

GEOGRAPHY IN SCHOOL – ABOUT THE JOURNAL AND INSTRUCTIONS FOR AUTHORS

National Education Institute of the Republic of Slovenia

1 DESCRIPTION

The periodical *Geografija v šoli/Geography in School* (ISSN 1318-4717) began publication in 1991 at the Faculty of Arts, University of Ljubljana; afterwards, its publication was taken over by the National Education Institute of the Republic of Slovenia. It is published regularly (three times a year) and its main purpose is to present and expound on original scientific, professional didactic and geographical findings to Geography teachers and to other professional staff engaged in teaching and studying the teaching of Geography and related disciplines. The articles are also intended for Geography students and for preparing contestants for Geography competitions. The journal is distinguished by professional integrity and scientific consistency, which is reflected in the articles by many domestic and foreign experts published in it. It is included in the bibliographic records of the COBISS database, the Digital Library of Slovenia – dLib.si at the National and University Library, and in the Scopus database.

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The tasks of the editorial board include attendance at planning and evaluation meetings; collecting and reviewing articles; providing field-specific help to users;

taking part in designing thematic issues; providing support in international cooperation with foreign authors, institutions and publications. The editorial board is also involved in potential correspondence; communicates with the academic audience and others; and initiates cooperation with relevant entities.

3 ETHICAL PRINCIPLES AND COPYRIGHTS

- The managing editor and members of the editorial board, who include domestic and foreign university professors, scientists and practising teachers, are appointed by the director of the National Education Institute of the Republic of Slovenia for a period of three years. Candidates are nominated based on a proposal by the Geography Subject Group.
- **The managing editor and members of the editorial board** are committed to the confidentiality of data and are responsible for the protection of personal data and of business and contextual information which they come across during the work process. Furthermore, they are committed to a non-discriminatory attitude towards authors regarding their reputation in the areas of research, regarding their beliefs, and the like. The editor and members of the editorial board are committed to complying with the applicable law and the ethical principles of publishing. If a conflict of interest is detected, they must confer and take legal and formal action. In the event of suspected unethical conduct or of discovering research or journalistic irregularities, the editor and members of the editorial board shall be obliged to take action in accordance with the legislation: to correct the mistake, retract the text, report the act, or take other action to rectify the damage.
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- In order to publish photographs of primary and secondary school students, the authors must obtain consent from their parents or statutory representatives. The form is available on the journal's website. Moreover, the authors must also obtain consent for photographing other persons, buildings or areas (e.g. certain protected natural features abroad) if imposed by the local or Slovenian legislation.
- The moral copyrights of authors of articles in the journal *Geography in School* belong to the authors; the authors transfer, free of charge, the economic copyrights of reproduction and distribution in printed or digital form, and the right of alteration to the National Education Institute of the Republic of Slovenia by giving their initial consent to publication in the journal and applying their article.
- The authors allow the editorial office to suitably adapt the parts of an article or its attachments that do not comply with the instructions for publication in the journal or with the legislation, as it sees fit.

4 PAYING FOR ARTICLES

The articles are not paid. The author is given one issue of the publication, free of charge.

5 ACCESSIBILITY

The printed journal can be ordered at the Bookshop of the National Education Institute of the Republic of Slovenia. The journal or individual articles become freely accessible after the expiry of the moratorium, when they are published on the website of the National Education Institute of the Republic of Slovenia and in the Digital Library of Slovenia (dLib.si) at the National and University Library.

6 TYPES OF ARTICLES

The journal has different sections; two sections contain professional and scientific articles with typologies ranging from 1.01 to 1.04: the section *Širimo obzorja/Broadening Horizons* offers articles for teachers' professional growth, studies of local and global regions, and articles from related disciplines, while the section *Iz prakse/From Practice* contains articles with didactic contents and examples of good practice. Thematic highlights occasionally refer to select geographical topics (e.g. mapping and fieldwork, sustainable development, geopolitical, economic and agrarian topics) or to topics of special didactics (formative assessment, cross-curricular integration, inclusion, entrepreneurship, reading literacy, etc.). The sections *Aktualno/Topical*, *Zanimivosti/Interesting Facts* and *Pedagoški orehi/Educational Challenges* contain reports, announcements, news, opinions and other topical interesting facts and issues.

