

Guidelines for Contributors

Copyright

All authors must submit a signed statement on their authorship, the origin of illustrations, and their liability in case of legal issues related to copyright. All costs associated with the acquisition of illustrations, photographs, and architectural plans from photo-archives and other institutions in Croatia and abroad are borne by the author.

Submission and style guidance

The submitted manuscript should contain:

- An abstract (1,500 characters including spaces) with general observations concerning the topic and the scientific contribution of the article
- Keywords (6 to 8; phrases count as one word)
- A summary (3,600 characters including spaces) to be translated into Croatian
- Illustrations listed according to their placement, identified by captions

The length of the article (notes included) should not exceed 43200 characters (including spaces), and the footnotes should not exceed 50% of the length of the text. The number of illustrations should be proportional to the length of the text and longer contributions will only be accepted as exceptions – the Editorial Board reserves the right to accept longer texts upon agreement.

The text and the illustrations in smaller resolution (JPG, A4 format, 72 dpi) should be sent by e-mail to: radovi-ipu@ipu.hr

Once the article has been accepted for publication, the author should submit, together with the final text revised according to any requests made by the Editorial Board, the corresponding high-quality illustrations, either as analogue photographs or as digital high-resolution images (by a file transfer service; i.e. WeTransfer, or by regular mail to the address of the Institute, with the remark: “For the Editorial Board of Journal IPU”).

Illustrations

Digital illustrations must be submitted in a printable format (JPEG or TIFF, 300 dpi, format 15–18 cm). Scanned illustrations must be of high quality, showing clear and firm lines, without size reduction, and with at least some data that can help estimate the proportions. If plans are computer-generated, they should be submitted on a CD, in pdf format. Authors should avoid submitting architectural plans with annotations or other technical data within the drawing, such as are usual in drafts, since reduction in size for printing purposes will make them illegible and graphically blurred, thus diminishing the clarity of the architectural concept.

Illustrations must be marked with numbers and listed in a List of illustrations. Place within the text where they are referred to must be clearly indicated (Fig. 1).

Text layout

- Articles should be submitted as Word documents written in Times New Roman, 12 pt, with 1.5 spacing. For footnotes: 10 point font size and single-line spacing; left-aligned (no justification), no hyphenation, no indent, no tab stops. Authors should refrain from all additional formatting, especially from inserting headers or footers.
- Illustration references should be included in the text, in brackets (Fig. 1).
- Abbreviations should be avoided in the main text.
- Quotations should be written in plain font style (not in italics) and placed in quotation marks (“...”). Quotations within quotations should be marked with single quotation marks (‘...’).
- Notes should be inserted electronically (as footnotes) and should be of reasonable length. In case of excessively long notes, the editorial office reserves the right to propose cuts.