

University
of Ljubljana
Faculty
of Architecture



STUDY PROGRAMME IN URBANISM

INSTRUCTIONS

FOR PREPARING A DIPLOMA THESIS AT THE
First-Cycle University Study Programme in Urbanism

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1 INTRODUCTION

These instructions apply to the First-Cycle University Programme in Urbanism (hereinafter: USU) at the Faculty of Architecture of the University of Ljubljana (hereinafter: UL FA).

All terms, written in masculine form, are used in this document as neutral and apply equally to both genders.

2 CONTENT OF THE DIPLOMA THESIS

A diploma thesis consists of a study of the professional problem and the expert bases for the urban plan, which are an annex to the study. The professional problem is the methodology, technology, procedure, organisational scheme leading to an expert solution to the chosen problem.

2.1 Study of professional problem

The study of professional problem addresses a professional problem in written, numerical or graphic form. Mandatory parts:

1. INTRODUCTION – presenting an expert problem and its significance for urbanism.
2. ANALYSIS OF REFERENCE CASES – showing and assessing reference cases of solutions to the selected problem.
3. APPLICATION of the chosen solution, which shows, describes and explains the solution of the respective problem using expert bases for the urban development plan. The application may be presented with diagrams or charts, calculations, models, spatial visualisation or a conceptual design of the detail from the enclosed urban development plan
4. CONCLUSION – presenting and assessing the findings about the impact of the chosen solution on the enclosed urban development plan.
5. LIST OF SOURCES, FIGURES, TABLES AND OTHER ANNEXES. Citations and references should follow the guidelines provided.

2.2 Expert bases for urban development plan

The expert bases for the urban development plan are, as a rule, the work prepared by students in the course entitled Urban Design 3. Exceptionally, the expert bases for the urban development plan can also come from other sources. The relevance of the respective bases for the purpose of the Diploma thesis is decided by the Chair for urban planning and at its proposal the appropriateness of the bases is confirmed by the Academic Affairs Commission (hereinafter: KŠZ UL FA) according to the following criteria:

- compliance with expert standards for the development of urban development plans according to the principles of sustainable construction and urban planning;
- compliance with the expert standards for the content and technical processing of the urban development plan;
- compliance with the scope of the professional problem in the course entitled Urban Design III. of the First-Cycle University Study Programme in Urbanism at the UL FA.

2.2.1 Mandatory components of expert bases for urban development plan

1. SITUATION showing the layout, shape and size of building volumes, traffic network, public space network, green area network and distribution of intended land use and programmes. The situation shall be accompanied by description of programmes, urban indicators for construction density and land use, numerical descriptions of the capacity of parking areas, description of the intended land use of the public space and green areas (*presentation reduced to A3 format with the corresponding indication of the scale*).
2. CROSS-SECTIONS showing at least two-directional elevation silhouette of the settlement, distances between buildings, number of floors and the layout of building volumes, public space, green areas and traffic infrastructure in the terrain (*presentation is reduced to A3 format with the corresponding indication of the scale as in the situation*).

3. SUMMARY TABLE OF INDICATORS – capacity of urban development plan (surface areas, urban indicators for use of space, construction density, number of dwellings, number of workplaces, number of parking spaces, etc.).
4. SPATIAL PRESENTATION showing the entire area of the urban situation (*model, 3D model or other possible ways of presentation*) and the typical side view in any technique.

3 FORMAT AND ELEMENTS OF THE DIPLOMA THESIS

Mandatory elements of the Diploma thesis are:

1. Cover page including the title of the Diploma thesis, the name and surname of the author and mentor and co-mentor, the year of creation of the final thesis, data on the study programme, the faculty and the university.
2. The first page of the Diploma thesis is identical to the cover page.
3. The second page contains an abstract of maximum 250 words and key words in Slovenian and English.
4. This is followed by a page containing lists of abbreviations, sources and figures and index (according to the template attached to these Instructions).
5. The following pages include the elements in the following order:
 - professional study;
 - expert bases for urban development plan as an annex to the professional study;
 - list of references and sources, and annexes.

