References.

Any papers not prepared according to the instructions will be returned to the authors to be corrected and completed.

**Paper presentation and length** (see the template "*GV\_Template\_Manuscript\_EN.docx*"). Papers must be submitted in digital form using a Word file. The page layout must be one-sided with margins of 2.5 cm (A4 format). The text font must be Times New Roman 10p with 1.5 line spacing. Research and professional papers should generally not be shorter than 15,000 characters with spaces (eight pages) and not longer than 30,000 characters with spaces (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 should be numbered accordingly. The source of an illustration or table taken from any other work should be cited as part of the explanatory description (by the illustration or table).

**Language.** The languages of published papers are Slovenian and English. A paper can be published either in English or in Slovenian, or in both – English and Slovenian language. The author is requested to prepare a linguistically correct text.

### Manuscript structure

Generally, all papers should be structured according to the IMRAD format "*Introduction–Methods–Results–and–Discussion*" for experimental research, or in a descriptive way for descriptive scientific areas (see also the section "Paper Types/ Research and professional papers").

**Title.** The title should be short and clear, in Slovenian and in English<sup>3</sup>, accurately indicating the content of the paper. Words in the title should be appropriate for indexation and search. The title should not exceed 110 characters with spaces.

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<sup>3</sup> For non-Slovenian speakers, the editorial board will provide assistance by translating/Slovenian proofing the title after the paper is accepted for publication. A draft of the Slovenian text is highly appreciated.

**Abstract.** An abstract is mandatory for all research and professional papers. The abstract should be on the first page of the paper. The Slovenian abstract is followed by an abstract in English<sup>4</sup>. The abstract should not exceed 1400 characters with spaces. It should be understood as an independent text, in the sense that the reader does not have to read the whole paper. It should summarise the essence of the paper, explain its purpose and goals, describe the methods used and research techniques and approach, results and main findings. Generally, the abstract should consist of one paragraph.

**Keywords.** The abstract is followed by a maximum of eight (8) keywords characterising the paper contents. Keywords should be simple expressions (words, phrases), written in the first person singular, in Slovenian and English<sup>5</sup>.

**Sections and subsections.** The manuscript should have clearly separated divisions (sections); their titles should be written in bold (font size 12pt for the first level, and 10pt for lower level). Divisions can be divided into subdivisions (subsections). Subsections should be numbered using the decimal system according to the ISO 2145 and ISO 690 standards (i.e. 1, 1.1, 1.1.1 etc.).

**Notes.** Generally, notes should be placed below a line, numbered with consecutive numerals from the beginning to the end of the text. They should 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 a paragraph, the number should be before the final full stop.

**Figures and tables.** In addition to the text, a manuscript may also include figures and tables. These should be numbered consecutively (from the beginning to the end). If they are not the result of the author's own work, the reference should be cited, and in the case of reproduction, the author's prior consent is required. Where needed, a figure or a table may include additional comments and a legend of abbreviations. The text should clearly refer to an individual figure or table by stating its consecutive number.

- Titles of tables should be placed above the tables. Please submit tables as editable text and not as images. Place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. The contents of table rows should be given in the front row, and of columns in the head of the table. No fields should be empty. When no information is available for a field, it should be clearly stated that such information does not exist or that its value equals zero or is negligibly small. Please avoid using vertical rules and shading in table cells.
- Titles of figures should be placed below them. Figures should 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), which means at least 1620 dots in width (whole page width) or at least 780 dots in width (half-page width). In the case of colour figures, the colour figures will appear in the online version, but take care to ensure that the greyscale printed version will also be readable.

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<sup>4</sup> For non-Slovenian speakers, the editorial board will provide assistance by translating/Slovenian proofing the abstract after the paper is accepted for publication. A draft of the Slovenian text is highly appreciated.

<sup>5</sup> For non-Slovenian speakers, the editorial board will provide assistance by translating/Slovenian proofing keywords after the article is accepted for publication. A draft of the Slovenian text is highly appreciated.

**Equations.** Please submit mathematical equations as editable text and not as images. In general, variables are to be presented in italics. Number consecutively any equations that have to be displayed separately from the text.

**References:** Citations in the text should be accompanied by references. The format citation guidelines are based on the **APA Format Citation Guide** from the American Psychological Association (APA), described in the *Publication Manual of American Psychological Association* ([www.apastyle.org/electref.htm](http://www.apastyle.org/electref.htm)).

