

Author Guidelines

As part of the submission process, authors are required to check off their submission's compliance with all the following items. Submissions that do not adhere to these guidelines may be returned to authors.

Article structure

The submission submitted to the editorial office should include names, affiliations and contact information of authors and has appropriate IMRAD (Introduction, Methods, Results and Discussion) structure. Please ensure the text of your manuscript is double-spaced and has consecutive line numbering; uses a 11-point Calibri font; employs italics, rather than underlining (except with URL addresses).

Manuscripts should include figures, tables and plates in electronic format and should be organized according to the following scheme:

- *Title (maximum 12 words)*
- *Authors (full name, full postal and e-mail address)*
- *Key words (maximum 7 words)*
- *Abstract (200–300 words)*
- *Text with figures and tables and relevant captions*
- *Acknowledgments*
- *References*

Figures and tables

Figures (illustrations and photographs) and tables should be numbered consecutively and marked as Fig. 1, Fig. 2, etc.

Please submit tables as editable text and not as images. Graphic materials should be adapted to the journal's format. They should be up to 172 mm (one page) or 83 mm wide (half page, one column), and up to 235 mm high. Larger formats can only be printed as a double-sided illustration (left and right) with a cut in the middle. All graphic materials should be referred to in the text and numbered in the sequence in which they are cited. The approval for using illustrations previously published in other journals or books should be obtained by each author.

If a paper is written in Slovene, it has to have the entire text which accompanies illustrations and tables written both in Slovene and English. Figure and table captions should be kept as short as possible.

Regardless of the application used, please "save as" or "export image as" to one of the following formats:

- Maps and illustrations – vector graphics: PDF, SVG, CDR, AI, EPS, WMF
- Photographs: TIFF or JPG format (minimum of 300 dpi)
- Graphs: XLSX

Some general points:

- All photographs and graphics must always be provided as separate files.
- Make sure you use uniform lettering and sizing of all your original artwork (lettering on the artwork should have final printed size of at least 7 pt).
- The image sizes should be close to the desired size of the printed version.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
- Supply files that are too low in resolution (below 300 dpi).
- Submit graphics that are disproportionately large for the content.

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.

Language

Please write your text in good English (American or British usage is accepted, but not a mixture of these).

Review process

During the review process please make your corrections in the word file of your manuscript using “track changes” or/and “comments”, so your corrections can be easily noted. All reviewer's comments should be addressed.

Proofs

Proofs (in pdf format) will be sent by e-mail to the corresponding author. Corrections are made by the authors. They should correct only typographical errors.

References in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

All citations in the text should be cited as follows:

Single author: (Flügel, 2004)

Two authors: (Markič & Kanduč, 2022)

Three or more authors: (Šegina et al., 2022).

Pages and figures should be cited as follows: (Pleničar, 1993, p. 67) and (Pleničar, 1993, fig. 1).

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Taxonomic names should be written in italics, while the names of authors of taxonomic names should be in normal, such as *Clypeaster pyramidalis* Michelin, *Galeanella tollmanni* (Kristan), Echinoidea.

Reference list

Arrange references alphabetically and then chronologically if necessary. Include a DOI identifier at the end, if available.

Journal articles:

- Rožič, B., Gerčar, D., Oprčkal, P., Švara, A., Turnšek, D., Kolar-Jurkovšek, T., Udovč, J., Kunst, L., Fabjan, T., Popit, T. & Gale, L. 2019: Middle Jurassic limestone megabreccia from the southern margin of the Slovenian Basin. *Swiss Journal of Geosciences*, 112/1: 163–180. <https://doi.org/10.1007/s00015-018-0320-9>
- Gašparič, R. Robins, C. & Gale, L. 2020: *Mesogalatheia ardua* sp. nov., a new species of squat lobster (Decapoda, Galatheidae) from the Upper Jurassic olistolith at Velika Strmica (Dolenjska, Slovenia). *Geologija*, 63/1: 29-38. <https://doi.org/10.5474/geologija.2020.003>

Books:

- Flügel, E. 2004: *Mikrofacies of Carbonate Rocks*. Springer Verlag, Berlin: 976 p.
- Reynolds, J.M. 2011: *An introduction to Applied and Environmental Geophysics*. Wiley, New York: 712 p.

Chapters in an Edited book:

- Doolittle, J.A. & Butnor, J.R. 2009: Soils, Peatlands, and Biomonitoring. In: Jol, H.M. (ed.): *Ground Penetrating Radar: Theory and Applications*. Elsevier Science, Amsterdam: 179–192.

Proceeding Papers:

- Peternel, T., Komac, M. & Oštir, K. 2015: Monitoring of Potoška planina landslide (Karavanke Mountains, NW Slovenia). In: Abolmasov, B., Marjanović, M. & Đurić, U. (eds.): *Proceedings of the 2nd Regional Symposium on Landslides in the Adriatic-*

Balkan Region. University of Belgrade, Faculty of Mining and Geology, Belgrade: 49–54.