7 FORM OF ARTICLES

Articles should be written in the Slovenian language and come with an abstract and keywords in the Slovenian and English languages. Scientific articles should also have a longer summary in the English language. All scientific and professional articles should include: the title of the article, which should be as short as possible; the proposed section; the author's first and last name, academic title, and email address; the name and postal address of the author's parent institution; an abstract (between 500 and 800 characters with spaces); keywords (between three and five); the text of the article (up to 30,000 characters with spaces for scientific articles); an English summary (up to 8,000 characters with spaces); and the translator's first and last name.

Texts which have been written as seminar papers, project reports or conference papers must be adapted for publication in the journal according to the criteria for articles.

Reviews of books and textbooks should be enclosed with an image of the cover in the .pdf or .jpg format, and mention accurate bibliographic data (author, publishing house, year of publication, and number of pages).

The text should not be formatted or broken across pages. Words should not be hyphenated; the text should be simple, unformatted, and written in lowercase block letters with the exception of capitals. The font size should be 12 and the font Times New Roman; lines should be single-spaced and the text should be left-aligned. Only italics (e.g. for words in a foreign language and Latin names) or bold letters are allowed. The name of the text file should include the author's last name (e.g. Polšak.docx).

Visuals and graphics should be in electronic form, with each unit containing the author's last name and its sequence number (e.g. Polšak_01.jpg). The places where the visuals and graphics are to be inserted should be marked in the plain text of the article; the caption text should be added. A photograph of the author is desired so it can be published next to the article's title.

8 DIVISION OF ARTICLES

Articles should be divided into chapters, only exceptionally into subchapters. Scientific articles should contain titles of chapters and subchapters, which should be marked with Arabic numerals; the chapters of professional articles should be written in bold. The text should be divided into paragraphs.

9 FORM OF ATTACHMENTS

Tables and images (photographs, maps and graphs) should not be bigger than 100 x 150 mm, except for cover and two-page images in articles. Attachments in a raster format (.jpg or .tif) should have a resolution of at least 300 pixels per inch; the writing on maps made in different programs should be bigger than 6 pixels and legible. If the visuals or photographs have been taken from other sources, attach the marked original visuals or scan them (in the best resolution possible – at least 300 pixels). Graphs should be submitted in a special .xls or .xlsx attachment. In case of problems with the form or sending of attachments, authors should consult with the editorial board beforehand.

All tables and images should be numbered and labelled with the title. A colon should be placed between the number of the attachment and the title ending in a full stop. The source must be cited. In the case of copyrighted photographs, the author and the year the photograph was taken must be cited.

Examples:

- Figure 1: Abandoned vineyard
Author: Anton Polšak, 2019
- Table 1: Net number of migrants of selected countries of Latin America (2015–2019) (Global Migration Data Portal, 2019)

Maps should not contain the title in the image itself. The title should be given below the image of the map. The legend (8 pixels) and colophon (6 pixels) of the map must mention the graphic scale, the author of the contents, the author of the map, and the source or right-holder using the Chapparral Pro font. If the map data (colophon) are written outside the image, they should include the same information.

Authors may consult the journal’s editorial board beforehand regarding the size of the images and any potential adjustments.

10 CITING SOURCES AND LITERATURE

Consistently citing and referencing sources and literature in the *Geography in School* journal is a requirement which cannot be overlooked, as it acknowledges the intellectual property of other authors, directs its readers to the primary sources, and meets the legal requirements. Each source used (written or oral, including images, tables and other sources) must be cited; it must also be mentioned in the References list. *Geography in School* follows the APA (American Psychological Association) citation style. A concise overview is given below.

In the case of online sources, authors must also cite the DOI (Digital Object Identifier), if it is known, or the URL (Uniform Resource Locator) link to the online source, in addition to the basic information.