3.1 Sheet size

The final thesis is, as a rule, in the A3 landscape orientation (420×297mm). Exceptionally, different layout and format may be used with the consent of the mentor.

As the basis for formatting the Diploma thesis USU, the template in Indesign format (and pdf format) is used and prescribes the content of the page and not design.

3.2 Text margins

It is recommended that the top margin (above the text) is 30mm, the bottom margin is 30mm, the left margin (inside) is 30mm and the right margin (outside) is 25mm. These margins refer to the distance between the margins of the text/graphic attachment and the edges of the sheet. Above the top margin of the text is the running head (pagina viva).

The running head (pagina viva) – indicating the surname and initial letter of the author's name separated by a comma and the title of the thesis. The abbreviation of the higher education institution (UL FA), study programme (US in Urbanism), place, Diploma thesis and year must be also be indicated.

The format of the running head is left to the author of the Diploma thesis.

Example:

Name SURNAME. Title... of the final written ... thesis.
UL FA, US in Urbanism, Ljubljana, Diploma Thesis, 2015.

3.3 Abstract

The abstract is formatted by the author himself. The abstract in the Slovenian language is followed by an abstract in English. The abstract may contain a maximum of 250 words. It must be comprehensible as an independent text, without the need to read the full Diploma thesis. It should incorporate the essence of the Diploma thesis, explain its purpose and objectives, describe the methods and techniques used, the results and the main conclusions. As a rule, the abstract is written in one paragraph, only exceptionally in several paragraphs. The author himself provides a translation of the abstract.

3.4 Key words

The abstract is followed by key words (up to six) indicating the content of the thesis. Key words should be simple terms (words, phrases) written in the nominative singular case, in Slovenian and English.

3.5 Page numbering

Consecutive numbering with Arabic numerals begins with the Introduction section and ends with the Sources section. Acknowledgements and annexes are not numbered by pages.

3.6 Notes

It is recommended that the text does not include notes. However, should the author of the Diploma thesis use them, they shall be written under the line and numbered consecutively with Arabic numerals. They should only contain additional text (author's comments), but not bibliographic references – the author can only refer to them. If a note is indicated at the end of the sentence, the number should be in front of the dot closing the sentence. The notes on the current page must always end on the same page.

3.7 Formatting tables and figures

In the text, titles of tables must be provided above the tables and titles of the figures below the figures. Both must be numbered separately and in sequence. According to the standard, a single English term *figure* is provided for images, drawings and photos as well as for graphic images (charts), so these displays are counted together. If tables or figures are referenced from other sources, the respective information is given in parentheses immediately after the title of the table or figure; the data for the page including the respective table in the cited source must also be provided.

4 LITERATURE REFERENCES AND CITATIONS IN THE DIPLOMA THESIS

Citations in the text should be accompanied by an indication of the source. Only publicly available sources are usually cited. Secondary sources are cited in the form “cited in:” or “ci:”. Information on the source (author, year of document publication, also page(s) if necessary) should be in parentheses and the author's surname must be separated by a comma from the date of issue of the source (copyright citation). If there are several authors, instead of a comma use “and” before the last author. A maximum of three authors are allowed, if there are more, only indicate the first and add *et al.* If several sources are quoted, separate them with a semicolon. All information on cited sources should be provided at the end of the Diploma thesis in the Literature and Sources section. When citing or indicating references, apply the Harvard System, i.e. the system of American Psychological Association (APA) described in the *Publication Manual of the American Psychological Association* (www.apastyle.org).

