

INSTRUCTIONS FOR AUTHORS

Folia biologica et geologica is a scientific periodical of the Class IV: Natural sciences that publishes original scientific results and review articles referring mainly to life and earth sciences studies in the Slovenian ethnic region, as well as in Europe and worldwide, which are of importance or necessary for comparison to our researches.

1. ORIGINAL SCIENTIFIC PAPER

It is the entire description of novel research including the theoretical review of the subject, presenting in detail the results, conclusions, and the survey of literature of the authors cited. In exceptional cases the survey of literature may be replaced by sources, if the purport requires it.

It should be composed in classic manner: introduction, material and methods, results, discussion with conclusions, acknowledgments, literature, etc.

The original scientific paper should not be longer than 45 pages, including tables, graphs, figures and others. The preferred length of the manuscript is 20 pages.

The submitted texts are reviewed by two reviewers.

The reviewed manuscript shall be published when adopted upon the proposal of the editor in chief by the editorial board.

2. REVIEW ARTICLE

On consultation of the author with the editor in chief, the review article can be accepted for publication by the editorial board. Preferably, it should not be longer than 45 pages.

3. NEWS

The periodical publishes short, scientifically relevant and topical communications of up to 7000 characters in length.

4. NOVELTY OF THE CONTRIBUTION

The article ought not to be published previously in any other periodicals or books.

5. LANGUAGE

The article may be written in Slovenian or in English language.

The author should provide the translation into Slovenian language and corresponding language editing, unless otherwise agreed by the editorial board.

6. SUMMARY

When the article is written in Slovenian, the summary should be in English. When they are in foreign language, the summary should be in Slovenian. It should be extensive enough, so that the contents are clear and understandable to domestic and foreign reader. It should give the information about the aims, methods, results, and conclusions of the article. It should not be longer than 10 to 20% of the article itself.

7. ABSTRACT

It should give concise information about the aims and conclusions of the article, preferably in up to 300 words. It must be written in English and Slovenian.

8. KEY WORDS

The number of key words should not exceed 10 words. They must present the topic of the research in the article and written in English and Slovenian languages.

9. TITLE OF ARTICLE

It should be short and understandable. It is followed by the name/names of the author/authors (name and surname).

10. ADDRESS OF AUTHOR/AUTHORS

The address of author/authors should be at the bottom of the page: academic title, name, surname, institution, town and state mark, post number, state, and e-mail of the author/authors.

11. INTRODUCTION

Its contents should refer to the purports of the article only. It should include the aims of the study presented.

12. CONCLUSIONS

Conclusions ought to include the synthesis of the aims resolved or indicate the problems of the research.

13. ACKNOWLEDGEMENTS

It is recommended to list all assistants and funders of the authors and research in the acknowledgements.

14. TABLES, GRAPHS, FIGURES, ETC.

They should be clear, their place should be marked unambiguously, and the number of them must rationally respond to the purport itself.

The accompanying text, subtitles, captions, title and legend should be written in Slovenian and English.

Images, illustrations, charts, tables, etc. in bitmap format should contain the title or author of the article and the serial number in the article in the file name (e.g. I Kreft_Figure 01). They should also be attached as separate files. Do not use prohibited characters such as .,/ in file names. To separate words in the file name, use the character - or _ in addition to spaces. They should be submitted in ***.JPG** format with minimal compression (maximum or high - high quality). The resolution of bitmap files should be **300 DPI/inch at 1:1** the desired size for use in the publication (the width of both columns in the publication is 165 mm, and one column is 79 mm). If the publication is published only in digital format, a sufficient bitmap file size of **72 DPI/inch at 1:1** the desired size for use in the publication is sufficient. **Do not change the RGB** color space to the **CMYK** color space, this will be done by the journal personnel.

Graphs, drawings, illustrations, etc. **in vector format** should be submitted in ***.EPS, *.SVG, *.PDF or *.AI** format. Resolution is not important in vector format, as the file can be enlarged to infinity without loss of quality.