### Citation, referencing

All references used in the manuscript should be listed at the end of the document in the list of "References".

**Referencing basics: In-text citation.** In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and year of publication only. Using an example of the publication from 2018 by author Janez Novak, this takes the form:

Novak (2018) states ... Or ... According to the results of the study (Novak, 2018).

The structure of these changes depends on whether a direct quote or parenthetical used:

- **Direct quote:** The citation must follow the quote directly and contain a page number after the year of publication, for example (Novak, 2018, p. 117). This rule holds for all of the variations listed.
- **Parenthetical:** Page number is not needed.

In the case of **two or three authors**, the surname of all authors is stated with 'and' between. For example:

Novak and Larsson (2018) state... Or ... (Novak, Larsson, and Fuchs, 2018).

In the case of **four or more authors**, only the first author's surname should be stated, followed by "**et al.**":

Novak et al (2018) state... Or ...(Novak et al., 2018).

If **the author is unknown**, the first few words of the reference should be used. This is usually the title of the source. For example:

... (Real Property Market Report, 2018).

Some further instructions for referencing in the text:

- Citing **authors with multiple works from one year.** Works should be cited with a, b, c, etc. following the year of publication. These letters are assigned within the reference list, which is ordered alphabetically by the surname of the first author. For example (Novak, 2018a);
- Citing **multiple works in one parenthesis:**
  - o If these works are by the same author, the surname is stated once followed by the years in order chronologically:  
Novak (2007, 2017, 2018) ... Or ... (Novak, 2007, 2017, 2018)
  - o If these works are by multiple authors then the references are ordered chronologically and then alphabetically by the first author and separated by a semicolon as follows:  
(Zupan, 2003; Novak and Larsson, 2018; Novak, Larsson, and Fuchs, 2018).

- Citing a **group or organisation**: for the first citation, the full name of the group must be given. Subsequently, this can be shortened. For example:
  - o First citation:  
... provided by the International Society for Photogrammetry and Remote Sensing (ISPRS, 2015);
  - o Further Cites:  
... (ISPRS, 2015).
- Citing a **secondary source**: In this situation, the original author and year of publication should be stated first followed by 'as cited in' followed by the author and year of the secondary source. For example:  
Dale (1998) as cited in Novak (2018) ... Or ... (Dale, 1980, as cited in Novak, 2018).

**List of cited references.** Cited references should be listed at the end of the manuscript in a special section "References". **This section should include only those references that the author refers to in the text and are published or publicly accessible.** As opposed to citations, for individual references, all authors should 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 should be provided; instead of the information about the year please state "in print". The information should be in the original language; in the case of foreign sources, the title can be translated into English, put in square brackets immediately following the original title. References not publicly accessible, e.g. unpublished lectures or articles, personal discussions, e-mails or similar, should not be cited. Reference list citations are highly variable depending on the source. Core components of an APA reference:

Author's surname, initial(s). (Year). Title of source. Location of publisher: publisher. URL, accessed DATE.

*Remark: "Year refers to the date of publishing. If the date is unknown "n.d." is used in its place.*

The digital object identifier (DOI) has to be included if available. For more details, visit the website of the Crossref ([www.crossref.org](http://www.crossref.org); <http://www.crossref.org/guestquery>; <https://doi.org/>).

### Examples of correct citations

- **Book**: It follows the basic scheme; 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.
- **Edited book**: This reference format is very similar to the book format apart from one extra inclusion: (Ed(s)). The basic format is as follows:  
Capineri, C., Haklay, M., Huang, H., Antoniou, V., Kettunen, J., Ostermann, F., Purves, R. (Eds.) (2016). *European Handbook of Crowdsourced Geographic Information*. London: Ubiquity Press. DOI: <https://doi.org/10.5334/bax>
- **Diploma, master's or doctoral thesis, reports**  
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. <http://drugg.fgg.uni-lj.si/5438>, accessed 12. 2. 2019.

- **Chapter in a book:** Edited books are collations of chapters written by different authors. To reference a single chapter, a different format is needed. The basic structure is as follows:

Author's surname, initial(s). (Year). Chapter title. In Editor initial(s), Surname (Ed.), *Title of source* (pp. chapter page range). Location: Publisher.

