Dear authors,

Due to the considerable reduced budget for Prostor Journal publication, we hereby inform you, that in order to maintain the excellent quality and ensure continuous publication of scientific papers, the Faculty of Architecture Council along with the Prostor Editorial Board, has decided, to implement the obligatory Publication Fee. That means that beginning January 1st 2013 the acceptance and publication of manuscripts will be conducted in following three steps:

1) Authors will submit the proposal for the title/topic of the paper, several keywords, a summary and several illustrations. Once received, the proposal will be pre-reviewed by the editor-in-chief who will decide if the paper proposal is suitable for further publication procedure stages. The Editorial Board will notify the author(s) about the editor-in-chief decision. This step is free of charge.

2) Upon submitting the complete manuscript written according to the Notes to Contributors and prior to commencement of the peer-review procedure, the author(s) or his/her (their) institution will have to pay the € 180.00 fee (25% VAT included) or the equivalent amount in Kunas, and email the proof of payment to the Editorial Board: prostor@arhitekt.hr. This peer-review fee does not provide the author’s manuscript preferential evaluation nor it does guarantee the publication of the manuscript.

3) If the manuscript is positively reviewed, meaning two positive blind peer-reviews and corrections made by the author(s) in accordance with the reviewers’ suggestions, the author(s) or his/her (their) institution will have to pay the additional € 420.00 publication fee (25% VAT included), or the equivalent amount in Kunas, and email the proof of payment to the Editorial Board: prostor@arhitekt.hr. Then the manuscript can be prepared for editing and printing.

- The aforementioned amounts are the basic fee for one author. In case of additional co-authors, every additional co-author will pay 50% of the basic fee.

- All additional expenses that are not covered by the aforementioned fee, will be paid by the Faculty of Architecture.

PAYMENT INSTRUCTIONS

Payer’s Information:
- First Name and Last Name
- Address:

Recipient’s Information:
Faculty of Architecture, University of Zagreb
Kačićeva 26, 10000 Zagreb
(PROSTOR Journal)

INTERNATIONAL BANK TRANSFERS (in Euros)
Bank name: Zagrebačka banka d.d., Zagreb
SWIFT ref: ZABAHR2X
IBAN ref: HR5623600001101225521
Model: PROSTOR
Reference number: 02

After the payment is submitted, an invoice will be sent to the author(s). If needed, the author(s) may ask for a pre-invoice for fee bank transfer.

We thank you for understanding and hope to have a successful collaboration.

Sincerely,

PROSTOR Editorial Board
NOTES TO CONTRIBUTORS

Information about the general concept of the journal PROSTOR next to the impressum is an integral part of these notes. Contributors are asked to conform to the following notes:

SUBMISSION OF CONTRIBUTIONS

- Editorial Board accepts exclusively unpublished texts, written either in the Croatian or English language.
- Contributions (text and illustrations) should be submitted to the Editorial Board as hard copies and as electronic files (on a CD or sent by e-mail).
- All contributions will be peer reviewed anonymously.
- All other descriptions (scientific field, UDC designation, dates of admission and acceptance of the contribution, bilingual elements etc.) are entered by the Editorial Staff.
- Authors should submit three identical hard copies to the Editorial board:
  - for the Editorial Board: one copy (signed by the author) with the front page and biography in the end of the contribution
  - for reviewers: two identical copies with the front page 2, without author’s biography or any other information on the author
- Contributions are submitted electronically on one CD and should include:
  - integral text of the contribution in a single .doc file (MS Word)
  - illustrations – each saved as a separate file (scanned at 300 dpi in one of the following formats: tif, jpg, psd, bmp, dwg, cdr); the name of the files should be short (Fig. 1; Fig. 2; Table I)
- Contributions in the form of hard copies are sent by registered mail or submitted personally to the Editorial board.
- Submission of the contribution will be confirmed in writing at the request of the author.
- Hard copies and CDs with contributions are not returned to the authors.

REVIEWS

- All scientific papers are subjected to at least two independent reviews provided by the Editorial Board. Reviewers are unknown to authors as well as authors to reviewers.
- Final decision concerning the category of papers is made by the Editorial Board taking into account the reviewers’ opinions.
- All contributions positively reviewed and accepted by the Editorial Board will be published. The order of their publication is subject to the Editorial Board’s decision regarding the content and concept of each particular issue of PROSTOR.
- Authors will be informed about the review procedure, assigned category of the article and possible additions or corrections which should be made on the part of the authors prior to the final acceptance of the article.
- Authors are required to follow the instructions and suggestions of the reviewers and submit the revised text within 30 days, in the same form and following the same procedure as when submitting the first time (1+2 hard copies and a CD).
- In case authors fail to submit the revised text within 30 days, the text will not be considered for publishing. It is possible to submit the revised text as a new contribution which will again undergo the standard editorial procedure.

