

Przegląd Geograficzny (Polish Geographical Review, founded in 1919), initially a publication of the Polish Geographical Society, became a journal of the Institute of Geography and Spatial Organization, Polish Academy of Sciences in 1954. It publishes academic articles of a high standard of scholarship and with a focus on topics of significance to human and physical geography, as well as discussion pieces, book reviews and reports.

Submission

The two ways to submit a paper are:

- (1) Electronically: please ensure the paper meets the journal's style guidelines and then send (preferably in MS Word for Windows format attached to an e-mail) to:
l.kwiat@twarda.pan.pl
- (2) By post: please ensure the paper meets the journal's style guidelines and then send three copies to: Przegląd Geograficzny, Institute of Geography and Spatial Organization PAS, Twarda 51/55, 00-818 Warsaw, Poland.

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere, and that – if accepted – it will not be published in the same form in English or in any other language, without the written consent of the publisher.

Manuscripts

Prepare your manuscript using MS Word. Typescripts must be double-spaced with wide margins. For references, use the 'Harvard' system in which authors' names and dates (and specific pages, only in the case of quotations) are given in the main body of the text, e.g. (Nowak, 1999, p. 5). To ensure a blind review, do not include any identifying information in your manuscript, providing all author contact information separately. Please include the tables and illustrations (low-resolution) in the body of your manuscript. An article should not normally exceed 6,000 words, though longer manuscripts are welcome in the case of work of extraordinary merit (discussion pieces up to 4,000, reviews and reports – 800-1200 words). Please write your text in good English (American or British usage is accepted, but not a mixture). Language checking and polishing are the responsibility of the author(s). The contributor should indicate the desired levels of headings. Only three levels are accepted.

A separate **title page** should include the title, the name and e-mail address of the authors as they wish them to appear, including their academic or professional affiliation and postal addresses. An abstract (200 words) and keywords (up to six) should also be included on the title page. The abstract should summarize the purpose, theory, methods and major findings of the paper.

References, listed alphabetically at the end of the paper, should be set out as follows, with double spacing for all lines:

- Papers:
Grobelska H., 1999, *Plejstocen Białorusi*, *Przegląd Geograficzny*, 71, 4, pp. 447-469.
- Chapters of books:
Easton G., 1992, *Industrial network: a review*, [in:] B. Axelsson, G. Easton (Eds.), *Industrial Networks: A New View of Reality*, Routledge, London-New York, pp. 3-27.
- Books series:

Kiełczewska-Zaleska M., 1956, *O powstawaniu i przeobrażaniu kształtów wsi Pomorza Gdańskiego*, Prace Geograficzne, IG PAN, 5, Warszawa.

- Books and monographs:

Ebdon D., 1995, *Statistics in Geography*, Blackwell, Oxford, 2nd edn.

Kozłowski S. (Ed.), 1988, *Przemiany środowiska geograficznego Polski*, Ossolineum, Wrocław.

- Other publications:

When there is doubt (e.g. theses, occasional papers, etc.) include all bibliographic details.

Titles of periodicals should always be spelled out in full. The name of the publisher and the place of publication should always be given when books are referred to.

Tables

Tables should be prepared as in current issues of the journal, if possible with MS *Word* or *Excel* used. Titles, and row and column headings should be concise, but as informative as possible. Tables are numbered consecutively with Arabic numerals (Table 1, etc.). Sources should be given at the bottom of each table. While each table should be discussed in the text, readers should be able to understand them without reference to the text.

Illustrations

Standard digital formats are preferred (saved in EPS or TIFF formats) with the resolution not lower than 600 dpi (and submitted after the acceptance of the paper for publication). In the case of non-digital submissions, photocopies or glossy black-and-white prints of illustrations must be supplied in duplicate, with all papers of the size in which the author wishes them to appear. The maximum size of single-page maps in *Przegląd Geograficzny* is 190x126 mm.

The titles of maps should not be given on the drawings. In the case of hard-copy submission, figure numbers should be pencilled lightly on the back. After a paper has been accepted for publication, the author must submit the originals of all illustrations. Diagrams must be of professional quality in dense black ink on a good quality surface. Consider the reduction when deciding the sizes of symbols, letters and lines. Photographs should be submitted as glossy prints. The approximate positions of the figures and photographs in a text should be marked in the manuscript.

Captions to illustrations must be typed double-spaced on separate sheets. Figures and photographs are numbered separately with Arabic numerals.

Original illustrations will not be returned unless specifically required.

Summary

Each manuscript should be accompanied by a summary not exceeding 1000 words. The summary will be translated into Polish following acceptance of the paper for publication.

Review

Having been evaluated by the Editor, manuscripts are normally sent anonymously to at least two outside referees. The review process usually takes no more than three months, and every effort is made to ensure the quickest possible response.

Copyright

Authors must sign a copyright transfer agreement before their paper can be published in *Przegląd Geograficzny*. In accordance with copyright laws, the manuscript must not duplicate substantial portions of previously published material. If a manuscript incorporates previously

published material (in the form of text, tables, or figures), the author is responsible for obtaining written permission from the copyright holder.

Final submission

Following acceptance of the paper by the editor, the final files of article (including main text with all amendments, tables, figures, etc.) should be sent via e-mail or mailed on a CD to the editorial section. Authors will have the opportunity to review their galley pages before the article is published. Page proofs are sent to the designated corresponding author. They must be checked carefully and returned as soon as possible.

Offprints

Authors will receive 25 complementary offprints of their article, and several copies of discussion pieces, book reviews and reports. A pdf file of published material may also be made available upon request (free of charge).