

Style

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 the abovementioned ends inclusion of a comprehensive abstract is encouraged.
3. While the length of an article is not strictly limited in terms of the 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. They should have correct spelling and good sentence structure. This is the responsibility of the author(s), although the referees are kindly asked to help with language editing of the manuscript if necessary and possible.
6. The editor provides a minor edit of the text rather than a considerable change in its language structure. The proof of the edited text is e-mailed to the (first) author for correction.
7. Authors are kindly requested to consider the manuscript evaluation criteria of the journal in order to meet quality standards and to reduce the peer-review processing time.
8. Manuscripts (i.e. work prior to the review process) should be submitted by e-mail in digital format 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 tables and References, should be standard 12 point Times Roman font, and 10 point font in the case of the 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. All correspondence, including notification of the Editor's decision and requests for revisions, will be by e-mail.

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:

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

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

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 with Arabic digits. Footnotes to tables should be marked by lowercase letters.

Counting. If, for clarity of narration, a consecutive numbering of explaining items in a compact text is advisable, the items are denoted by Arabic digits in parentheses, e.g. '(1)

material, (2) ideal, and (3) normative culture'. In column counting, the first order items are denoted by Arabic digits, as indicated above, the second order items being denoted by Latin lower-case letters closed with parentheses, e.g. a), b), c). If, for some reasons, individual items are not denoted in accordance with these rules, hyphens (-) are the only acceptable initial graphic signs.

References citations. Follow the Harvard system (name and 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.

Order of references and punctuation. Items should be ordered chronologically in a given reference while the alphabetical order serves as a secondary criterion, e.g. (Smith 1998; Adams 2010; Gavon 2010). Individual items in a given reference are separated by a semi-colon while commas serve to separate individual names within the same items, e.g. (Wright, Smith, 1997; Adams, Dewett, 2011). If the given item includes one name, no comma is inserted between the name and the date; if the item includes two names, commas are inserted behind each name, i.e. also ahead the date. If an item includes three or more names, only the first of them is retained, supplemented by, not italicised, 'et al.' and a comma ahead the date, e.g. (Smith et al., 2005). If successive citations in the text apply to the same source, and the citations are placed in the same paragraph and no farther than five lines behind, the author's name and date in parentheses may be replaced by 'ibid.'.

List of references. Works published or accepted for publication should be listed alphabetically under the first author's surname. 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 italicised reference title has to be named. For books where the author is editor of the volume this should be clearly marked in the references as '(ed.)' or '(eds)' after the respective author(s)' name.

If the referred to author's name appears originally in an alphabet different than Latin, it should be given in a Latin transcription both in the citation and the list of references – in the English version in a text in English and the Polish version in a text in Polish. In the list of references, after the author's name in the Latin alphabet, the original version should be given. A transcription of other bibliographical elements is unnecessary.

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). Italics should be used in titles of books and chapters. 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 in citation 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., without a space, 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 the case of the same year. In the item referred to as (Smith et al., 2005) all names should be given in full in the list of references.

Examples of items in References section:

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., 2011: *Koncepcje pogranicza i peryferii w socjologii i geografii*; in: B. Jałowiecki, S. Kapralski (eds): *Peryferie i pogranicza. O potrzebie różnorodności*. Warszawa: Wydawnictwo Naukowe Scholar; 55-64.

A multi-volume book:

Castells M., 2007: *Spółeczeństwo 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

If a given item takes more than one line, the second and following lines must be indented.

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 be numbered consecutively by Arabic digits and have sufficiently descriptive captions, not ended with full stops. The title is to be set up over the table while the source, if not obvious, and possible footnotes are to be located under the table. The table must include its contour, lines separating columns, and those lines separating rows, which are necessary. The column headings should be brief and informative. This also applies to the heading of the left-hand column; the upper left-hand cell of the table cannot be empty. The headings should be centred, text in side and cells be left-aligned, and numbers in cells be right-aligned. All the numbers in the table, or at least in a column, must be given the same exactness. If all numbers in a given column are expressed as a percentage (or other units), the percentage (or the other unit) should be indicated in the heading rather than

placed in individual cells. 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. 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 digits (e.g. Figure 1). Captions of figures are set up under the tables, similarly like the sources, if not obvious, and possible legends. 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 are 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)'.

Language

Manuscripts should be submitted in Polish or English (British standard). For Polish texts see [Styl](#). Correct English is the responsibility of the author(s), although the editor provides minor edits of the text. Authors are kindly requested to pay attention to grammar, spelling, punctuation, clarity, and the tone of the language appropriate for an academic journal.

