Guidelines for Authors

General obligations for Authors

1. An author's central obligation is to present a concise, accurate account of the research performed as well as an objective discussion of its significance.

2. A paper should contain sufficient detail and references to public sources of information to permit the author's peers to repeat the work.

3. An author should cite those publications that have been influential in determining the nature of the reported work and that will guide the reader quickly to the earlier work that is essential for understanding the present investigation. Information obtained privately, as in conversation, correspondence, or discussion with third parties, should not be used or reported in the author's work without explicit permission from the investigator with whom the information originated. If the permission is obtained, the information should be referred to in a footnote. Information obtained in the course of confidential services, e.g. while refereeing manuscripts or grant applications, should be treated similarly.

4. Fragmentation of research papers should be avoided. A scientist who has done extensive work should organise publication so that each paper gives a complete account of a particular aspect of the general study.

5. It is inappropriate for an author to submit manuscripts describing essentially the same research to more than one journal of primary publication.

6. A criticism of a published paper may sometimes be justified, and in book reviews and review essays even advisable; however, in no case, including comments and discussion, is personal criticism considered to be appropriate.

7. To protect the integrity of authorship, only persons who have significantly contributed to the research and paper preparation should be listed as authors. The corresponding author attests to the fact that any others named as authors have seen the final version of the paper and have agreed to its submission for publication. Deceased persons who meet the criterion for co-authorship should be included, with a footnote reporting date of death. No fictitious names should be listed as authors or co-authors. The author who submits a manuscript for publication accepts the re-

sponsibility of having included as co-authors all persons who are appropriate and none who are inappropriate.

8. All contributors who do not meet the criteria for authorship should be listed in an 'Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, spiritual support or a department chair who provided only general support.

9. It is advisable for authors to acknowledge their funding in a consistent fashion under a separate heading immediately following the heading 'Acknowledgements' and specified as 'Funding'. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets: This work was supported by the Ministry of Sciences and Higher Education [grant number xxx].

General guidelines for manuscripts and submission

1. Contributions should be as short as possible but self-contained, concentrating on new results or techniques. The conciseness of manuscripts should not, however, be achieved at the expense of scientific accuracy and completeness.

2. To promote scientific conciseness and completeness at the same time, the inclusion of a comprehensive abstract is encouraged.

3. The length of an article is basically not limited with regard to its number of pages but the whole contribution, i.e. text and multimedia presentation, should not exceed 15 MB.

4. Texts should be clear, and written in Polish or English.

5. Submitted papers must conform to the organisation and style of the journal with correct spelling and good sentence structure. Correct Polish or English is the responsibility of the author(s), although the referees are kindly asked to help in language editing of the manuscript if necessary and possible.

6. The editor provides a minor edition of the text rather than a considerable change in its lingual structure. The proof of the edited text is emailed to the (first) author for correction.

7. Authors are kindly requested to consider the manuscript evaluation criteria of the journal to meet the quality standards and to reduce the peer-review processing time.

8. Manuscripts (i.e. work prior to the review process) should be submitted by email in digital format by using the appropriate upload forms.

9. Manuscripts can be accompanied by supplementary material for the visualisation of results or documentation of details (movies, data sets, etc.). The supplementary material should be submitted together with the manuscript for peer-reviewed publication.

10. The supplementary material should contain only complementary information but no scientific interpretations or findings that would go beyond the contents of the manuscript.

11. The text should be one-and half-spaced throughout and with 2,5 cm for left and right hand margins, as well as for headers and footers. The basic text size, including References, should be standard 12 point Times Roman font, and 10 point font in case of abstract, key words, acknowledgements and financing while 14 point font is needed in case of the manuscript title. Page numbers should be added beginning from page 2. Right-margin justification and automatic division of words are necessary.

12. Before the review process is begun, the editor requires the author, as the rights holder, to sign a Journal Contributor's Publishing Agreement. The agreement contains a statement affirming that neither the whole manuscript nor substantial portions of it (including tables and figures) have been submitted or published elsewhere. If you have submitted portions of the article elsewhere, please send a copy of this submission. The agreement is also an exclusive licence agreement which means that the author retains copyright to the work but grants Publisher represented by Editor in the person of Editor-in-Chief the sole and exclusive right and licence to publish for the full legal term of copyright.