In phytocenological tables, a dot is printed where an individual plant species, otherwise entered in the table, does not appear.

15. LITERATURE AND SOURCES

The literature used is to be cited within the text. The citation of the authors is to be marked in capitals. One writes the single author as follows: "(Surname year)" or "(Surname year: pages)" or "Surname year" [(BUKRY 1974) or (OBERDORFER 1979: 218) or ... POLDINI (1991)...]. The works of the same author are to be cited in alphabetical order: "Surname year small letter" [...HORVATIĆ (1963 a)... or (HORVATIĆ (1963 b)]. The first letter of the author's name is to be added when the surname of several authors is the same (R. TUXEN or J. TUXEN). When there are two or three authors, the citation is to be as follows: "Surname, Surname & Surname year: pages" [(SHEARER, PAPIKE & SIMON 1984) or PEARCE & CANN (1973: 290-300)...]. When there are more than three authors, the citation is to be as follows: "Surname of the first one et al. year: pages" or "Surname of the first one with collaborators year" [NOLL et al. 1996: 590 or MEUSEL with collaborators (1965)].

The literature is to be cited in alphabetical order. The author's name is written in capitals as follows:

– Article:

DAKSKOBLER L 1997: *Geografske variante asociacije Seslerio autumnalis-Fagetum (Ht.) M. Wraber ex Borhidi 1963*. Razprave IV. Razreda SAZU (Ljubljana) 38 (8): 165-255.

UNUK T & T GREBENC 2017: Silver fir (*Abies alba* Mill.) ectomycorrhiza across its areal – a review approach / Ektomikorizni simbioz bele jelke (*Abies alba* Mill.) na naravnem območju razširjenosti – pregled. Folia Biol Geol 58: <https://doi.org/10.3986/fbg0025>

LE LOEUFF J, E BUFFEAUT, M MARTIN & H TONG 1993: *Découverte d'Hadrosauridae (Dinosauria, Ornithischia) dans le Maastrichtien des Corbieres (Aude, France)*. C. R. Acad. Sci. Paris, t. 316, Ser. II: 1023-1029.

– **Book:**

GORTANI L & M GORTANI 1905: *Flora Friuliana*. Udine.

In case that the location of publishing and printing are different, the location of publishing is quoted.

– **Elaborate or report:**

PRUS T 1999: *Tla severne Istre*. Biotehniška fakulteta. Univerza v Ljubljani. Center za pedologijo in varstvo okolja. Oddelek za agronomijo. Ljubljana. (Elaborat, 10 str.).

– **Atlases, maps, plans, etc.:**

KLIMATOGRAFIJA Slovenije 1988: Prvi zvezek: *Temperatura zraka 1951-1980*. Hidrometeorološki zavod SR Slovenije. Ljubljana.

LETNO poročilo meteorološke službe za leto 1957. Hidrometeorološki zavod SR Slovenije. Ljubljana.

The same rules hold for sources. For electronic sources, the access date is entered.

For all literature references, we add the doi code, if it exists in the original, in the form: <https://doi...> and not in the form DOI....

16. LATIN NAMES OF TAXA

Latin names for genera, species, and infraspecific taxa are to be written in *italics*. All syntaxa written in phytocoenological articles are to be in *italics*.

17. SIZE AND FORM OF THE ARTICLE

The article should be submitted in ***.docx, *.doc, *.rtf, *.txt, or *.odt** format with 1.15 line spacing on A4 (ISO 216) format. The original article must be submitted to the editor. For better information for the editors, you can also attach a *.PDF file of the article with images, graphs, tables, drawings, etc. placed in the desired places in the article, which will be taken into account as much as possible. Tables and images in bitmap format should be attached separately to the text. Materials up to a total size of 20 MB should be sent to the editor's email address. Before sending, you can compress the files with the free ZIP program, which is part of the Windows operating system. If the materials nevertheless exceed a total size of 20 MB, you can send them via one of the free online applications (e.g. WeTransfer).