

PROSTOR

SCHOLARLY JOURNAL OF ARCHITECTURE AND URBAN PLANNING

INSTRUCTIONS FOR AUTHORS

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

SUBMISSION FOR AUTHORS

- Editorial Board accepts only previously unpublished texts. The journal publishes **articles in English**.
- Contributions (text with illustrations) should be submitted to the Editorial Board via [Open Journal System \(OJS\)](#). Before submission **all authors** should [register](#) in OJS. We recommend registration in [ORCID](#) too. During submission author(s) suggest(s) paper category.
- Contributions should include:
 - Integral text of the contribution with inserted figures in a single .doc/docx file (MS Word) prepared according to the [Article template](#);
 - Cover page with information about authors in a single .doc/docx file (MS Word) prepared according to the [Article template](#);
 - Figures should submit as separate files (min. 300 dpi in tiff or jpg format). Tables and graphs are submitted as .doc/.docx (Word) or .xls/xlsx (Excel). Each contribution should be complemented with caption, credit and copyright.
- All contributions will be subjected to a double-blind peer-review process. All identifying information should be removed from the manuscript. This also includes references to the institution or the project to which the manuscript is associated.
- All other descriptions (scientific field, DOI, UDC designation, dates of admission, acceptance of the contribution, etc.) are entered by the Editorial Staff.
- By submitting the manuscript, the author confirms and guarantees that it is his/her original work and that he/she did not use any other sources except those referred to in the paper.
- By submitting the manuscripts, the author agrees to a routine disclosure of similarity with existing literature (plagiarism and self-plagiarism).
- In the case of suspected plagiarism and redundancy, the editorial board will act in accordance with the [recommendations](#) of the Committee on Publication Ethics ([COPE](#)).

REVIEWS

- All scientific papers are subjected to a double-blind peer-review process.
- The 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 required from the authors before the article's final acceptance.
- Authors must follow the reviewers' instructions and suggestions and submit the revised manuscript within 30 days in the same form and following the same procedure as when they first submitted their paper.
- In case authors fail to submit the revised manuscript within 30 days, the manuscript will not be considered for publication. It is possible to submit the revised manuscript as a new contribution, which will again be subjected to the standard editorial procedure.

EDITING

- Papers are written and published in English.
- For submitted papers, the authors themselves provide high-quality English translation by an officially registered translator and proof-reader and submit his/her info.
- Editorial Board reserves the right to make minor corrections, changes of titles, language editing and text editing to adapt the article to publishing requirements of the journal.
- The author is entitled to one free copy of the journal.

CONTRIBUTIONS FOR CURRENT THEME SECTION

- *Reviews of books, journals, and scientific conference proceedings* or books of abstracts present Croatian and international publications published in the last two years. It should be accompanied by general information from impressum (publisher, reviewers, proofreading, design, ISBN, etc.). The length of the contribution should not exceed 6500 characters with spaces. Including an abstract of 450 characters with spaces. It should be written in English only.
 - *Review on Doctoral Dissertation* defended in the current year should be accompanied by the title, supervisor and committee in charge, as well as brief biography of the author. The length of the contribution should not exceed 6500 characters with spaces. Including an abstract of 450 characters with spaces. It should be written in English only.
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ARTICLE PROCESSING CHARGE (APC)

Due to a substantially reduced budget for the journal PROSTOR, we hereby inform you, that in order to maintain quality and ensure continuous publication of scientific papers, the Faculty of Architecture Council, along with the PROSTOR Editorial Board, has decided to introduce the obligatory Publication Fee. It means that from 1st January 2013, acceptance and publication of manuscripts shall be conducted as follows.

The publication fee is paid per article. If the manuscript is positively reviewed, i.e., upon two positive blind peer-reviews and after corrections are made by the author(s) in accordance with the reviewers' suggestions, the author(s) or his/her/their institution, or their research funder shall pay the € 600.00 publication fee (25% VAT included). The editorial shall e-mail the author(s) a pre-invoice according to the information provided on the Cover page. The author(s) should then e-mail the certificate of payment to the Editorial Board: prostor@arhitekt.hr or via OJS. Following that the manuscript can be prepared for editing and printing.

Color figures will be reproduced in color only in the online edition on-demand and with additional cost to the author(s). The author(s) shall pay additional 70€. If the author(s) opt for black and white, they will not have to pay the additional charges

If the author is not satisfied with the categorization of the article, we will not return the money and the article will not be published.

Waiver policy:

- University of Zagreb, Faculty of Architecture employees, retirees, students and Ph.D. students - 100% waiver on the actual APC
- Authors who publish with a co-author from the University of Zagreb, Faculty of Architecture - 50% waiver on the actual APC
- Reviewers who reviewed for Prostor in the last three years - 10% waiver on the actual APC
- [Lower-middle-income economies](#) (classification by income) - 50% waiver on the actual APC
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The fee as mentioned above is to be paid solely based on the pre-invoice of the Faculty of Architecture, NOT BEFORE, due to the procedure of determining a tax liability which depends on the status of the institution/author who pays the fee (on Cover page give us first name and the last name, institution, address, VAT).

The Faculty of Architecture will pay all additional expenses that are not covered by the fee, as mentioned above.

After the payment is made, an invoice will be sent to the author(s).

We thank you for your understanding and hope to continue our successful collaboration.

PROSTOR Editorial Board