Geological maps:

- Mioč, P. & Žnidarčič, M. 1976: Osnovna geološka karta SFRJ 1:100 000. List Slovenj Gradec. Zvezni geološki zavod, Beograd.
- Demšar, M.: 2016: Geološka karta Selške doline 1:25 000 = Geological map of the Selca valley (Slovenija 1:25 000). Geološki zavod Slovenije, Ljubljana.

Explanatory books:

- Buser, S. 1978: Osnovna geološka karta SFRJ 1: 100 000. Tolmač lista Ribnica. Zvezni geološki zavod, Beograd: 60 p.
- Jurkovšek, B. 2010: Geološka karta severnega dela Tržaško-komenske planote 1: 25 000. Tolmač. = Geological Map of the Northern Part of the Trieste-Komen Plateau 1: 25 000. Explanatory Book. Geološki zavod Slovenije, Ljubljana: 72 p.

Master Thesis or Ph.D. Thesis:

- Čeru, T. 2019: Geofizikalne raziskave površinskih in podpovršinskih kraških oblik z metodo nizkofrekvenčnega georadarja s poudarkom na analizi jam in vrtač. Doktorska disertacija. Univerza v Ljubljani, Naravoslovnotehniška fakulteta, Ljubljana: 176 p.

Electronic sources:

- Known author and title:
 - Čarman, M. 2009: Priporočila lastnikom objektov, zgrajenih na nestabilnih območjih. Internet: https://www.geo-zs.si/PDF/Plazovi/Nasveti_lastnikom_objektov_na_nestabilnih_tleh.pdf (17.1.2010)
- Unknown authors and title:
 - Internet: <https://www.geo-zs.si/> (19.5.2023)
- When more than one unit from the internet are cited, they should be numbered:
 - Internet 1: <https://www.geo-zs.si/index.php/projekti/mednarodni-projekti> (24.5.2023)
 - Internet 2: <https://egeologija.si/geonetwork/srv/slv/catalog.search#/home> (24.5.2023)

Checklist before submitting your manuscript:

- ✓ The manuscript adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- ✓ The submitted manuscript is in Microsoft Word format.
- ✓ The submitted manuscript is double-spaced with line numbering; uses a 11-point Calibri font; employs italics, rather than underlining (except with URL addresses).
- ✓ The submission includes names, affiliations and contact information of authors and has appropriate IMRAD (Introduction, Methods, Results and Discussion) structure.
- ✓ The reference list was prepared following the guidelines.
- ✓ Where available, URLs and DOI numbers for the references have been provided.
- ✓ All illustrations, figures, and tables are placed within the text at the appropriate points together with their captions.
- ✓ Supplementary files are packed in one .zip file.

Requirements for data article

- **Title** (maximum 12 words)

The article title must include the word 'data' or 'dataset'. Titles should avoid the use of acronyms and abbreviations where possible. Where your data paper supports an original research article, the title should differ from the title used in your research article.

- **Authors, key words** and **abstract** should follow general guidelines. Other sections relating to the data article should be done according to the instructions below.

- **Background**

It should provide an overview of the study design and data obtained, including any necessary background information and a list of relevant publications based on the data if already published. The section should also briefly outline the broader goals that motivated the collection of the data and explain why these data are of value to the scientific community. Do not make concluding, interpretive, or otherwise inferential statements about the dataset.

- **Experimental design, materials, methods, data validation**

It should include a detailed description of the procedures used in data acquisition, including a description of the experimental design, data collection (analytical equipment, instruments, sampling, surveys, hardware and software), and any computational processing. The methods should be described in sufficient detail to allow other researchers to interpret the full study and repeat it as needed. Authors should provide information to justify the reliability of their data, such as experiments that support or validate the data collection procedure(s), statistical analyses of experimental errors and variations, and any procedures used to ensure reliable

and unbiased data generation, and any other information necessary for reviewers to assess technical rigour.

- **Data description**

This section should describe all data files (raw, analysed or filtered) that appear in this article, e.g., Figure 1, Figure 2, Table 1, etc. All data referred in the article must be made publicly available as an appendix to the article or stored in a repository. Indicate the repository where the data is stored and provide an overview of the data files and their formats. You can use tables, figures, or other visual aids to familiarize readers with the data being shared. Ensure you refer to every file separately and provide a clear description for each file. Do not include findings, interpretations, background, or conclusions in this section.

- **File format**

To ensure your data is preserved for long-term use, it is recommended to use long-term archiving formats for your data files:

- Text (PDF/A-2, PDF/A-3)
- Table (CSV)
- Image (TIFF, SVG 2D v1.1)
- Chart (TIFF, SVG 2D v1.1)
- Graph (TIFF, SVG 2D v1.1)
- Figure (TIFF, SVG 2D v1.1)
- Raster (TIFF, TFW, PRJ, WKT2, XML, SLD, JSON, TXT)
- Vector (GML, XSD, PRJ, WKT2, XML, SLD, JSON, TXT)

- **Code Availability**

For all studies using custom code in the generation or processing of data, a statement must be included under the heading "Code availability", indicating whether and how the code can be accessed, including any restrictions to access. This section should also include information on the versions of any software used, if relevant, and any specific variables or parameters used to generate, test, or process the current dataset.