10.1 In-text citation: mentioning the sources’ authors and years of publication.

	Author mentioned in brackets	In the context of the text
A single author	(Natek, 2000)	Natek (2000) <i>estimates ...</i>
Two authors	(Lampič and Rutar, 2019)	Lampič and Rutar (2019) <i>assess ...</i>
Three authors	First mention: (Perko, Ciglič and Hrvatin, 2019) Subsequent mentions: (Perko et al., 2019)	First mention: Perko, Ciglič and Hrvatin (2019) <i>mention ...</i> Subsequent mentions: Perko et al. (2019) <i>have determined ...</i>
More than three authors	(Kregar et al., 2020)	Kregar et al. (2020) <i>report ...</i>
Verbatim copy of a source	(Vovk Korže, 2019, p. 15)	Vovk Korže (2019, p. 15) has established “that early planting will increase ...”.
Secondary sources (if the primary source cannot be accessed)	(Melik, 1935, in Senegačnik, 2018)	Melik (1935, in Senegačnik, 2018) <i>judges ...</i>
Anonymous publications	(Education Act, 1993)	The Education Act (1993) <i>prescribes ...</i>
The source of data for drawing maps, graphs and tables is mentioned below the diagrams	Table 2: Net number of migrants ... Source: Global Migration Data Portal, 2019	<i>As is evident from Table 2, we have ... [or] ... as indicated by the research results (see Table 2), there is ...</i>
The authorship of original photographs is	Figure 6: Coffee tree leaf and flowers	

mentioned below each photograph	Author: Anton Polšak, 2019	
Authorship or source of photographs	Figures 2 and 3: The selected farm has a diverse agricultural production. Source: Turistična kmetija Apat, 2019	
An idea presented by multiple authors	(Lucerna, 1906; Meze, 1966; Stojilković, Stepišnik, Žebre, 2013)	
Author(s) of several works in the same year	(Stojilković, 2019a, 2019b)	Stojilković (2019a and 2019b) ...

10.2 Formatting the reference list

Unmarked and unnumbered sources are formatted into paragraphs with a hanging indent and listed in alphabetical order; in the case of the same authors, they are listed in chronological order.

- Printed monographs

Last name, first initial. (year). *Title*. Publisher.

Last name, first initial. (Ed.) (year). *Title*. Publisher.

Pečjak, S. and Gradišar, A. (2012). *Bralne učne strategije* (2nd, augmented and supplemented ed.). Zavod RS za šolstvo.

Pinterič, A., Deutsch, T. and Cankar, F. (Eds.). (2012). *Inkluzivno izobraževanje slepih in slabovidnih otrok in mladostnikov*. Zavod RS za šolstvo.

Note: In the case of monographs with one or up to 20 authors, inclusive, all authors are mentioned; if there are more than 21 authors, the first 19 are mentioned, followed by suspension points, and the last author mentioned in the publication.

- Electronic monographs

Last name, first initial. (year). Title. DOI

Last name, first initial. (year). Title. URL

Pinterič, A., Deutsch, T. and Cankar, F. (Eds.). (2012). *Inkluzivno izobraževanje slepih in slabovidnih otrok in mladostnikov*. (2nd ed.) Zavod RS za šolstvo.

<https://www.zrss.si/strokovne-resitve/digitalna-bralnica/podrobno?publikacija=73>

Rupnik Vec, T. (2015). *ePortfolio of a Student*. Zavod RS za šolstvo.

<http://www.zrss.si/pdf/eportfolio-of-student.pdf>

Zgaga, P. (Ed.). (2019). Inclusion in education: reconsidering limits, identifying possibilities. Peter Lang. <https://doi.org/10.3726/b15452>

- **Anonymous monographs**

Publication manual of the American Psychological Association: the official guide to APA style (7th ed.). (2020). American Psychological Association.

- **Bachelor's, master's or doctoral theses**

Kerndl, M. (2013). Diferenciacija in individualizacija pri pouku književnosti v tretjem triletju osnovne šole. [Doctoral dissertation]. Univerza v Mariboru, Filozofska fakulteta.

Kerndl, M. (2013). Diferenciacija in individualizacija pri pouku književnosti v tretjem triletju osnovne šole. [Doctoral dissertation, Univerza v Mariboru, Filozofska fakulteta]. Digitalna knjižnica Univerze v Mariboru. <https://dk.um.si/Dokument.php?id=56997>

Leskovec, M. (2005). *Delo, izrazna oblika, pojavna oblika: kaj uporabniki res iščejo?* [Bachelor's thesis]. Univerza v Ljubljani, Filozofska fakulteta.

Polšak, A. (2006). *Razvojni problemi kmetijstva na Kozjanskem s posebnim ozirom na socialnoekonomske razmere.* [Bachelor's thesis]. Univerza v Ljubljani, Filozofska fakulteta.