13. All correspondence, including notification of the Editor's decision and requests for revisions, will be by email.

Structure

For the review process a *.doc file of the complete manuscript is required; figures may be included within the text of the paper as Word or Adobe Acrobat files. Pages should be placed in the following order: title page, abstract, key words, basic text, references, tables and figures captions, and appendices. All pages should be numbered consecutively.

Title Page includes:

- title – concise but informative; a brief phrase describing the contents of the paper; sensational titles should be avoided;
- the authors' full names; for names original in alphabets other than Latin, the authors are requested to provide the original versions below those in the Latin script;
- academic or other professional affiliations (university or equivalent, city, country);
- the complete postal and email addresses of all of the authors;
- a note indicating the author with whom the editors should correspond;
- acknowledgements, if necessary, of no more than one third of a standard page, i.e. 700 spaces, at the bottom of this page;
- funding, if applicable, of no more than ten lines.

Abstract. Each text considered for publication, except for book reviews, should be accompanied by an abstract of one half to one standard page, i.e. 1000 to 2000 spaces. The abstract should be informative and completely self-explanatory, briefly present the topic, summarise the purpose, methods, and point out major findings and conclusions of the paper. The abstract should be intelligible to the general reader without reference to the text, and non-standard abbreviations should not be included without explanations. Complete sentences, and the singular third person should be used, and the abstract should be written in the past tense. Reference citations should not be included in this section. Both Polish- and English-language manuscripts should be accompanied by merely English abstracts. Abstracts can be omitted in English-language Critiques and Commentaries.

Key words. Four to six key words should appear at the end of the abstract, advisably one for topic, one for locality, one for method and three others.

Sections. The headings of all sections, including introduction, results, discussions, and summary should be numbered. Three levels of sectioning are allowed, e.g. 3., 3.1. and 3.1.1.

Titles of different hierarchical levels. Capitals should be used following the general rules of spelling, i.e. the general capitalisation of titles should be avoided.

Hierarchy of titles:

of whole manuscript – 14 points, bold, centred;

of a section (e.g. 3.) – 12 points, bold, centred;

of a subsection (e.g. 3.1.) – 11 points, bold, left-oriented, intended;

of a subsubsection (e.g. 3.1.1.) – 10 points, bold, left-oriented, not intended.

Footnotes (not endnotes) should be reduced to a minimum as these tend to disrupt the flow of the text. If absolutely necessary, they should be brief and numbered consecutively. Footnotes to tables should be marked by lowercase letters.

References citations. Follow the Harvard system (name, date), e.g. 'A recent publication (Jones 2006) indicated...' or 'According to B. Jones (2006)...'. To indicate a passage of special relevance or to give a source of a quotation, page numbers should be inserted behind the reference in the text, e.g. (Smith 2005: 12). There should be a strict one-to-one correspondence between the names and year of publication in the text and those in the list of references. According to the Polish regulations of the citation rules, the authors' last names in the text should follow the initials of their first names while the first name in full is recommended at first occurrence of a given author.

List of references. Works published or accepted for publication should be listed alphabetically under the first author's name. The initials of all the authors should be placed after the names; the year of publication follows the last named author. After the list of authors, followed by a colon, the complete reference title has to be named. For books where the au-

thor is editor of the volume this should be clearly marked in the references as '(ed.)' or '(eds)' after the respective author(s)' name.

Titles of periodicals should be given in full. The journal name is followed by the volume number, and the complete page numbers (first and last page). It titles of books and referred to their chapters italics should be used. Capital letters in titles of papers and books should be restricted to initial letters of words and proper names. Works 'forthcoming', 'submitted to', 'in preparation', 'in review', or only available as preprint, should also be included in the reference list. A reference to 'forthcoming' implies that the paper has been accepted for publication.

Internet sites should be listed alphabetically together with other publications under the author(s) name(s), the date of publication, and the title of the text, if known. If the author(s) name is unknown, please use the title as the identifications of the text. If the date of publication is unknown, insert 'n.d.' (no date) instead. If there is no title of the internet text, use its two or three initial words for the identification. In the References section, but not while referring in your text, indicate the exact internet address of the referred item, e.g. http://socialspacejournal.eu/index.html.

