

Guidelines for the Authors of articles of "Prace Komisji Geografii Przemysłu Polskiego Towarzystwa Geograficznego" [Studies of the Industrial Geography Commission of the Polish Geographical Society] written in English

Authors of articles submitted to "Prace Komisji Geografii Przemysłu Polskiego Towarzystwa Geograficznego" [Studies of the Industrial Geography Commission of the Polish Geographical Society] are requested for adaptation texts to the following rules.

Attention: the rules of text formatting are different than the previous ones!

Name and surname of author (authors)

Affiliation (the main place of work), City, Country

Article's title (Times New Roman 14, bolded, centre)

Abstract: 1200-1800 characters (including spaces)

The abstract should refer to the whole article and must contain the following elements: the object and purpose(s) of research, the research methods used, the major findings, the most important conclusions and recommendation. The abstract should indicate the original author's scientific contribution to the issue.

Key words: 4-7 (arranged alphabetically, separated by semicolons)

Received: [date of submission]

Accepted: [date, fill in by editors]

Suggested citation: please complete according to APA style (without page number)

Main text:

We propose the typical article division on the Introduction (including the subject and the purpose of the work, temporal and spatial scope, applied methods and data sources in the case of empirical works), Basic Part (divided on none-numbered parts with **headings**) and Conclusion (in the form of the summary or discussion proposals).

Preferred text length of the article is 10-20 standard pages (with graphics, tables, etc.), i.e. 18000 – 36000 characters (with spaces), margins of A4 page: upper 2 cm, lower 2 cm, left 1,5 cm, right 3,5 cm.

The text should be written in the basic (standard, normal) style in Microsoft Word programme and saved in formats: doc, docx or rtf. **Headings** should be **bolded**, with the space of the line: 1 before, without the numeration. Please, do not use automatic lists of numerating and bullet lists. Unacceptable is using Space and Tab keys to indent in the paragraph. Please, do not use other paragraph and sign styles. The page numeration could be constant, in the right down corner of the page. Lower annotations, numbered constant (put automatically, w Word function: “Insert → Foot note”), only in situations absolutely necessary. Attention: annotations shouldn't be used as references to the Bibliography.

The main text is written by the normal font type Times New Roman, font size 12 points, line spacing – 1,5 lines, no word hyphenation, no automatic highlights or listings. Please, do not use marking in the text. It is possible to put the tables in the text with the size of the font 10 points. Tables shouldn't pass the format of journal column i.e. **13x19 cm**, in the other case they will have to be divided on 2 pages.

Figures (charts, pictures etc.) should be fitted to the format of journal column i.e. **13x19 cm** (attention: text in this document is 16 cm width, 25 cm length!). Descriptions on graphs should be proportional to the picture size. Titles of tables and figures and photographs should be numbered (Tab. 1, Tab. 2 etc., Fig. 1, Fig. 2 etc., Photo 1, Photo 2 etc.), normal font type. Under the tables and figures it is needed to put the source, also when it is authors' work. In the case of graphic works based on other authors' work or statistic data, please, write the source of the base.

Citations should be followed by bibliographic information in the main text (in bracket: author, publishing year: page number). In the case of references without the strict citation it isn't needed to write page numbers (it is enough to write in bracket author, publishing year). When the quoted authors have the same surname, please use the initials of their names. In the situation of many works from the same year and of the same author, the following works mark the letters next to the publishing year a,b,c etc.). Different authors' works, please, divide using the semicolon sign. In the case of references to the collective publications, when the reference is to the whole volume but not only to the strict fragment with the title and author, should be marked (ed./eds.) in references list.

Examples of the correct notation of bibliographic references in text:

(Nowak, 2000)

(Nowak, 2000: 15)

(Kowalski, 2000a)

(Kowalski, 2000b)

(Nowak, 2000, 2002; Długopolski, Kowalski, 2006; Michalski, 2007)

(A. Kowalski, 2007; B. Kowalski, 2008)

Graphic

Graphical objects (charts, graphs, photographs) should be put place both in the text and in separate files (preferably in an editable version). In the text, please, mark their place. Graphs' basic data must be put in separate files in the form of tables (e.g. MS Excel files). MS Excel files should be also sent separate and involve only the 1 sheet with data and 1 graph.

Vector graphics – preferred programmes: CorelDraw and format CDR or Adobe Illustrator – and formats Ai, EPS or PDF (with the possibility of edition). The vector graphics should be saved in CMYK without using additional colours (black and withe or greyscale).

Bitmapped graphics – in the proportion 1:1 resolution is 300 ppi, colour mode s-RGB or Adobe RGB (1998). Preferred formats: RAW, TIFF, PSD and JPEG in the high quality (in the smallest compression). Black and white pictures in the bitmapped form should have resolution 600 ppi. Bitmaps must be put in separate files (not in text files). Internet graphics with the usually low resolution (72 or 96 ppi) is not suitable to print.

