

## **FOR AUTHORS**

### **General Editorial Practice**

Prace i Studia Geograficzne (Studies in Geography) is a peer-reviewed journal published by the Faculty of Geography and Regional Studies of the University of Warsaw. The journal publishes articles representing leading disciplines of the faculty, i.e. the Earth sciences, socio-economic geography and spatial management, as well as related disciplines covering issues of: sociology, politics, administration, physical culture, architecture and urban planning. Original scientific articles of a theoretical, empirical, methodological or reviewing nature are welcome.

### **1. Accepted text**

Article in Microsoft Word format (doc or docx) and as pdf files please send to the Editor's address: [pisg.redakcja@uw.edu.pl](mailto:pisg.redakcja@uw.edu.pl).

The text should be an unpublished work and not considered for publication elsewhere.

The text should be accepted by potential co-authors, because after accepting the paper for publication, each co-author transfers the copyrights to the Editor individually. The work provided may not infringe any third party copyrights or property rights.

The article should be written in the correct language that maintains the rules of English grammar, and should have a pre-composed layout, i.e. figures, photographs and tables should be in the appropriate places in the text. In addition, all figures and photographs should be sent in separate files of one of the following formats: jpg, bmp, gif, tif, cdr (Corel Draw). Names of files with figures / photographs should contain the number of the figure / photograph and its caption (or a fragment of the caption) in accordance with the numbering in the text.

Large tables should also be sent in separate files.

The minimum volume of the article should not be smaller (including illustrations, tables, reference list and summary) than 12 pages of standardized typescript (A4 size, 30 lines per page, about 60 character places per line, left margin - 3.5 cm) .

Before submitting the text to the Editor, English language corrections of the main text and the figure/table captions by a native speaker are recommended.

Each text should contain information about the author / authors (name and surname, affiliation, email). If necessary, information on the sources of research funding or the creation of a scientific article should be provided (at the end).

## **2. The layout of the article**

The first page should contain:

- first and last name(s) of the author(s), institutional affiliation, institutional address(es), e-mail(s) of the authors. Author (s) data should no longer appear elsewhere in the work.
- article title in English,
- short abstract in English: 3-5 sentences (research problem, the most important result and the most important conclusions),
- keywords in English,

The main text should consist of:

- introduction containing clearly defined research issues, references to previously published research results and a specific research goal(s),
- titled subchapters
- conclusions.

Reference list contains all sources cited by the Author

## **3. Text format**

The title of the article and the titles of subchapters should be written in bold fonts but not numbered.

### **Main text:**

- should be typed Times New Roman 12 pt. using line spacing of 1.5 and aligned on both sides (justified);
- each paragraph should start with indentation (tabulation). Tabs should be set to 1 cm;
- the dot, comma, semicolon, colon should be followed by a space, but not preceded by the space
- foreign language phrases (Latin, French, English, etc.) should be written in italics, e.g.
- titles of books, poems and articles should also be written in italics, e.g. *Sustainable tourism management*;
- titles of periodicals (journals, newspapers) and publishing series - also in italics, e.g. *Der Spiegel, Financial Times, New York Times, Tourism Management*;

### **Tables:**

- they should be developed in MS Word or Excel programs;
- formatted tables in a vertical position should be no more than 15.5 cm wide, and in a horizontal arrangement - 23 cm x 14 cm;
- table content - font size 9 or 10, using interline 1.
- each table should have another number (written in Arabic numerals) and a concise title;
- the numbers and titles of the tables should be placed above the tables, left-aligned, without a dot at the end;

- the source should be acknowledged under the table;
- please do not edit frames or introduce shading rows and columns.

An example of a proper table:

Table 1. The characteristic features of the tourist space types

The type of space	The intensity of tourist movement	Tourist facilities	The main tourist function
The exploration space	Minimal	Lack	Cognitive
...	...	...	...
...	...	...	...

Source: author's elaboration based on Liszewski (1995, p. 95).

### **Figures:**

- all figures (charts, diagrams, maps) and photographs should be in the appropriate places in the text;
- additionally, they should be sent in separate files in one of the following formats: jpg, bmp, gif, tif, cdr (Corel Draw);
- the names of the files with illustrations should contain the number of the figure (or photograph) and its title (or fragment of the title) remaining in accordance with the numbering of illustrations in the text;
- separate numbering for figures (charts, diagrams, maps) and for photographs should be used;
- the minimum acceptable resolution of the illustrations is 300 dpi, and in special cases 600 dpi is desired;
- maintaining a good quality of post-conversion figures requires the use of 9 points minimum font size, and graph lines should be at least 0.2 mm thick;
- each figure and photograph should have a consecutive number (written in Arabic numerals) and a concise title;
- numbers and captions of figures / photographs should be given under figures / photographs, left-aligned, without a dot at the end;
- the source should be acknowledged directly under the title of figures / photographs;
- in the case of maps, it is mandatory to give its title (in the name of the figure), the legend (preferably under or next to the relevant map), as well as a linear scale;
- if the illustration comes from another publication, the Author should attach permission to publish it;

An example of a correct figure caption:



Fig. 1. Relief scheme of the external waste dump of Belchatów Lignite Mine

Source: author's own elaboration.

An example of a correct photo caption:



Photo 1. Renovated facades of the houses in Ottenschlag village (Upper Austria)

Source: photo by J. Kowalski (June 2017).

### **In-text citations**

- In-text citations are given in brackets, e.g.