4.1 Example of an in-text citation

There are several definitions of sustainable development, and the simplest and most prominent is the definition of the World Commission on Environment and Development, which says that "Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs" (Our Common Future, 1987, p. 43). Over the decades of growing environmental awareness, cultural awareness and numerous public discussions, a range of different sets of orientations has been developed, all sharing six basic ideas, which Jacobs (1999) defines as: integration of the environment and economy, care for the future, environmental protection, intergenerational equity, quality of life and the principle of cooperation. Networking or systems thinking has to be developed, based on knowledge of the whole, its internal connections and interaction, and epistemological findings, as well as critical thinking, metacognitive skills and a thorough understanding of relations between aspects of individual scientific and professional fields (Ivanitskaya *et al.* 2002 and Medmrežje 4), using methods such as (Figure 1; ex.: Marentič Požarnik, 2010). Metacognition is defined as knowledge of when and how to use an individual strategy for learning or solving problems (Flavell, 1979; Brown 1978 in: Veenman, Van Hout-Wolters and Afflerbach, 2006). In terms of legislation, this area is not defined precisely (Spatial Management Act,

2002), but some views are provided on the website of the Faculty of Architecture (<http://www.fa.uni-lj.si/>).

4.2 List of cited sources

Cited sources should be listed at the end of the text.

The "Literature and Sources" section shall only include those sources referred to in the text by the author of Master's thesis and that are published or publicly available. They should be arranged in alphabetical order of the first author's surname. If the same author appears several times, publications must be listed according to the year of issue – from the earliest to the most recent. If the same author is referenced individually and then as one of the co-authors, his independent works must be indicated first, followed by (in alphabetical order by the names of the second, third, etc.) co-authored works (always with several authors). In an individual reference (the Analysis of Reference Cases section), all authors, regardless of their number, must be listed, as opposed to the citation. If the source has no author or the author is unknown, the first information will be its title. If referencing a work that is not yet published (still in print), all the prescribed data must be indicated and "in print" must be written instead of the year of publication. All data should be in the original language; for foreign sources the title can also be given in Slovenian; in this case the translation must be in square brackets immediately after the original title. If the source has Digital Object Identifier (DOI), it must be indicated when citing literature in accordance with the ASPA rules (only an indication at the end of the source: <http://dx.doi.org/10.15292/IU-CG.2014.02.024-032>).

4.3 Examples of correct quotation of cited sources

Book

The name of the city may be followed by the name or the abbreviation of the country, separated by a comma, particularly in the case of works issued by publishers with registered offices in small towns. If there are several authors, an inversion must be used in all cases, i.e. surname is followed by the initials of the name, surname and initials of the name are separated by a comma.

Rowntree, D. (1982). A dictionary of education. Totowa, NJ: Barnes & Noble Books.

Marentič – Požarnik, B. (2003). Psihologija učenja in pouka. Ljubljana: DZS.

Zavodnik Lamovšek, A., Fikfak, A. (2010). Urejanje prostora: vaje za sodelovanje v trajnostnem prostorskem razvoju: informator za učitelje in šole. Priročnik za šole. Ljubljana: Institute for Spatial Policies.

Chapter in the Book

Tomšič, A. (2003). Vloga geodezije v zemljiški politiki. V: K. Grahor (ur.), Kakovost storitev na področju urejanja prostora (pp. 10–18). Ljubljana: Mladinska knjiga.

Article in the conference, symposium, or congress almanac

Verhage, R., Maier, K. (2008). Report from the working groups. V: Geppert, A., Verhage, R. (editors): Towards a European recognition for the planning profession. Proceedings of the second meeting of AESOP Heads of Schools held at the Arenberg Castle, Leuven, Belgium. Planning Education. No. 1. Retrieved on 20/11/2010 from www.aesop-planning.com

Article in the newspaper and technical journal

Numbers (year of issue) of the source do not have to be written if the source has the date of issue.

Vinnitskaya, I. (29/07/2011). *Halden Prison/Erik Møller Arkitekter – The Most Humane Prison in the World*. Retrieved on 15/01/2013 from: <http://www.archdaily.com/154665/halden-prison-erik-moller-arkitekter-the-most-humane-prison-in-the-world/>

Gabrijelčič, P. (2010). Študentske urbanistično-arhitekturne delavnice, Pomembno strokovno orodje pri iskanju prostorskih rešitev za urejanje mestnih jeder. Dialogi (Maribor), 2010, vol. 46, 7/8, pp. 151–168.

