

INSTRUCTIONS TO AUTHORS PREPARING PAPERS FOR *MISCELLANEA GEOGRAPHICA – REGIONAL STUDIES ON DEVELOPMENT*

The aim of *Miscellanea Geographica – Regional Studies on Development* is to publish papers which are clear, concise, present recent state of geography and regional studies (also pertain to economic, social, historical and political issues on broadly understood development and its geographical conditions in various parts of the world; also in countries and their parts, in macro-, meso- and microscale) and which are relevant to international audience. Work should be **original, unpublished** in the same or a similar form and **not under consideration for publication** elsewhere.

Sending the text to the Editorial team **is tantamount to the Author's/s' statement** that the work has not been published yet and at the same time is not proposed for publication in any other journal.

GENERAL EDITORIAL PRACTICE

Submission of text

Articles for publication are accepted only via the manuscript submission system, available at <http://www.editorialmanager.com/mgrsd/default.aspx>

New users should first create an account (click on REGISTER on the right hand side of the window), then log in by clicking on AUTHOR LOGIN. If you have trouble using the platform, you can find help by clicking SEE HINTS; in case of further problems, please contact the editors by email: miscellanea.geographica@uw.edu.pl

Works should be sent in **English** and should be prepared in **Microsoft Word** © 2003 editor (or later version – extensions doc or docx). The entire manuscript should be double-spaced, with Times New Roman font used, font size set to 12 points and fully justified.

- a) articles' size shall not exceed **15 pages** (approx. 24,000 characters with spaces); the limit size refers to the entire manuscript, including title, abstract, references, figure captions etc.
- b) all texts should be supplemented with the information of the **Author's/s' affiliation** (institution, e-mail address on the first page of the text), **abstract** in English (up to 150 words), **key words** in English (up to 6);
- c) manuscript has been read and **approved of by all co-authors**, since every author signs it individually (appropriate statements are asked directly before publishing the paper);
- d) in the case the publication has more than one author, we ask directly before publishing the paper for the **information concerning each author's contribution to the publication** (who is the author of the concept, premises, methods etc. used in the process of preparing publication)

- e) we ask directly before publishing the paper for information concerning sources for the publication financing, contribution of scientific and research institutions, associations and other entities (financial disclosure);
- f) **ghostwriting** (a situation when somebody has considerably contributed to the publication and their participation has not been revealed – either named as a co-author or mentioned in the acknowledgement section) and **guest authorship** (when the author's participation is scarce or none but they are listed as an author or co-author) are the examples of lack of scientific integrity and all such cases shall be immediately exposed (appropriate statements are asked directly before publishing the paper); .
- g) quotations and references should be done in **Harvard citation style in line with the examples available at**

http://www.degruyter.com/view/supplement/s20846118__Harvard_Citation_Style_Guidelines.pdf

Editorial team of “Miscellanea Geographica – Regional Studies on Development” would like to express their gratitude to University of Western Australia for the possibility to use their reference patterns.

Every text citation must be listed in references at the end of the text. Equally all entries in the reference list must be cited in the text. (Important: those not cited will be deleted). All titles in references, published in language other than English, should be supplemented with a translation into English.

In the reference list, arrange entries (a) in alphabetical order according to surname of first author; (b) in date order (oldest first) for multiple entries by the same author(s).

- h) **illustrations** (including pictures for publication) shall be supplemented with a **written statement of the Author that have their copyrights (alternatively, a written statement of the author/s of the picture for publication)**; we ask for appropriate scanned images of statements directly before publishing the paper.

Peer review process

All the manuscripts are subject of evaluation by two independent reviewers according to the “double-blind review process”. At least one of the reviewers needs to be affiliated with an international institution in a country other than the relevant author's country of origin. The review needs to end with a clear conclusion as to the article's publication being accepted or rejected. The text requiring corrections as per the reviewers' suggestions will be re-assessed by them.

Final decisions on acceptance, rejection or need for revision are made by the editor. Rejected manuscripts will be returned to the authors only if they contain important comments from the reviewers. The review form is available on the journal's web page.

Proofs

Authors are asked to correct the manuscript and/or improve the quality of figures. The time available for author to correct the manuscript is usually two weeks. If the deadline is not met the editor reserves the right to publish the article with editorial correction only.

Publishing

Authors are not charged for publishing their papers. Articles are published in an electronic (on-line) version.

GENERAL RECOMMENDATIONS – STYLE AND FORMAT

The title should be not longer than 16 words, in lower case with initial capitals and centred.

All authors of a manuscript should include their full name and affiliation (affiliation described in order: Department, Faculty, University, country) only in the submission system. No data indicating the identity of authors may be included in the main document of the manuscript. The main document have to be anonymous.

The abstract should present the main points of the paper and the major conclusions. It should be a single paragraph of no more than 150 words.

Key words Below the abstract insert approximately 6 key words separated by semicolons, only the first keyword should be written starting from the big letter, the following keywords should be written with small letters. Include the approach, techniques, models used and geographical location of the study, as appropriate for an international audience.

Introduction: containing a formulation of the subject, a statement on the present stage of knowledge in the field and a clear definition of the aim of the paper.

Headings should be lower case bold. Avoid numbering headings.

Footnotes should be numbered with Arabic numerals; it is recommendable to limit their number and length

Acknowledgements place between the end of the paper and the reference list

Number pages of the typescript, including tables, figure captions and figures.

Tables and table headings tables should be submitted in separate files (please indicate in the text the place where they should be inserted with an appropriate table heading). The filename for a table should be descriptive, e.g. Table1, Table2. Avoid tables exceeding the size of a printed page. In the heading above each table provide Arabic numerals in the order in which they are mentioned in the text and a self-explanatory description of the table content. Use single spacing for the body of each table.

Figures Each figure should be submitted in separate file (please indicate in the text the place where they should be inserted with an appropriate figure caption). Maps and other graphics should be prepared in any of the standard graphic editors (with .jpg, tiff, .bmp, .gif filename extensions), with at least 300 dpi resolution;

All drawings, maps and photographs should be referred to as figures and numbered serially with Arabic numerals in the order in which they are mentioned in the text. Written copyright permission must be obtained by the author for any table or figure already published elsewhere in the same form.

Colour plates are acceptable. Only sharply contrasted photographs with 300 dpi resolution are accepted. Use a higher resolution (600 dpi) when scanning line figures.

The minimum font size should be 9. Lines should preferably be 0.2 mm. Figures should not be framed. Maps should be framed and should have a bar scales instead of numerical ones. Include legends in the figures themselves and not in captions.

Figure captions Each caption should be a brief description of the figure. Figures should not duplicate information from the text and should be understandable without reference to the text.