- **Curricula and other curricular documents**

Učni načrt. Dvojezična osnovna šola. Geografija (2011). Ministrstvo za šolstvo in šport: Zavod RS za šolstvo. http://www.mss.gov.si/fileadmin/mss.gov.si/pageuploads/podrocje/os/devetletka/predmeti_narodno/Geografija_obvezni_dv.pdf

Učni načrt. Ekonomska geografija: ekonomska gimnazija: izbirni predmet (35 ur) (2020). Ministrstvo za izobraževanje, znanost in šport: Zavod RS za šolstvo.

Učni načrt. Program osnovna šola. Geografija (2011). Ministrstvo za šolstvo in šport: Zavod RS za šolstvo. https://www.gov.si/assets/ministrstva/MIZS/Dokumenti/Osnovna-sola/Ucni-nacrti/obvezni/UN_geografija.pdf

- **Legislation and other (legal) documents**

Act Amending the Placement of Children with Special Needs Act. (2012). *Uradni list RS*, No. 90/12. <http://pisrs.si/Pis.web/pregledPredpisa?id=ZAKO6453>

Placement of Children with Special Needs Act. (2011). *Uradni list RS*, No. 58/11, 40/12 – ZUJF, 90/12 and 41/17 – ZOPOPP. <http://pisrs.si/Pis.web/pregledPredpisa?id=ZAKO5896#>

- **Chapter of a book or proceedings**

Jelen, S. (2015). Kaj je dobro vedeti o avtorskih pravicah pred izdelavo, objavo in uporabo e-vsebin. In A. Sambolić Beganović and A. Čuk (Eds.), *Kaj nam prinaša e-Šolska torba: zbornik zaključne konference projekta e-Šolska torba* (pp. 31–39). Zavod RS za šolstvo.

Note: If the author or editor is unknown, the entry continues with the title of the publication (e.g. In *Title of publication* (pp. xx–xx). Publisher).

- **Articles from printed journals and newspapers**

Last name, first initial. (Year). Title. *Name of journal, volume*(issue), first page of the article–last page of the article.

Kregar, K., Trškan, S., Lanišek, N., Pančur, J. (2020). Avtomatsko zaznavanje vrtač z metodo slikovnega ujemanja. *Geografija v šoli*, 28(1), 33–40.

Rutar Ilc, Z. (2013). Kaj ima kognitivna znanost povedati učiteljem? *Vzgoja in izobraževanje*, 54(6), 2–10.

Urbanc, J. (22 August 2020). Klariči pri Brestovici – prezrti vir pitne vode. *Delo: Sobotna priloga*, 62(193), 18–19.

- **Electronic articles**

Last name, first initial. (Year). Title. *Name of journal, volume*(issue), first page of the article–last page of the article. <http://www.xxxxxxx>

Note: there is no full stop after the hyperlink.

Marentič Požarnik, B. (2020). Visokošolska didaktika in didaktično usposabljanje visokošolskih učiteljev pri nas. *Andragoška spoznanja*, 26(2), 15–32.

<https://doi.org/10.4312/as.26.2.15-32>

- **Maps**

Title of map [cartographic material]. (Year of publication). Type of map. Edition. Scale. Publishing house.

Author's last name, first initial or title (year of publication). *Title of map [cartographic material]*. Edition. Scale. Publishing house.

Atlas Slovenije [cartographic material] (2005). 4th revised edition. 1 : 50,000. Mladinska knjiga.

Državna topografska karta Republike Slovenije 1 : 25.000. 021, Koren [cartographic material]. (1999). 1st edition. 1 : 25,000. Ministrstvo za okolje in prostor; Geodetska uprava Republike Slovenije.

Kozler, P. (1852). *Zemljovid slovenske dežele in pokrajin [cartographic material]*.

- **Websites (with author and date of publication, with group author and no date of publication)**

Čepar, N. (13 June 2020). *Današnji dan kot vzmet za lepšo prihodnost*. Delo.si. <https://www.delo.si/novice/slovenija/danasnji-dan-kot-vzmet-za-lepso-prihodnost-328829.html>

Zavod RS za šolstvo. (n. d.). *Formativno spremljanje*. <https://www.zrss.si/strokovne-resitve/ponudba-resitev/formativno-spremljanje>

UNESCO. (n. d.). *Charting together for Education to #SaveOurFuture*. <https://en.unesco.org/news/charting-together-education-saveourfuture>

- **Unrecoverable and oral sources**

Last name, first initial (Year or date). *Title*. Personal communication.