- A multi-faceted definition of the city centre was introduced by A. Wallis (1990).
- Culinary tourism is treated as one of the forms of cultural tourism (Kowalczyk 2008, Mikos von Rohrscheidt 2008, Jędrysiak 2010).

- If the cited item has two authors, both names should be cited, e.g.

- In Polish scientific literature, the concept and definition of tourism space appeared in the late 1970s (Warszyńska, Jackowski 1978).
- C.M. Hall and M. Macionis (1998) show the importance of enotourism for rural development based on the example of Australia and New Zealand.

- If the cited item has three or more authors, then in the in-text citation we refer to only the first one, according to the following formula:

- The pace and nature of rural transformation processes are a reflection of globalization processes (Villario Pérez et al. 2009).
- According to T. Raimbault et al. (2014), TripAdvisor is a database that is increasingly used to analyze tourist behavior.

- When quoting accurately, always give the number of the page from which the quotation comes from, and the quotation itself should be placed in quotes, e.g.

- According to E. Wolf (2004, p. 6), culinary tourism is "travelling for the purpose of searching for and tasting ready meals and drinks".

- in in-text citations do not use Latin phrases such as: *ibidem*, *op. cit.*, etc.

- When referring to websites, the in-text citation should contain the website address (without a

hyperlink) and the access date: (www.worldbank.org, 25/08/2017).

- All cited items must be listed in the reference list.

### **Reference list:**

Publications in the reference list should be arranged in alphabetical order according to the authors' last names. Names with a particle (eg De, de, di, Van, von) should be placed under the letter of the particle.

-The record of publications in non-Latin should be made in a phonetic form.

- If there are several positions of the same author, their order is set according to the year of publication

- from the oldest to the latest publication.

- Several works by the same author published in the same year should be arranged in the alphabetical order according to the first letters of the title of the work, and next to the year of publication the lower case letters a, b, c ... should be placed in order to facilitate easier citation of the items in the text.

- If the text has a DOI number, it should be provided at the end of the bibliographic note.

- In the case of texts obtained from online sources, the bibliographic reference should include the website address (excluding the hyperlink) and the access date.

Examples of the current bibliographic record in "Prace i Studia Geograficzne"

#### **Books**

Bigio A. G., 2010, *The sustainability of Urban Heritage Preservation. The case of Marrakesh*, Inter-American Development Bank, New York.

Mironienko N.S., Twardochlebow I.T., 1981, *Rekreacionnaja gieografia*, Izdatelstwo Moskowskogo Uniwersiteta, Moskwa.

Urry J., 1995, *Consuming Places*, Routledge, London.

#### **Book chapters**

Derek M., 2017, Multi-ethnic Food in the Mono-ethnic City: Tourism, Gastronomy and Identity in Central Warsaw, [in:] D. Hall (ed.), *Tourism and Geopolitics: Issues and Concepts from Central and Eastern Europe*, CABI, Croydon, 223-235

Wyss F., 2003, Basic introductory report: analysis of rural tourism in the Americas, [in:] *El turismo rural en las Américas y su contribución a la creación de empleo y a la conservación del patrimonio*, World Tourism Organization, Asunción (Paraguay), 69-115.

### Journal articles

De Groot R.S., 1983, Tourism and conservation in the Galapagos Islands, *Biological Conservation*, 26, 291-300.

Xing G., Wang H., Yang Z., Bi N., 2016, Spatial and Temporal Variation in Erosion and Accumulation of the Subaqueous Yellow River Delta (1976-2004), *Journal of Coastal Research*, 74, 32-47, DOI: 10.2112/SI74-004.1

### Conference materials

Raimbault\_T., Chareyron\_G., Krzyzanowski-Guillot C., 2014, *Cognitive Map of Tourist Behavior based on Tripadvisor, Big Data (Big Data)*, 2014 IEEE International Conference, 55-57.

### Documents, legal acts

*Directive 2014/89/EU of the European Parliament and of the Council of 23 July 2014 establishing a framework for maritime spatial planning*, <https://eur-lex.europa.eu/> (06.06.2019)

*UNWTO Annual Report 2017*, 2018, UNWTO, Madrid.

### Internet sources

<http://jurassiccoast.org/discover/gateways-to-jurassic-coast/branscombe> (25.10.2017)

[www.adriatic.hr/pl/przewodnik/parki-narodowe](http://www.adriatic.hr/pl/przewodnik/parki-narodowe) (13.05.2017)

<https://eur-lex.europa.eu/> (06.06.2019)

**Attention! Texts that do not meet the rules of the above-mentioned publishing instructions will be sent back to the Authors and will be admitted to the review process only after proper corrections.**

## **4. Rules of ethics**

The editorial board of the journal documents all cases of scientific misconduct, including the violation of ethics in science. All detected cases of scientific misconduct will be unmasked, including notification of relevant entities (institutions employing authors, scientific societies, associations of scientific editors, etc.).

The author submitting the article for publication is obliged to confirm compliance with ghostwriting and guest authorship rules and sign a copyright transfer agreement. A consent to publication on the principles of a free, unlimited territorially and temporarily, non-exclusive license is required from the author submitting the text to the publishing process and constitutes its condition. The publication agreement enters into force upon accepting the text for publishing (after two positive reviews and decisions of the editorial board). The agreement on the transfer of copyright is the legal basis enabling the publication of the article in "Prace i Studia Geograficzne".