Guidelines for Authors

Manuscripts should be written in **English**. Authors whose native language is not English are strongly advised to have their manuscripts **checked by an English native speaker prior to submission**. Authors are asked to submit their paper by manuscript system-online: http://editorial-qg.xspan.pl/+.

Submissions have to meet all formal requirements as outlined in this guide. All submitted articles are subjected to a blind peer review. Ph.D. students are asked to enclose a recommendation letter from their supervisor.

The guidelines for authors are divided into two groups: the first stage – **Submission of manuscript and reviews** and the second stage – **After reviews**.

1. Submission of manuscript and reviews

On the stage „submission of manuscript and reviews” please do not put names of paper’s authors in your text file.

**Text body and length**

Manuscripts should be submitted in MS Word format. Make sure the language is set to “English (United Kingdom)”. The average contribution is expected to have a length of 30,000–40,000 characters (including spaces). Submissions will be judged on a “fitness for purpose” basis. Each article is to include an abstract of about 100 words, as well as key words, up to 5. All tables and figures should be included in text file for review process.

**Layout**

The text should be typed using a 12 pt font, 1.5-spaced throughout and with approx. 25 mm margins. Please do not insert hyphenation.

**References**

References in the text should be indicated by giving the name of the author(s), followed by the year of publication, and if there is a quotation, also its page(s):


If there are several similarly dated works by the same author, please make a distinction such as (Smith 1999 a, b). If several authors are mentioned, they should be given by year of publication from the oldest to the most recent. If there are several publications in the same year, they should be quoted by author in alphabetical order. Please ensure that every reference cited in the text is also present in the reference list and vice versa. Unpublished results and personal communication are not recommended in the reference list, but may be mentioned in the text. Citation of a reference as ‘in press’ implies that the item has been accepted for publication.
List of references

All references should be listed in full in alphabetical order (works by the same author by year of
publishation) at the end of the paper in accordance with the following pattern (a simplified Harvard style)
(please also include the DOI number, if known):

In: A. Amin, N. Thrift (eds.), Globalization, institutions and regional development in Europe.
Wydawnictwo Naukowe UAM, Poznań.

Web references

Web references should be part of the general reference list given at the end of the paper. They should
include the full URL and the date when the reference was last accessed. Any further information, if
known (DOI, author names, dates, reference to a source publication, etc.), should also be supplied.

Development & Transition 14: 17-19. Online: europeandcis.undp.org/data/show/ D0D2548E-
F203-1EE9-B1D3BDF5CD36C0DE (accessed 24 September 2012).

For undated works:

(accessed 29 August 2012).

Units of measurement

Use the Système international d'unités (SI) wherever possible.

2. After reviews

Title page

The title page should follow the form and example of the title page is here.

Text body

Manuscript should be submitted without tables and figures.

Tables and figures

Tables and figures should be submitted as separate files (the names of files are Table1.xls, Table2.doc,
Fig.1.tif, Fig.2.png, etc). They should be numbered consecutively and referred to in the text. Each table
or figure should have a caption.
Tables should be in a text format, not embedded as objects.

Figures prepared in MS Excel, MS Word and CorelDraw should be submitted in the original format of the given program. Figures prepared in CorelDraw should not be saved as *.tif or *.jpg. Figures prepared in Adobe Illustrator should be submitted in either of the three formats: *.ai, *.eps or *.pdf.

Figures prepared in other programs should be exported, preferably to one of the formats: *.wmf, *.emf or *.eps; if this if impossible, then to *.tif, *.jpg (if it is *.jpg, then choose the lowest compression and highest quality possible; the smaller the file, the worse the quality, which should be avoided) or *.bmp formats at a minimum resolution of 300 dpi given the width of published text of 170 mm (two columns) or 80 mm (one column).

Scanned figures should be saved in *.tif or *.png formats. Digital photographs should be submitted with no changes to the original size and resolution.

**Acknowledgments**

After the review process, please add at the end of the paper any information about the financial support of academic/scientific institutions. If the paper has two or more authors, please share the percentage points of their contribution and explain their responsibility in the paper. If applicable, thank the field and research assistants. Do not forget to thank reviewers.

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