UDK/*UDC*: ###################### Prejeto/*Received:* xx.xx.xxxx

Izvirni znanstveni članek – *Original scientific paper* Sprejeto/*Accepted:* xx.xx.xxxx

Title

Naslov prispevka

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xDepartment of…, Institute ... , Address

Abstract

A short abstract of no more than 200 words should summarise the main points of the paper including conclusions. If the paper is written in English, the abstract should be written first in English and then in Slovenian. If written in English, American or British usage is accepted, but not a mixture of both.

**Keywords:** avtorji naj navedejo do največ osem ključnih besed.

**Izvleček**

Kratek povzetek naj obsega največ 200 besed in naj strnjeno podaja celoten prispevek, vključno z zaključki. Če je prispevek napisan v slovenskem jeziku, naj bo izvleček napisan najprej v slovenskem in nato še v angleškem jeziku. Dovoljena je uporaba britanske ali ameriške angleščine, ne pa tudi mešanica obeh.

**Ključne besede:** avtorji naj navedejo do največ osem ključnih besed.

1. Introduction

The authors are encouraged to use the embedded “Quick Styles”. This will ensure consistent formatting of the document.

Each paper should contain, in the following order:

* Title (English and Slovenian),
* Full names of authors, their affiliations and addresses,
* Abstract and keywords in both languages
* The main body and conclusions
* Acknowledgements (if applicable)
* Terminology and notations (if applicable)
* References

A detailed description of each section is given below.

1. Instructions for manuscript preparation

The manuscript title should be clear, concise and should express the key message of the manuscript. It should be written in Slovenian and English, first in the language of the manuscript. The length of the title should not exceed 90 characters, unless it is a summary of a Master’s or PhD thesis, in which case the official thesis title can be used. The author information should include full name and surname, full work address and email.

* 1. Main body of the text

The main body should be divided into sections and subsections according to the decimal system (1. Section one, 1.1 Subsection one, 1.1.1 Final subsection). References in the text are given with the author’s name and the year of publication (Manning, 1892), (Strickler and Nikuradse, 1924b), (Einstein et al., 1951), (Colebrook, 1932; 1934). The international system (SI) should be used for all physical quantities. Dates should be given in the day-month-year format (23. 4. 2012).

* 1. Manuscript length

Manuscripts are limited to 30,000 characters. Papers summarising Master’s or PhD theses can be up to 100,000 characters in length. Brevity is greatly encouraged and shorter contributions will be favoured for publication.

* 1. Equations

Equations in the text should be numbered with Arabic numerals in parentheses consecutively throughout the text. In longer manuscripts (more than 30,000 characters), the numbering may also be separate for each section. References to equations in the text should not be abbreviated (equation (11), equation (2.17)). An example is given as equation (1).

|  |  |
| --- | --- |
|  | (1) |

Variables used in the equations should be described in the text.

* 1. Format

The font used throughout the manuscript should be Times New Roman with point size 11. The paper size is A4 (210 mm × 297 mm). Line spacing should be 1.15 and the margins 2.5 cm (top) and 2 cm (bottom, left and right) should be used. Section and subsection titles should be left-aligned. The main text should be in two columns.

* 1. Figures and Tables

 Slika 1: Primer ilustracije z navedbo vira (Durbin and Gorazd, 2007)

Figure 1: Example of a figure with source, (Durbin and Gorazd, 2007)

Illustrations (figures and tables) should be numbered consecutively throughout the text with Arabic numerals and should not be abbreviated (preglednica 1, slika 14, Table 2, Figure 4). In general, the figure captions and table titles should be bilingual. If an illustration is taken from another published source, the source should be given in the caption/title.

Each figure and table should be referenced in the text.

Figures should be of sufficient quality for printing, with a minimum resolution 300 dpi.

Figure captions and table titles should be justified; use bold text for Figure/Table and number.

Preglednica 1: Velikosti besedila v prispevku

Table 1: Text sizes in the manuscript

|  |  |  |
| --- | --- | --- |
| Naslov/Title | 14pt | bold, small caps |
| Authors | 12pt | bold |
| Author information | 11pt | normal |
| Izvleček/Abstract | 11 pt | normal |
| Ključne besede/ Keywords | 11 pt | bold |
| Besedilo/Text | 11pt | normal |
| References | 10pt | normal |
| Table title | 11pt | italics |
| Figure caption | 11pt | italics |
| Section title | 12pt | bold |
| Subsection title | 11pt | bold |

* 1. Final instructions

All manuscripts will be formatted in accordance with these instructions and will undergo the peer review process by two experts in the field.

All formatting should follow the Slovenian standards for documentation and informatics.

The authors are responsible for the content of their work and for the translation into English and/or Slovenian.

Language editing will be provided for both Slovenian and English texts.

References

All references used in the text should be listed alphabetically and unnumbered at the end of the manuscript. Please ensure that every reference cited in the text is also present in the reference list and vice versa. If the paper is written in English and the source is in another language, the title of the reference should be followed by an English translation in parentheses and at the end of the reference a note should be added on the original language, e.g. (in Slovenian). In case that reference has a doi number, this should be listed. References should be given according to type in the following way:

* Books:

Schumm, S. A., Mosley, M. P., Weaver, W. E. (1987). *Experimental fluvial geomorphology*. Wiley, New York, 413 p.

* Chapter in a book:

Large, A. R. G., Petts, G. E. (1994). “Rehabilitation of River Margins” in P. Calow, G. E. Petts, Eds., *The Rivers Handbook – Volume 2*. Blackwell, Oxford, 401–418.

* Graduation, master's and PhD theses:

Širca, A. (1996): Modeliranje hidrodinamike in transporta živosrebrovih spojin v Tržaškem zalivu (Modelling of Hydrodynamics and of Transport of Mercury Compounds in Trieste Bay). Unpublished Doctoral Thesis, Univerza v Ljubljani, FGG, 164 p. (in Slovenian).

* Publications by legal personalities:

VGI (1993). Vodnogospodarski ureditveni načrt Save Dolinke – idejna zasnova (Water Management Master Plan of the Upper Sava River). VGI, Ljubljana, Report C-161 (in Slovenian).

* Papers in meeting and conference proceedings:

Krzyk, M., Pemič, A. (1995). Primjena vrtložnog prigušivača u hidrotehničkim sistemima pod tlakom (Application of Vortex Diode in Pressurised Hydrotechnical Systems). Proceedings of the 1st Croatian Conference on Waters "Sustainable Developement and Water Management", Dubrovnik, Book 2, 369–376 (in Croatian).

* Journal publications:

Lamouroux, N., Souchon, Y., Herouin, E. (1995). Predicting velocity frequency distributions in stream reaches, *Water Resources Research* **31**, 2367–2375. <https://doi.org/10.1029/95WR01485>.

* Works with unknown authors:

Zakon o varstvu okolja (1993). Uradni list RS, št. 32, 1234. Environmental Protection Act (in Slovenian).

* Web sources should include the date when the reference was last accessed:

http://ksh.fgg.uni-lj.si/ksh/acta/ (Accessed 15. 10. 2010)

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