

EDITORIAL GUIDELINES

TEXT EDITOR

Texts should be prepared in Microsoft Word (file extension .doc, .docx). The suggested article length is 4,000–8,000 words (including information about the authors, the title, abstracts in Polish and English, the main text and a list of references).

LAYOUT OF THE ARTICLE – general information

- information about the author;
- title in Polish;
- title in English;
- abstract in Polish – 120–200 words;
- abstract in English – 120–200 words;
- keywords in Polish – 4–7;
- keywords in English – 4–7;
- main text;
- funding sources and acknowledgments (optional);
- authors' input to the article (optional—in the case of multi-author articles, listing who is responsible for conceptualisation, a theoretical part, methodological part, summary, conclusions etc.);
- list of references (bibliography);
- attachments (optional).

INFORMATION ABOUT AUTHORS

- name and surname of the author (or names and surnames of the authors, surnames must be capitalised)
- affiliation (name of a school and faculty or an institution with a location address),
- ORCID number,
- e-mail address.

In the case of multi-author articles, *Corresponding author* should be added after the name and surname of one of the authors,

Information about the author will not be available to reviewers in accordance with a double-blind review principle.

KEYWORDS

from four to seven, covering, e.g., a research area, a theoretical approach and innovative research method applied, arranged alphabetically, separated by commas.

SUGGESTED STRUCTURE OF THE MAIN TEXT:

- **introduction** which presents a research problem, research questions, the aim of the research, its temporal and spatial scope, taking into account the existing literature,
- **data and research methods** (distinguishing separate subchapters on data and methods is acceptable)
- **research results** (distinguishing subchapters is acceptable)
- **discussion of the results** (in relation to the present scientific output),
- **conclusions**.

Overview articles can have a different structure.

Titles of subsequent parts should be distinguished as follows:

CHAPTER TITLE (capitalised, bold)

Subchapter (bold)

HOW TO FORMAT THE MAIN TEXT

Kindly use the following formatting principles:

- page size – A4, vertical layout;
- standard margins – 2.5cm each;
- font – Times New Roman, 12 pts;
- line spacing 1.5 pts;
- the text should be justified (left- and right-aligned);
- subtitles should be in bold and left-aligned, unnumbered, one empty space line before a subtitle;
- paragraph indentation: 1.5cm, except for the first line after each subtitle;
- tables, figures and photographs should be inserted in the relevant place in the main text;
- titles of figures, tables and photographs should be in bold and numbered (Fig. 1., Fig. 2., ..., Table 1., Table 2., ..., Photo 1., Photo 2., ...);
- table content – Times New Roman, 10 pts, single line spacing;
- sources should be added under figures and tables – Times New Roman, 10 pts;
- numbered pages at bottom right – Times New Roman 10 pts;
- quotations in the text – in inverted commas (“”), without italics; longer quotations (more than three lines) – separate from the main text, in a new paragraph with the following guidelines: regular printing, no inverted commas, Times New Roman 10 pts, left and right indentations: 1cm, spaces before the paragraph and after it: 6 pts, no paragraph indentation.

FIGURES

After the article has been accepted for publication, authors will be asked to send figures in separate files complying with the requirements below:

- separate files with figures should be named in accordance with their numbering in the text, not descriptive.
- prepared in the programmes MS Excel, MS Word, Corel Draw should be delivered in the format of the programme in which they have been prepared. Figures prepared in Corel Draw **should not** be saved as *.tif or *.jpg.
- scanned figures should be saved in *.tif or *.jpg (if as *.jpg the compression should be the smallest and the quality the highest – the smaller the file, the worse the quality, which must be avoided) in the minimum resolution of 300 dpi at the width of 126mm
- figures prepared in other programmes should be exported preferably to *.wmf. *.emf or *.eps, and if it is impossible, as *.tif or *.jpg (if as *.jpg the compression should be the smallest and the quality the highest) in the minimum resolution of 300 dpi at the width of 126mm

ANNOTATIONS

If possible, avoid annotations. In exceptional situations footnotes may be used rather than endnotes.

LITERATURE

Literature references should be inserted in the text, not in the footnotes, in the following form: (surname, year of publication) or (surname, year of publication: X), where X is the page number in the case of exact citation. If there are two authors in the cited publication, the following form should be applied: Author I and Author II (year of publication) or (Author I, Author II, year of publication). With more than two authors: Author I et al. (year of publication) or (Author I et al., year of publication);

Bibliographical description of a book:

Surname N. (2021). Title. City: Publishing house XYZ.

Example:

Myga-Piątek U. (2012). Cultural landscapes. Evolutionary and typological aspects. Katowice: University of Silesia.

Bibliographical description of an article in a scientific journal (periodical publication):

Surname N. (2021). Title. Name of the journal, Volume number, X–XX. (where X–XX are page numbers).

Example:

Churski P., Perdał R., Konecka-Szydłowska B., Herodowicz T. (2018). Redefinicja czynników rozwoju regionalnego w świetle megatrendów społeczno-gospodarczych.. *Studia Regionalne i Lokalne*, 3(73)/2018, 70–98. DOI: <https://doi.org/10.7366/1509499537304>.

Bibliographical description of an article in a compact publication

Surname N. (2021). Title. In: N. Surname (ed.), Book title (pp. X–XX). City: Publishing house XYZ. DOI: adres.

Example:

Zwoliński Z., Hildebrandt-Radke I., Mazurek M., Makohonienko M. (2018). Anthropogeomorphological Metamorphosis of an urban area in the postglacial landscape: a case study of Poznań City. In: M. J. Thornbush, C. D. Allen (eds). *Urban Geomorphology. Landforms and Processes in Cities*. Amsterdam: Elsevier. DOI: <http://dx.doi.org/10.1016/B978-0-12-811951-8.00004-7>.

Bibliographical description of online documents:

Surname N. (2021). Title. Retrieved from: <http://www.stronainternetowa.pdf> (accessed: 09 May 2021).

Example:

Budziszewska M., Kardaś A., Bohdanowicz Z. (2021). Klimatyczne ABC. Interdyscyplinarne kompendium wiedzy o zmianie klimatu. Retrieved from: <https://klimatyczneabc.uw.edu.pl/> (accessed: 20 May 2021).

DOI identifiers should be added in the form: <https://doi.org/10.xxxx/xxxxxxxxxxx>
Access date is not required in this case

Additional remarks:

- Bibliographical entries (List of references) must be alphabetically organised. Each new position should start without indentation – left-aligned, and subsequent lines of a given entry should be written with an indentation of 1.5cm. Line spacing in the list of references – single.
- Titles of works written in a language using non-Latin characters should be transliterated according to the language of the article.
- It is essential to verify if each literature reference in the text can be found in the list of references at the end of the article (and vice versa).
- Before the text is submitted to editing, remember to remove personal information from the file properties (right-click on the article file, select Properties, Details, and Delete properties and personal information).