Ostojić, I., Glažar, T. (2014). Criteria for evaluation and guidelines for land use planning in terms of sustainable urban development. *Igra ustvarjalnosti – Creativity Game*. 2/2014, pp. 24-32.
<http://dx.doi.org/10.15292/IU-CG.2014.02.024-032>

Diploma, Master's or Ph.D. Thesis

Rozman, M. (2009). *Bivaki kot del turistične infrastrukture*. Diploma thesis. Ljubljana: University of Ljubljana, Faculty of Architecture.

Čok, G. (2004). *Razvoj regionalnega omrežja gospodarskih con v pogojih sodobne informacijske družbe*. Doctoral dissertation. Ljubljana: University of Ljubljana, Faculty of Architecture.

Publications where the author is a legal entity (collective author)

Resolucija o poglavitnih smotrih in smernicah za urejanje prostora. Official Gazette of the SRS, No. 43/1973.

SPRS (2004). *Strategija prostorskega razvoja Slovenije*. Ministry of the Environment and Spatial Planning. Office for Spatial Development. Official Gazette of the RS, No. 76/2004. Retrieved on 11/03/2006 from: www.sigov.si/mop

ZPN (2007). *Spatial Planning Act*. Official Gazette of the RS, No. 33/2007.

Examples of quoting electronic sources

Novak, B. (2004). *Stili poučevanja učiteljev v funkciji učnih in mišljenjskih stilov učencev*. Ljubljana: Educational Research Institute. Retrieved on 21/01/2011 from: http://www2.arnes.si/~anthropos/anthropos/2004/1_4/novak_bogomir_stili_poucevanja.pdf

5 LAYOUT INDIVIDUAL PAGES

5.1 Covers

Hard covers must be used.

See section 6 – EXAMPLES for details.

5.2 Title Page

The title page shall include all the elements from the cover in the same order and the same font style.

See section 6 – EXAMPLES for details.

5.3 Corrections

The sheet including correction of any potential errors (errata – *corrigenda*) shall be inserted as the last page in the Diploma thesis. The page shall be entitled CORRECTIONS. Then the pages and rows (tables, figures) of the false data as well as false and correct information is provided in sequence.

5.4 Supervision

This is considered to be the second page of the general pages. It is also the first page to include the running head.

On this page, the study programme being completed with the thesis shall be indicated first. This is followed by an indication of all organisations (university, faculty, departments, chairs, institutes, etc.) where the essential research, field work, project work, experiments, analyses, statistical or computer processing, etc. have been carried out. If part of the research took place abroad, the original title of a foreign organisation shall be indicated.

This is followed by data on the approval of the Diploma thesis and the appointments of mentors and co-mentors if the latter have also been appointed by the Academic Affairs Commission of the Faculty of Architecture.

Then “Commission for review, assessment and defence:” shall be written.

Members of the Commission shall be written in new rows in sequence, starting with the Chair. The function (chair, member), academic title and name and surname shall be written for each member in the first row, while the second row shall indicate his respective institution.

Example:

Chair: Prof. Dr. Name SURNAME
University of Ljubljana, Faculty of Architecture

Then "Date of defence:" must be written.
followed by the date of defence or an empty space for later manual entry of the date.

This is followed by the statement: The thesis is the result of the author's own expert work.

Finally, in the bottom right, -indicate your name and surname and provide space for a handwritten signature.

5.5 Bibliography and documentation page with abstract

UDC	codes of the Universal Decimal Classification obtained in the library
Author	name and surname
Mentor	name and surname, current academic and professional title
Co-mentor	name and surname, current academic and professional title
Title	title in Slovenian, written in lowercase letters
Document type	Diploma thesis
Scope and elements	scope of thematic work, number of tables, figures, equations, annexes
Key words	up to six, separated by commas
Abstract	up to 250 words

Similarly in English, each is written on its own page. Each comprises only one page.