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). Berlin: Springer. DOI: [https://doi.org/10.1007/978-3-540-87395-2\\_2](https://doi.org/10.1007/978-3-540-87395-2_2)

Capineri, C. (2016). The Nature of Volunteered Geographic Information. In C. Capineri, M. Haklay, H. Huang, V. Antoniou, J. Kettunen, F. Ostermann, R. Purves, R. (Eds.), *European Handbook of Crowdsourced Geographic Information* (pp. 15–44). London: Ubiquity Press. DOI: <https://doi.org/10.5334/bax>

#### Paper in conference, symposium or congress proceedings

Murta, J., Balas, M., Ivo, P., Carrilho, J., de Carvalho, A., Carimo, R. (2017). Community-Based Crowdsourcing for a sustainable land cadastre in Mozambique – Can SiGIT be a lever? In *World Bank conference on land and poverty*, 20–24 March, 2017, Washington, DC.

van Oosterom, P. J. M., Stoter, J. E., Ploeger, H. D., Thompson, R. J., Karki, B. S. (2011). World-wide Inventory of the Status of 3D Cadastres in 2010 and Expectations for 2014. In *FIG Working Week 2011 Bridging the Gap between Cultures*, 18–22 May 2011, Marrakesh, Morocco.

- **E-book** reference is the same as a book reference except the publisher is swapped for the URL. Mitchell, J. A., Thomson, M., Coyne, R. P. (2017). *A Guide to Citation*. <https://www.mendeley.com/reference-management/reference-manager>, accessed 7. 1. 2018.

Troy, B. N. (2015). APA citation rules. In S. T. Williams (Ed.), *A Guide to Citation Rules* (2nd ed., pp. 50–95). <https://www.mendeley.com/reference-management/reference-manager>, accessed 7. 1. 2018.

- **Journal papers in print or online:** Journal papers differ from book citations in that the publisher and publisher location are not included. For journal papers, these are replaced with the journal title, volume number, issue number and page number. The basic structure is:

Author's surname, initial(s). (Year). Article title. *Journal title*, Volume (Number), pages. DOI or URL.

Elberink, S. O., Vosselman, G. (2011). Quality analysis on 3D building models reconstructed from airborne laser scanning data. *ISPRS Journal of Photogrammetry and Remote Sensing*, 66 (2), 157–165. DOI: <https://doi.org/10.1016/j.isprsjprs.2010.09.009>

- **Publications by authors as a legal person (collective author)**  
Zakon o urejanju prostora [Spatial Planning Act]. Official Gazette of the Republic of Slovenia, No. 75/2000.



## REVIEW PROCEDURE– RESEARCH AND PROFESSIONAL PAPERS

Accepted research and professional articles are subject to review. This journal operates a **double blind peer review process**:

- All contributions will be initially assessed by the editor-in-chief and field editors for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the quality of the paper.
- Double-blind review means that the identities of the authors are concealed from the reviewers, and vice versa. To facilitate this, please include the following separately:
  - o Registration form (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address (*see the form "EN\_GV\_Article\_Registration.docx"*).
  - o Blinded manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations (*see the template "EN\_GV\_Template\_Manuscript\_EN.docx"*).
- Only papers with two positive reviews from two independent reviewers can be published. If needed, reviewed papers are returned to the authors for revision. The author is obliged to prepare a response to the reviewers' suggestions for revision when changes to the paper are requested. It must be clearly explained which comments/corrections were accepted and which not – in the latter case, arguments for rejecting the reviewers' suggestions must be provided. This revision and completion and the subsequent acceptance of the paper by the Editorial Board/reviewers are conditions for publication.
- The editor-in-chief is responsible for the final decision regarding acceptance or rejection of articles.

During the review procedure and during preparation for printing, confidentiality of the paper contents is assured.

Please note that the authors are obliged to prepare a grammatically correct text. The Editorial Board may require additional proofreading in English and a written statement of proofreading.

**Final text.** Once the review procedure is finished, the author should send the article in MS Word format together with all attachments (figures if they were changed) to the Editorial Board: [editor@geodetski-vestnik.com](mailto:editor@geodetski-vestnik.com) by a deadline specified by the Editorial Board. The author receives a test printout of 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 by the deadline specified or at the latest within five days, the article is considered to need no further corrections and may be printed as such.



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