If there is more than one work by the same author or team of authors, they are listed chronologically, beginning with the oldest. If there is more than one work by the same author or team of authors but in the same year, a, b, c, etc. is added to the year both in the text and in the list of references. If there is more than one work by the same first author but by different co-authors, these works are listed alphabetically according to the co-authors. Within these different teams of authors, the works are then listed chronologically including a, b, c, etc. in case of the same year. In the case of a publication by three or more authors, it should be cited in the text as '(Williams *et al*. 2005)'. In the list of references, however, all names should be given in full.

Examples of references:

a book by one author:

Bierstedt R., 1963: *The social order*. New York: McGraw Hill.

a book by two authors:

Bourdieu P., Passeron J-C., 2006: *Elementy teorii systemu nauczania*. Warszawa: PWN.

a chapter in a book:

Rykiel Z., 2009: *Podkarpacie jako region – podstawy teoretyczne*; in: A. Tuziak, B. Tuziak (ed.): *Regionalny wymiar procesów transformacyjnych*. Warszawa 2009: Scholar; 13-28.

a multi-volume book:

Castells M., 2007: *Społeczeństwo sieci. Wiek informacji: ekonomia, społeczeństwo i kultura*; vol. 1. Warszawa: PWN.

an article in a journal:

Drucker P. F., 1999. *Knowledge-worker productivity: the biggest challenge*. "California Management Review", 41, 2, 79-94.

an internet site:

Banasikowska J., Banasikowski P., n.d.: *Poziom rozwoju e-government w Polsce*. http://www.swo.ae.katowice.pl/_pdf/407.pdf

Equations should be numbered sequentially in parentheses on the right hand side. Authors should be careful to show boldface and italics, and should differentiate between capital and lower-case letters, Latin and Greek characters, and letters and numerals. For example, the numeral 1 and the letter l are often confused.

Tables should have sufficiently descriptive caption and informative column headings. The headings should be centred, text in side and cells be left moved, and numbers in cells be right moved. Each table should be discussed in the text, but readers should be able to understand tables without referring to the text. Type all tables on separate pages and number them consecutively with Arabic numerals. Please keep tabular material to a minimum and embed all tables in your word document; do not submit them as separate Excel files.

Illustrations. Figures, diagrams, and maps should be included in a single numbered series and designated 'Figures'. They should be discussed in the text and numbered consecutively with Arabic numbers (e.g. Figure 1). Captions for illustrations should be typed together on a separate page (labelled Figure captions) and not included on the illustration itself. You can find technical requirements for illustrations in [File submission]. Visual cues should appear on the figure itself, rather than verbal explanations in the legend (e.g.

'dashed line' or 'open green circles'). Readers should be able to understand all illustrations without reference to the text.

Figure legends. Each illustration should have a concise but descriptive legend. All symbols and abbreviations used in the figure should be defined, unless they are common abbreviations. Figure legends should be included in the text file and not in the figure files.

Permissions. If previously published material (including illustrations, tables or charts) of substantial extent is included in a manuscript, the author is obliged to obtain written permission from the copyright holder and submit it with the manuscript.

Supplementary material: data sets, movies, animations, etc. These files will be published online along with the article. Technical details can be found in File submission.

File Size. Authors are kindly asked to find the best balance between good quality of figures and submitted material, on the one hand, and to keep the overall file size limited, on the other hand. Individual figures should not exceed 5 MB, and the overall size of all submitted files together (manuscript, figures, supplements) should not exceed 15 MB.

Preserving anonymity

Przestrzeń Społeczna (Social Space) uses double-blind peer review and editors are careful to preserve the anonymity of authors and reviewers. Editorial staff prepare manuscripts for review by checking for and removing identifying material in all the obvious locations: the title page, acknowledgements, and hidden metadata. Contributors are asked to assist in maintaining anonymity by not placing any identifying material in the text where it is not readily detected and by avoiding any explicit auto-citation that is likely to reveal the author's identity. For instance, John Smith as an author of a submitted manuscript should use the form 'as J. Smith (2009) indicated' rather than 'as was indicated elsewhere (Smith 2009)'.