

General

Urban Development Issues is a double blind, peer-reviewed, open access journal.

The journal does not have article processing charges (APCs) nor article submission charges.

How to prepare and send a manuscript. Preparation of the article

Papers should be written using proper British English. The spelling of words should follow the Oxford English Dictionary. We highly recommend that the paper is checked by a native speaker or at least by a professional English translator before it is sent to the Editorial Team.

Authors are requested to prepare manuscripts in one of the following formats: .doc, .docx, .odt or .rtf, and in accordance with the guidelines listed below.

Please note: when submitting a paper to the peer-reviewed section (*Urban Issues*), the main body of the text should not contain any elements that may indicate the identity of the author(s). This means that, among other things, if you wish to make a reference to your previous research projects/publications, you should use the same style as when referencing to research/publications of any other authors.

The elements such as: author's name, contact information and affiliation, as well as sources of tables/figures/photographs will be removed by the Editorial Team before sending the paper to external reviewers.

The manuscript should be sent as **1 file**. The file with your article should be named using the first author's surname without special characters and should not contain spaces. The file should be divided into the following sections:

I. Title page I, containing: author's name, author's affiliation, professional title/degree/academic title and the author's contact information (e-mail address). If the article is a work of more than one author, the "*" symbol should indicate the corresponding author. Acknowledgements, if any, should also be made in this section.

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II. Title page II containing: the title, abstract (up to 200 words, one paragraph only) and keywords (up to 6).

III. Main body of the text, containing also figures, tables and photographs with numbers, captions and legends (when relevant)

IV. References. In preparing the reference list, please use our guidelines (see the section 'Technical guidelines for citations and references').

The 'References' section should also include internet sources, as well as sources of data and raw materials which are cited/referred to in the paper (please do not create separate lists for such materials).

The total size of the file with the article should not exceed 15 MB, which means that you may need to re-size your original figures or photographs. When submitting the final version of the paper, you will be asked to send all tables, figures and photographs as separate files, with resolution and size prepared for print. At this stage you will also be asked to send your figures (maps, diagrammes, other graphics) in editable versions, containing source data (when relevant) which is necessary for preparing the issue of the journal for printing.

Starting from UDI vol. 59 (all papers submitted after 20.02.2018) we set a limit of number of graphic elements. A paper should contain only up to **5 figures** (maps, diagrammes, schemes, infographics etc.) and up to **4 photographs**. Please be aware that the editorial office sometimes suggests changing colour graphics to grayscale and vice versa.

All graphics should stay in close connection with the content of the paper, illustrating main concepts or findings. We do not accept graphics which are additional material.

All figures and tables should:

- be numbered (Arabic numerals)
- be referred to in the text
- appear in the text as close to the reference as possible
- have a title and source indicated (even if this is an own elaboration by the author).

Please do not prepare lists of figures and tables.

The text should be written in Calibri 11pt, with 1.15 spacing, without spaces before and after a paragraph and without the use of "soft" return. It should not contain bold type (excluding headings), italics (except in foreign words), and underscores. A4 page format, normal margin, justified regular text, the first line of each paragraph standard indented.

Paragraphs should be separated by spaces and blank lines. This format also applies to captions under figures, photographs, and tables. Captions should be separated from regular text by blank lines.

The main text should have a maximum three-stage structure, i.e. section-subsection-subsubsection. Headings should be aligned to the left and written in formatted characters as

follows: 14pt and in bold type in the case of headings of the first degree, 12pt and in bold type in the case of headings of the second degree, and 11pt and in bold type for headings of the third degree.

The maximum length of the paper is **40,000** characters with spaces (including abstract, list of references, figures' and tables' captions etc.). The paper should also be no shorter than **20,000** characters.

Quoting source materials shall be in accordance with the Harvard style of citation of literature, which means that authors should prepare a list of references, and not a bibliography. All sources cited in the text must be included in the 'References' section. Detailed instructions and examples of making reference to source material can be found below in our Technical Guidelines for Citations and References.

For direct quotes please use quotation marks: single quotes (') for initial quotations then double quotes (") for quotations within the initial quotation. Foreign words should be in italics.

Authors should not use endnotes. Footnotes may be used only for the purpose of digressions, comparisons or references that are not directly related to the fundamental issues raised in the text. They should be numbered in Arabic numerals, consecutively for the entire main text.

The Editorial Team reserves the right to adjust the submitted manuscripts to the technical layout of the journal, without any interference in the substantive value of the work. Before publishing, the paper will be send to the corresponding author for final approval.

Manuscript preparation incompatible with the above guidelines may result in the rejection fo the article for formal reasons.