

**5th International Conference of the Water Agency  
"WATER FOR THE TOMORROW"**

**INSTRUCTIONS TO AUTHORS FOR PREPARING CONTRIBUTIONS**

Received papers will be published in the proceedings of the 5th International Conference of the Water Agency Association "Water for Tomorrow". The Editorial Board of the Proceedings is composed of members of the Editorial and Expert Committee of the International Conference. The evaluation of the contributions will be made by the members of the Expert Committee.

Before sending the article, check it out linguistically. Follow the instructions carefully, including the formatting.

Authors submit their contributions to [konferenca@vodnaagencija.org](mailto:konferenca@vodnaagencija.org) by August 30th 2019 at the latest.

***Mandatory elements of the contribution***

***TITLE OF CONTRIBUTION IN ENGLISH LANGUAGE***

*Title of the contribution in Slovenian*

***Name and surname of author, co-author***

*(Please attach a scientific name of the author / co-author (mag., PhD)).*

*The e-mail address of the author, co-author*

*Name of the author's organization, co-author*

**Summary**

Briefly summarize the content of the entire contribution in the summary. It must contain the leading idea, purpose and main findings and conclusions of the paper. The summary should consist of up to 250 words.

**Keywords:** Record up to five keywords that best describe the content of your contribution.

**Abstract**

Summary in Slovenian. Make a quality translation of the summary into Slovenian.

**Keywords:** Record up to five keywords in English / Slovenian.

**Text**

The article should have chapters titled with Arabic numerals (eg 1. Introduction, 2. Good practice example, 3. Conclusion ...). The division of contributions to chapters is mandatory. The number of chapters is optional. Chapter headings should be as short as possible.

Avoid general claims, abbreviations and abbreviations; write to a third person. Footnotes at the end of the page are not allowed.

## **1. Introduction**

In the introduction, describe the main purpose and goals of the article, your leading idea and the use of approaches eg. for raising awareness of pupils. At the end of the introduction, indicate how you will continue to discuss the issues presented and its practical applicability.

## **2. The central part of the paper**

In the central part of the paper, you will be limited to the issues discussed, practical activities in the context of the educational process. Write down the lessons you came to, what you have gained with this type of work, you and your students. Draw attention to the methods and approaches used and highlight the quality of the reader.

Pay particular attention to the resources used. In the text, the resources should be marked with the surname of the author / authors and the year of issue in the form: (Novak 2017); while quoting the pages: (Novak 2017, 13). Literally quoting (quotation) of parts of a foreign text must be in quotation marks or otherwise clearly marked and with appropriate reference to the site in the source (Novak 2017, 13).

**Using images, tables and graphs** should be meaningful and transparent. Images, tables and graphs need to be complemented by the text, so please refer to them in the article and describe them. Each image, table or the graph must be clearly marked and described (note below for example Figure 3: Pupils create posters on the topic of water resources).

Please note the copyrights of published works (for example, with pictures).

## **3. Conclusion**

In the conclusion, write down the results, findings and solutions and their advantages and disadvantages briefly and comprehensively. The conclusion should not be a summary of the contribution.

## **4. Literature and resources**

The sources used (at least three) should be listed in the alphabetical order of the surnames of the first authors or by the titles of the works of unknown authors. Teachers, as literature, also include curricula.

Examples:

Horvat, A. 2012: The article's title. Magazine name, yearly. 31, no. 3, p. 231-239.

Horvat, A. 2017: Book title. Publisher, Place.

Horvat, A., Novak, M. 2017: The title of the paper. V: Title of the Proceedings. Place, Publisher.

Kolar, M. 2011: Curriculum. Elementary school program. Getting to know the environment Ljubljana (electronic resource). Ministry of Education and Sport, Institute of Education of the Republic of Slovenia. Retrieved from:

[http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/support/os/prenovljeni\\_UN/UN\\_spoznavanje\\_okolja\\_pop.pdf](http://www.mizs.gov.si/fileadmin/mizs.gov.si/pageuploads/support/os/prenovljeni_UN/UN_spoznavanje_okolja_pop.pdf) (June 10, 2019).

Internet 1: <https://www.vodnaagencija.org/> (June 10, 2019).