Stojilković, B. (10 September 2020). *Prebivalci Gornjega Gradu o življenju v letu 2020*. Personal communication.

The citing of sources or literature is defined by four key elements: author, date (year of publication), title, and source.

Each of the above-mentioned elements answers a key question.

- Who is responsible for creating the work? (Author)
- When was the work published or issued? (Date or year of publication)
- What is the published work called? (Title)
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If you still have questions or dilemmas regarding the citing of sources or literature, turn to the editorial office and we will address them together.

11 LINGUISTIC APPROPRIATENESS

Authors shall make sure their texts are linguistically appropriate. If the text is stylistically or linguistically inappropriate, the authors shall be asked to resubmit a linguistically and stylistically corrected article. Before being printed, articles in the *Geography in School* journal are proofread again to harmonize the texts and ensure the highest possible level of linguistic expertise and irreproachableness.

12 SUBMITTING AN ARTICLE

Authors should send their articles to the email address revija.geografija@zrss.si or to the address of the editorial office: Zavod RS za šolstvo, Poljanska 28, 1000 Ljubljana, Slovenia, adding "For the attention of the *Geography in School* journal" in the .doc or .docx format.

The article should be enclosed with a filled-in and hand-signed article application form, which is available on the journal's website. The application form replaces the copyright contract.

13 STEPS PRIOR TO SUBMITTING AN ARTICLE

- Mark the name and contact information of the corresponding author.
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- Citing complies with the instructions; sources are properly cited in the text and included in the reference list.
- The manuscript has been properly linguistically reviewed and edited.
- In the case of scientific articles, the article is also enclosed with a longer summary in the English language.
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14 REVIEWING ARTICLES

Scientific and professional articles that comply with the instructions for publication in the journal shall undergo a double-blind review after an initial review by the editor. Reviewers are either members of the editorial board or relevant experts with whom the publishing house has concluded a peer-review agreement on the proposal of the editorial board. The reviewers shall be sent an anonymous article. Comments and potential suggestions for supplementing the article sent to the author shall likewise be anonymous. Anonymity of the author and reviewers is necessary to prevent bias to the greatest extent possible.

The reviewers either accept the article for publication without any corrections or changes; accept the article with corrections or supplementations, with or without reviewing it again; express the wish for another reviewer to review the article; or reject the publication of the article. After the author receives a reply which asks that the article be supplemented, they have one month's time to harmonize it with the reviewers' comments and send it to the address of the editorial office.

Reviewers assess articles using the form below.

Review of article for publication in the *Geography in School* journal

1. **Reviewer** (first name, last name, scientific title, institution):

2. **Title of article:**

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- 2. From Practice
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- 4. Topical
- 5. New Releases
- 6. Other: _____

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- 1.01 Original scientific article
- 1.02 Review article
- 1.03 Short scientific article
- 1.04 Professional article
- 1.05 Popular article
- 1.19 Review, book review, critique
- 1.21 Polemic, discussion
- 1.22 Interview
- Other:

(A more detailed description: http://home.izum.si/COBISS/bibliografije/Tipologija_slv.pdf).

5. **Overall assessment** (put an **x** in the right box):

- 1. Is the subject of the article (text) suitable for publication?
- 2. Does the title of the article indicate its contents clearly and adequately?
- 3. Are the keywords and abstract informative enough/suitable?
- 4. Are the display items, form and length of the article appropriate?
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- 6. Is the problem clearly explained and structured?
- 7. Are the conclusions properly substantiated?
- 8. Are the figures/tables understandable and clearly designed?
- 9. Would you recommend more text in the form of tables/graphics?
- 10. Do you propose supplementations which would improve the quality of the article?
- 11. Do the citing and referencing of sources and literature comply with the instructions?

	YES	PARTIALLY	NO

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- B. Accept the article with corrections and supplementations without another review.*
- C. Conditionally accept the article if the author takes into account the comments made – I wish to review the corrected text again.
- D. Assign the article to another reviewer for review.
- E. Reject the article.

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