UDC	codes of the Universal Decimal Classification obtained in the library
Author	name and surname
Mentor	name and surname, current academic and professional title
Co-mentor	name and surname, current academic and professional title
Title	title in English, written in lowercase letters
Document type	Diploma thesis
Notes	scope of textual part, number of tables, figures, equations, annexes
Key words	up to six, separated by commas
Abstract	up to 250 words

5.6 Table of Contents

The table of contents shall be written on a new page. The first page of the index shall include "TABLE OF CONTENTS". The index may include more than one page, i.e. as many as required depending on the number of sections of the thesis. In this case, the pages are numbered with Roman numerals in sequence. The Table of Contents contains the titles of all sections or sub-sections of the thesis.

5.7 Index of tables, figures, annexes

It is recommended that each of the indexes is started on a new page. All indexes shall be properly titled (INDEX OF TABLES, INDEX OF FIGURES, etc.). The agreed abbreviations for tables (tab.), figures (fig.), etc. shall be used in the index. Indexes shall be numbered by Roman numerals in sequence, where each side of the index is taken into account in the numbering. Indexes of tables, figures and charts are optional.

5.8 Abbreviations and symbols

On this page (or several pages) less known symbols and abbreviations shall be explained in a form of a list. Generally known symbols (e.g. standard measurement units) are not explained. On this page, also

the abbreviations that we have formed ourselves and used them consistently in a text shall be explained. Also in the text itself, upon the first use of the abbreviation, it shall be explained in parentheses.

5.9 Glossary

This is the last unit of the initial general pages. In the glossary, the terms that we believe are specific to our professional or research field and therefore need explanation shall be explained in writing. These terms are also explained in the text of the thesis when first used.

These initial general pages are followed by the text of the thesis, which is numbered with Arabic numerals in sequence.

5.10 Acknowledgements

Acknowledgements are placed after the last numbered section, i.e. Sources, and shall not be page numbered.

5.11 Annexes to the expert study

Annexes are intended to present additional information, namely that which is not necessarily needed for the understanding of the text, but is of a more informative nature. For example, more detailed calculations or derivations of equations, extensive tables, list, structures, etc. are presented in the annex. Annexes shall be marked in capital letters in sequence, e.g. Annex A, Annex B, etc. The title of the annex content shall also be entered under the annex code. An annex under the same consecutive letter may be several pages long and each new annex shall start on a new page. Both the annex code and the title of the annex content shall be placed at the top of the sheet.

If individual annexes are extensive and broken down further (e.g. to facilitate reference in the text of the thesis itself), these breakdowns should be marked with numbers (e.g. Annex A1, Annex A2, etc.).

6 EXAMPLES

On the following pages we present examples of cover (5.1), title page (5.2), supervision (5.4), key words documentation in Slovenian (5.5), key words documentation in English (5.6) and table of contents (5.7). Only information that the author should take into account in the Diploma thesis shall be provided. The exact positions of the elements of individual pages are left for the author to choose.

Cover (5.1):

UNIVERSITY OF LJUBLJANA
FACULTY OF ARCHITECTURE
Name SURNAME
TITLE OF THE DIPLOMA THESIS
DIPLOMA THESIS
First-Cycle University Study Programme in Urbanism
Ljubljana, 1999

Title Page (5.2):

UNIVERSITY OF LJUBLJANA
FACULTY OF ARCHITECTURE
Name SURNAME
TITLE OF THE DIPLOMA THESIS
DIPLOMA THESIS
First-Cycle University Study Programme in Urbanism
Ljubljana, 1999

Supervision (5.4)

A diploma thesis is the conclusion of the First-Cycle University Study Programme in Urbanism. It was performed at the Chair of Urbanism of the Faculty of Architecture of the University of Ljubljana.