### ***Reviewing contributions***

The article is published only in a positive review. The review process is anonymous. If a reviewer requests a correction or amendment, the editorial board returns the article to the request with a request to remedy the defects. On the proposal of the editor or reviewer, the editorial board may refuse to publish the contribution.

### ***Copyright***

The author confirms by the submission that the contribution is written in the literary language to take into consideration the grammatical and grammatical norm that the original is not unlawful in the Republic of Slovenia and that it does not violate any copyright work or other property right.

Authors must enclose a photocopy (scan) of the publishing permission for image attachments for which they do not have copyrights, which they have acquired from the copyright owner.

All moral copyrights of the contributed contribution belong to the author. The author's copyright for the reproduction and distribution in Slovenia and other countries shall be given free of charge, once and for all, for all cases, for unlimited editions and for all existing and future media, shall be transferred irrevocably to the publisher of the proceedings Water agency Association.

### ***Receiving contributions***

By submitting a contribution, the author confirms that he is aware of the rules of publication and agrees with them, including the work relating to copyright. Also, by submitting a contribution, the author ensures that he has the permission of his parents and legal representatives to post photographs of children.

### ***Design and technical requirements***

Address the document title with your surname (Novak.doc), pictorial and other attachments with the surname and the serial number of the attachment (Novak01.tif, Novak02.jpg). If due to the size of the images or attachments are a problem with sending, please contact the editorial office in time to agree on the most appropriate way of submitting a contribution.

The recommended length of the article along with image material should not exceed 8 pages. The recommended number of image material should not exceed 4 photos. For upright standing photos, a parallel arrangement of two photographs is possible.

Contributions should be written in Word. Keep the record simple, without design, alignment, underlining, and the like. You can only highlight bold or italic. Use the Calibri font size 11. Upload photos and other attachments separately in digital format with a resolution of at least 240 pixels per cm (600 pixels per inch), in .tif or .jpg format. Picture and other attachments should be properly labeled and subtitled during the text.

### ***Presentation of contributions***

All selected authors will present their contributions at the 5th International Conference of the Society Water Agency "Water for Tomorrow". Invited foreign lecturers present their contribution in English. For all Slovenian teachers, the presentations will be held in the Slovene language. The selected author can choose between three presentation options. Make your choice with the submission of a contribution. The number of participants and attendees at the conference will be limited according to the capacities.

### **a. Lecture**

The author frontally presents visitors with his work, assisting with audio-visual aids (ppt, video ...). It has 10 minutes to show. At the end of each presentation, the time for questions is foreseen.

### **b. Presentation of the poster**

The author presents the contents of the poster for 10 minutes. At the end of each lot, it is time for discussion.

### **c. Practical presentation**

The author practically shows his work (eg learning experiments, use of a lab box, etc.) to participants and is interacting with them. It has up to 30 minutes. When registering a contribution, state the necessary technical requirements (eg desk, etc.).

## **Instructions for making a poster**

### **1. Required technical equipment of the poster**

- title,
- subheading,
- author / authors,
- place and date of manufacture,
- literature used and other sources.

### **2. Mandatory poster content**

- a summary of the task,
- assumptions / hypotheses, findings and / or results,
- Recorded key ideas,
- workflow / procedure,
- specificities (if any),
- images (images, photos, sketches, schemes, block diagrams, graphs ... with comments or signatures).

### **3. Poster size**

- Standing format (B1).

### **4. Appearance**

- facilitating the rapid creation of relevant information;
- visibility from a distance of 2 m (address, images, accents) and 1 m (smallest used letters);
- the title in the Arial font should be above, 10 cm high; subtitle (also the subtitle VODA - its secrets and joys) should be smaller;
- the information about the author, place and time of manufacture should be up to 4 cm in size;
- logical sequence (if it is made in comic form);

- in principle, the substrate should be white or slightly tinted so that the letters are in any case darker than the base; it must be considered that the lighting conditions at the presentation can not be the best;
- avoiding screaming accents, more than two types of fonts and unnecessary decorations and frames;
- if it emphasizes the content, the poster can also be incorrect, but in an upright size B1.

### **Organizing committee of the conference**