References

Please, items list in the alphabetical order, according to the following formula (APA style):

In the case of a book (monograph):

- surname, initials of author's names, with a full stop, but without a comma at the end,
- publishing year in brackets and full stop,
- title marked by italics and full stop,
- publishing address (the place of issue: publisher).

Example:

Stryjakiewicz, T. (1999). *Adaptacja przestrzenna przemysłu w Polsce w warunkach transformacji*. Poznań: Wydawnictwo Naukowe UAM.

In the case of collecting works (in the situation of reference to the whole publication but not strict articles):

Długosz, Z., Rachwał, T. (eds.). (2011). *Priorytety badawcze i aplikacyjne geografii polskiej*. Kraków: Wydawnictwo Naukowe UP.

Formula in the case of part of collective work (chapter, article):

- surname, initials of author’s names, with a full stop, but without a comma at the end,
- publishing year in brackets and full stop,
- title (article, chapter) in standard font, not marked by italics,
- In:
- editors: initials of author’s names, surname and (ed.) or (eds.),
- title of collective work marked by italics,
- publishing address (the place of issue: publisher).
- numbers of pages (without “pp.”).

Example:

Zioło, Z., Rachwał, T. (2010). Geografia przemysłu i usług. In: Z. Długosz, Z. Zioło (eds.), *Rozwój naukowo-dydaktyczny i kierunki badawcze Instytutu Geografii Uniwersytetu Pedagogicznego im. Komisji Edukacji Narodowej w Krakowie*. Kraków: Wydawnictwo Naukowe UP, 138-157.

Formula in the case of article:

- surname, initials of author’s names, with a full stop, but without a comma at the end,,
- publishing year in brackets and full stop
- title of article in standard font, not marked by italics, and a full stop.
- title of journal or scientific series marked by italics,
- volume number (italics) and issue number in brackets,
- page numbers and a full stop,
- DOI number (without a full stop)

Example:

Gierańczyk, W., Rachwał, T. (2012). Structural changes in the industry of Poland against the background of eastern European Union states. *Quaestiones Geographicae*, 31(2), 83-93. DOI: 10.2478/v10117-012-0021-9

Attention: to avoid problems with indexation of articles in the journal in the different types of bibliographic bases (citations) please write the whole original Polish title “**Prace Komisji Geografii Przemysłu Polskiego Towarzystwa Geograficznego**”, not the common version (Prace Komisji Geografii Przemysłu PTG), **without the editors and the title of the whole volume and also without the publishing address**. Example:

Rachwał, T. (2011). Wpływ kryzysu na zmiany produkcji przemysłowej w Polsce. *Prace Komisji Geografii Przemysłu Polskiego Towarzystwa Geograficznego*, 17, 99-113.

Above rules have the aim of saving the potential authors' interests and concern only bibliographical notes in the article. In forming your own bibliographical lists to different aims (e.g. scientific possessions) it is possible to the whole note, for example:

Rachwał, T. (2011). Wpływ kryzysu na zmiany produkcji przemysłowej w Polsce, W: Z. Ziolo, T. Rachwał (red.), Wpływ kryzysu na zachowania przedsiębiorstw oraz przemiany struktur regionalnych. *Prace Komisji Geografii Przemysłu Polskiego Towarzystwa Geograficznego, 17*, Warszawa-Kraków: Wydawnictwo Naukowe UP, 99-113.

(In some cases it will be needed to written the number ISSN: 2080-1653)

Formula in the case of on-line (electronic) publications:

a) in the case of on-line/e-book the rules are the same as print journals / books, with a note:

Retrieved from: <http://www...>)

b) in the case of other web sources the complete access date in format: year, month and day:

Krugman, P. (2013, April 4). Poland Is Not Yet Lost. *Krugman Blogs: The Conscience of a Liberal*. Retrieved from: <http://krugman.blogs.nytimes.com/2013/03/27/poland-is-not-yet-lost/>

Information on the author (authors):

Name and surname, title/academic degree, affiliation – the main place of work (institution, e.g. university, unit/division, eg. faculty, department), an e-mail address

Descriptive biographical note about the each author (300-1000 characters), with the content of scientific and research interests (to be used in a note about the author in the publication/journal website).

adres/address: Correspondence data: affiliation – the main place of work (institution, e.g. university, unit/division, eg. faculty, department), contact address.

e-mail: (to be used in a note about the author in the publication)

Contact details for editorial staff's information to **facilitate prompt contact with the author** (a telephone number, e-mail address).

Attention: not-applying above rules will extend publishing process and widely raise its costs; because of this reason the **editorial office is reserving the option not to admit to the press works which will not comply with the principles of formatting.**