EDITING

- Articles are written and published in Croatian or English whereas abstracts, summaries, key words, titles and subtitles, captions and authors’ biographies are bilingual (translation is provided by the Editorial Board)
- Articles translated entirely into English will be accepted only on condition that the authors themselves provide a high-quality English translation by a qualified translator and provide his/her name
- Editorial Board reserves the right to make minor corrections, changes of titles, language editing, translation and text editing in order to adapt the article to publishing requirements of the journal.
- The author is entitled to one free copy of the journal and 15 offprints of his contribution. Additional offprints may be ordered from the editor at the author’s expense.

CONTRIBUTORS ARE ASKED TO ADJUST THEIR CONTRIBUTIONS ACCORDING TO THE TECHNICAL NOTES PUBLISHED ON THE WEB PAGE: HTTP://VIRTUAL.ARHITEKT.HR/PROSTOR/DEFAULT.ASPX
TECHNICAL GUIDELINES

FRONT PAGE 1 (FOR THE EDITORIAL BOARD)

- Name and surname of the author (in case the article is written by several authors, the suggested order will be respected)
- Name and address of the institution in which the author/s is/are employed or the one in which the research is carried out
- Telephone number and e-mail address
- Title, and subtitle, if needed
- Key words
- Abstract

THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th>Title</th>
<th>Recommended size</th>
<th>Actual size</th>
<th>Deviation from the recommended size</th>
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<tbody>
<tr>
<td>1. Number of characters of the main text (without notes)</td>
<td>Up to 28,800 characters with spaces (16 pages)</td>
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<td>2. Notes (footnotes)</td>
<td>Up to 7200 characters with spaces (4 pages)</td>
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<td>3. Number of paragraphs</td>
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<td>4. Number of key words</td>
<td>Up to 5</td>
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<tr>
<td>5. Abstract</td>
<td>Up to 450 characters with spaces (1/4 page)</td>
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<tr>
<td>6. Summary</td>
<td>compulsory 6000-6300 characters with spaces (3,3-3,5 pages)</td>
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<tr>
<td>7. Biography / Biographies</td>
<td>Up to 450 characters with spaces (1/4 page)</td>
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<tr>
<td>8. Number of illustrations</td>
<td>Total number ≤ number of pages of the main text, without notes (up to 16)</td>
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<td>9. Number of tables</td>
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<td>10. Number of bibliographic entries</td>
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<td>13. Number of Internet sources</td>
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</tbody>
</table>

FRONT PAGE 2 (FOR REVIEWERS):

- Title, and subtitle, if needed
- Key words
- Abstract
- Quantitative information on the contribution (the same information as in the table for the Front Page 1)

MAIN TITLE

- It presents the topic of the contribution in the strictest sense
- It should be clear, comprehensive, specific, short and unambiguous
- It can be added with a subtitle which determines the topic more closely

KEY WORDS

- Up to five terms alphabetically ordered
- Each term should comprise one or two words

ABSTRACT

- Maximum 450 characters with spaces (1/4 page)
- It should be written in the third person singular
- It should emphasize research results and conclusions
**MAIN TEXT**

- Recommended size is up to 28800 characters with spaces (16 standard typed double-spaced pages).
- The text should be logically and clearly structured, divided into entitled chapters.
- It should be double line spaced and written in the font size adjusted to the size of the standard page (i.e.1800 characters with spaces).
- It should be printed out on a single page of A4 sheet, with no additional formatting.
- All pages should be numbered.
- Illustrations and tables are not inserted into the text but written on separate pages and marked as in the text (Fig.1, Table I).
- The text written in Croatian should contribute to the development of Croatian professional vocabulary which is supported by the policy of the PROSTOR journal. Therefore, authors are strongly advised not to use the international and foreign terms for which Croatian synonyms exist.
- The entire text, including titles, subtitles and key words should be written in lower case letters, with no exclusive use of capital letters, and in keeping with the grammar rules of the standard Croatian language.
- It is recommended to have the text proofread before submitting it to the Editorial Board.
- Texts should end with a short conclusion which presents the results and contribution of the conducted research without repeating parts of the main text.