The Academic Affairs Commission of the Faculty of Architecture appointed mentor of the Diploma thesis: Assoc. Dr., Name SURNAME; and the co-mentor: Assist. Name SURNAME.

Commission for assessment and defence:

Chair: Prof. MA. Name SURNAME

University of Ljubljana, Faculty of Architecture

Member: prof. Name SURNAME

University of Ljubljana, Faculty of Architecture

member: Assoc. Prof. Dr. Name SURNAME

University of Ljubljana, Faculty of Architecture

Date of defence:

The thesis is the result of the author's own research work.

Name SURNAME

Key Word Documentation (KWD)

ŠD	Document number: enter Dd (Diploma thesis).
DK	Decimal classification: enter the UDC code.
KG	Entry classification: enter entries or key words separated by slashes without spaces.
AV	Author: enter surname ¹ (surname ² , if necessary; as with 3.1.2) and name. The surname is written in capital letters, followed by a comma, space and a name starting with a capital letter followed by lowercase letters.
SA	Secondary authors: enter the surname and the name of the mentor and the co-mentor the same as with authors, but without titles, as they are already mentioned in the supervision (3.1.4). Secondary authors are separated by a slash without spaces. Example: SURNAME ¹ , Name ¹ (mentor)/SURNAME ² Name ² (co-mentor)
KZ	Place of publisher: enter the postal address of the department where the thesis is defended.
ZA	Publisher: enter the non-abbreviated title of the institution.
LI	Year of publication: enter the year of defence.
IN	Original title: enter it in uppercase letters.
TD	Document type: write the full document type (Diploma thesis). In diploma theses, indicate the type of study in parentheses.
OP	Notes: This field is used to enter the last numbered page of the list of Roman and Arabic pagination (separated by a comma), the number of tables, figures, charts, annexes and sources
IJ	Original language: in lowercase letters, enter the abbreviation of the language in which the thesis is written (Slovenian – sl, English – en).
JI	Abstract language: in lowercase letters enter the abbreviations of the languages of abstracts (in the same way as the original language) and separate them by a slash.
AI	Abstract

Key words documentation (KWD)

DN	Document number: enter Dd (Diploma thesis).
DC	Decimal classification: enter the UDC code.
CX	Classification terms: enter the entries or key words, separated by a slash (KG).
AU	Author: enter your surname and name as with KWD (AV).
AA	Additional authors: enter the surname and the name of the mentor and the co-mentor as with KWD (SA).
PP	Place of publication: as with KWD (KZ).
PB	Publisher: enter the non-abbreviated title of the higher education institution in English, namely the University, Faculty (ZA).
PY	As with KWD (LI).
TI	English title: the original title translated into English and entered in uppercase letters (IN).
DT	Document type: enter the document type in English (Diploma thesis (University studies)).
NO	Notes: this field is used to enter the last numbered page of the list of Roman and Arabic pagination (separated by a comma), the number of tables, figures, annexes and sources.
LA	Language (same as with KWD: IJ).
AL	Language of abstract (same as with KWD: JI).
AB	English abstract: it is written in accordance with the same principles as the Slovenian abstract.

Key Word Documentation (KWD) Example in Slovenian

ŠD	Dd
DK	338.48-6:005.745(082)(086.034.4)
KG	bivouacs/tourism/ecology/Postojna/municipality/routes/landscape
AV	ROZMAN, Matej
SA	ČERPES, Ilka (mentor)
KZ	SI-1000 Ljubljana, Zoisova 12
ZA	University of Ljubljana, Faculty of Architecture
LI	2009
IN	BIVAKI KOT DEL TURISTIČNE INFRASTRUKTURE
TD	Diploma thesis (University studies)
OP	XI, 70 p., 2 tab., 7 fig., 6 annexes, 20 sources
IJ	sl
JI	sl/en
AI	<i>Text of the Slovenian abstract...</i>

Table of Contents (5.7)

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