

Notes for contributors

General

The articles and reports are published in English (preferably UK version), the articles being accompanied by the Czech résumé. The articles are submitted to referees anonymously. The manuscript consists of (1) title, (2) abstract, (3) text, (4) references, (5) résumé, (6) tables, and (7) figures. Articles should not normally be longer than 8,000 words, excluding abstract, references, tables, and résumé. The minimum length is 4,000 words. Reports should not exceed 2,000 words.

Typescript

The preferred way of submitting an article is by email. MS Office Word is recommended as a text editor. Files should be labelled with appropriate and descriptive file names (e.g. Toušek-Text.docx, Toušek-Fig1.tif, Toušek-Table3.xlsx). Please make sure that:

- the lettering of the article is of a common type (e.g. Garamond, Times) and size (12 points) and is the same for each part of the manuscript (excluding footnotes – 10 points),
- you use SI metric units,
- you avoid excessive capitalization and use of italics,
- you embed tables and figures in the text part of the manuscript and you also provide them as separate original files (XLS, EPS, TIFF etc.),
- all tables and figures are numbered consecutively in order in which they appear in the text.

(1) Title The title of the article (not longer than 12 words) should be followed by the name of the author(s), their academic and/or professional affiliation, full postal address and email address.

(2) Abstract The abstract should summarize the purpose, theory, methods and major findings of the article and it should not exceed 200 words. Maximum of six key words or phrases should follow on a separate line: one for locality, one for topic, one for method (compulsory), and three others (optional).

(3) Text The text should be divided into paragraphs. The author should clearly indicate the desired levels of headings. Only three levels are accepted and technical/scientific headings (4.1, 4.2, etc.) should not be used.

THIS IS A FIRST-LEVEL HEADING

Text

This is a second-level heading

Text

This is a third-level heading. Text follows on the same line.

Equations should be numbered consecutively with bracketed Arabic numerals in the right-hand margin.

Notes must be restricted to the minimum; footnotes and end-notes following tables or figures only are to be used.

Captions of tables and figures are numbered consecutively as **Table 4 Title**, **Figure 1 Title** etc. Titles should be concise, but as informative as possible.

(4) References References should follow the Harvard system and should only include material already published or accepted for publication i.e., not “submitted” or “in preparation”. All references must appear in the text and vice versa.

In the text references should be indicated by giving the author's name (no initials) and the year of publication (with page references where necessary following the colon): e.g. Toušek (1988) or (Toušek 1988:22). In the case of a publication by three and more authors, it should be cited in the text as Toušek et al. (2005). In the reference list, however, all names must be given in full. Multiple references are in chronological order. If several references by the same author and from the same year are cited, a, b, c etc. should be added to the year of publication (e.g. 2011a, 2011b etc.). The publisher's name and place of publication should always be given when books are referred to. Journal titles should not be abbreviated.

The references should be listed in full at the end of the article, in alphabetical order and in the following form:

Journal articles:

Demek, J. 1996: Catastrophic implications of global climatic change in the cold regions of Euroasia. *GeoJournal* 38 (3), 141-250.

Theses:

Halás, M. 2002: *Cezhraničené vřzby, cezhraničená spolupřaca*. PhD thesis, Department of Human Geography and Demogeography, Comenius University.

Books:

Toušek, V., Smolová, I., Fřukal, M., Jurek, M., Klapka, P. 2005: *Czech Republic: portraits of regions*. MMR, Praha.

Chapters of book:

Řehák, S. 2004: Geografický potenciál pohraničí. In **Jeřábek, M., Dokoupil, J., Havlíček, M.** eds. *České pohraničí: bariéra nebo prostor zprostředkování*. Academia, Praha, 67-74.

WWW page:

KRNAP 2004: *Plán péče o Krkonošský národní park a jeho ochranné pásmo*. (<http://www.krnep.cz/>), accessed 2005-06-23.

Other publications:

Where is doubt, please include all bibliographical details.

(5) Résumé The résumé should be written in Czech or English. If written in English it will be translated into Czech by the editorial office. The title of the article should precede the résumé. The résumé should be concise and should summarize purpose, methods and major findings of the submitted article. It should not include statements and findings that are not discussed in the text. The résumé should not exceed 1,000 words and should not be shorter than 500 words.

(6) Tables Tables must be typed using few horizontal rules and no vertical rules. Each table should be discussed in the text but readers should be able to understand tables without reference to the text. Tables should not duplicate results presented elsewhere in the manuscript (e.g. in graphs).

(7) Figures All maps, diagrams, charts, photographs and other illustrations should be referred to as figures. Although the figures should be embedded into the text for review purposes, they should also be submitted separately in the form of completed artwork suitable for reproduction, i.e. as EPS or 300 dpi TIFF files wherever possible. If charts are prepared in MS Office Excel, an original XLS file with the charts should be submitted. Color reproductions are not acceptable; all figures are printed in black-and-white (greyscale). Please consider the size of symbols, letters and lines; the journal is printed in B5 format. The titles of all illustrations should not appear on the drawings. All maps should feature a North arrow and graphical scale. Please avoid using uncommon fonts in illustrations.

Proofs

Authors of accepted articles will receive proofs by email. Corrections of the typescript should be sent back by email within seven days of receipt.

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