**NOTES**

- Notes are written as footnotes at the bottom of the page, using the "Harvard" style.
- They should not exceed ¼ of the main text size.
- Examples of bibliographic entries:
  - Horvat, 1994: 220
  - *** 1996: 329
  - [http://virtual.arhitekt.hr/default.aspx](http://virtual.arhitekt.hr/default.aspx) [1.1.2011.]
- Example for unpublished sources, archival material or manuscripts (complete information is given in the list of archival or documentary sources and list of abbreviations):
  - CASA, Cab.Graph.Arts, map collection: I/274
  - FA, Housing Sub-Department
- (CASA = Croatian Academy of Sciences and Arts, Cabinet of Graphic Arts; FA = Faculty of Architecture)
- Formulations such as 'ibid.', 'op. cit.' “see note 1” and the like, should be avoided.

**BIBLIOGRAPHY**

- List of bibliographic references comprises detailed references of all the used and cited source materials (an extensive list of bibliographic units which are not referred to in the text or notes is not acceptable).
- Bibliographic units are listed alphabetically by the last name of the (first) author. If a particular text is written by several authors, their names are listed in the same way as they are printed in the original publication.
- Several texts by the same author are listed chronologically. If there are several texts written by the same author in one year, a letter mark is added next to the year, e.g. Horvat, 1994.a; Horvat, 1994.b.
- Examples of bibliographic entries:
  - Articles in journals
  - Books
  - Article in collections of essays or chapter in a book
  - Encyclopedic or lexicographic editions
  - Internet sources
    5. [http://virtual.arhitekt.hr/default.aspx](http://virtual.arhitekt.hr/default.aspx) [1.1.2011.]
ARCHIVAL SOURCES

- Entries should contain the exact name and address of the institution whose material is used in the text: University of Zagreb, Faculty of Architecture, 26 Kačićeva Street, Zagreb [FA]
- The brackets contain the abbreviation of the institution which is used in notes and illustration sources: [CASA], [FA].

DOCUMENTARY SOURCES

- Cited are unpublished sources (archival documents, manuscripts, plans, photographs, letters and other documents) and the institution in which they are housed, ex. Residential Architecture Sub-Department [FA]

ILLUSTRATION SOURCES

- Entries should contain the origin of the illustration, and should be written according to the Harvard citing style:
  
  Fig. 1. Horvat, 1994: 220
  Fig. 2. *** 1996: 329
  Fig. 3. http://virtual.arhitekt.hr/default.aspx [1.1.2011.]
  Fig. 4. FA, Housing Sub-Department
  Fig. 5. Drawing: author
- They are submitted on a separate page

SUMMARY

- Required size of the summary is up to 6300 characters (3-3,5 pages).
- It is the only piece of text translated into English, and it, therefore needs to be informative for international readership. The introduction should contain an explanation of a geographical and historical context, development of the problem etc, in order to introduce foreign readers into the topic of research. The text should not contain any local particularities which international readers could find difficult to understand, and supplant with information which can better explain the context – urban, architectural, socio-cultural and the like. A research description, references to methodology, obtained results and conclusions and the possibilities of further research results application should be short and devoid of information not relevant or interesting to international readers. It is advisable to make a connection between the topic of the text and similar examples from Europe, and the world in general.

AUTHOR’S BIOGRAPHY

- The size should not exceed 450 characters with spaces (1/4 page).
- Emphasis should be given to the main area of work and most important scientific achievements.
- It is not necessary to mention again the name of the institution in which he/she is employed but rather to point out his/her profession, academic degree and scientific rank.
- It should be written on a separate page and included only in the copy which is submitted to the Editorial Board.

ILLUSTRATIONS

- Number of illustrations should not be bigger that the total number of pages.
- In the selection of illustrations preference is given to authentic illustrations made by the authors.
- They should be of high visual and technical quality and suitable black and white printing.
- They should contain all necessary denotations (graphic scale, north orientation mark, lettering or numerical elements of keys etc.).
- Illustrations are marked by Arabic numerals, and tables by Roman numerals (Fig.1; Table I)
- Each illustration should be accompanied by a short caption (on a separate page).
- Illustrations (printed in black and white!) are submitted on separate pages following the text and their desired position should be indicated in the text or in the margin of the sheet.

CONTRIBUTIONS FOR CURRENT THEME SECTION

- Essays and commentaries include short texts by esteemed authors which are not peer reviewed or categorized.
- Reviews of books, journals and exhibitions present Croatian and international publications issued within the last two years, not earlier. The size of the contribution should not exceed 4000 characters with spaces, and a summary which is translated into English, should not exceed 1200 characters with spaces.
- News, cooperation, interesting topics, scientific conferences, panel discussions and lectures contain topics which are interesting to the readership of the PROSTOR journal.