British spelling can easily be checked by switching on the English (UK) language option in the word processor. Authors are kindly requested to use single rather than double quotation-marks. In optional spelling, please use *s* rather than *z*, e.g. 'urbanisation' rather than 'urbanization'. Minor syntax problems can be improved by the editor. Note, however, that only the most obvious Americanisms can be changed; for instance, *railroad* will certainly be changed to *railway* while the use of *van* for *lorry* will remain unchanged. *Billion* and its multiples are accepted in the American sense, i.e. as the equivalent of the British term for a thousand millions due to its extensive use.

If you are not a native English speaker, we strongly recommend that you have your manuscript professionally edited before submission. Professional editing will mean that reviewers are better able to read and assess your manuscript. Use of an editing supplier is not compulsory, and will not guarantee acceptance or preference for publication in the *Przestrzeń Społeczna (Social Space)* journal.

Style conventions

Headings. Please avoid using more than three weights of subheading. The hierarchy and graphic form of headings should follow recommendations available above.

Mathematical symbols and formulae. A range of numbers should be specified as 'a to b' or 'a...b'. The expression 'a-b' is only acceptable in cases where no confusion with 'a minus b' is possible.

Equations should be numbered sequentially with Arabic digits in parentheses on the right hand side, i.e. (1), (2), etc. When using Word, the equation editor and not the graphic mode should be used under all circumstances.

Units. The metric system is mandatory and, wherever possible, SI units should be used. English equivalents in parentheses are allowed if absolutely necessary. Adequate monetary units must be used; in any case, however, the euro equivalent should be used, at least in parentheses. Monetary units should be represented by international rather than traditional symbols whereas the symbols should be placed behind rather than ahead of the respective numbers; e.g. 1000 USD rather than \$ 1000, and 200 GBP rather than £ 200.

Date and time. Dates: (dd month yyyy) or (dd-mm-yyyy), e.g. '15 October 2010' or '15-10-2010' NOT 'October 15, 2010' nor the illogical '10/15/2010'. Time: (hh:mm:ss), e.g. 15:17:02.

Abbreviations and acronyms. The initial letter of acronyms should be typed with no full stop (e.g. UK, UNESCO, BBC). Abbreviations in which the last letter of the abbreviation is the same as the last letter of the word should also have no full stop (e.g. Mr = Mister, St = Saint, BUT no. = number, Str. = Street, etc.). The abbreviations 'Tab.' and 'Fig.' should be used when they appear in parentheses, e.g. 'It was indicated that the population grew by 5% (Tab. 1)'. Otherwise the respective words should be used in full, e.g. 'As was indicated in Figure 1, the population grew by 5%'. If acronyms or abbreviations are used throughout the article, they should be defined on first occurrence, e.g. the Polish Academy of Sciences (PAS). If these names or concepts are also mentioned in the abstract, they should be defined there as well. Names of US states following the names of towns should be given as whole phrases in parentheses, for their abbreviations are hardly identifiable outside North

America; for instance, 'Kansas City (Missouri)' should be used rather than 'Kansas City MO', the more so that the O is not pronounced in the name.

Capitalisation. Avoid excessive capitalisation. For titles of books and articles, capitals should be used for the initial letter of the first word only. For the titles of journals and series, the initial letter of all principal words should be capitalised. Abbreviations and expressions in the text, for instance Chapter(s), Fig., Table(s), etc. should always be capitalised when used with numbers, e.g. Fig. 3, Table 1. The words figure(s), table(s), equation(s), theorem(s) in the text should not be capitalised when used without an accompanying number.

Italics. Use italics for emphasis very sparingly. Foreign words that have not come into general use are italicised. Words, phrases and abbreviations referenced in Webster's are not italicised. For example, 'et al., cf., e.g., a priori, in situ', should not be italicised.

Numbers. Adopt a rule that all numbers under 10 should be spelt out in letters except where attached to a unit of quantity (e.g. 1 mm or 3 kg), and that all numbers of 10 or more should be rendered in digits except at the beginning of a sentence where the spelt-out forms should be used.

Narration. The singular third person should be used, and the text should be written in a tense suitable to the referred time (usually past tense). The singular first person is admissible in commentaries and essays.

Spelling. Use 's' not 'z' where there is an alternative (e.g. analyse, advertise, urbanisation, globalisation), and in general follow the Shorter Oxford English Dictionary. Percent after numerals should be abbreviated as '%' (without space), e.g. 50%.

English equivalents should be used for geographical names, especially provinces and cities, in non-postcolonial countries, i.e. in Europe, including Poland. 'Politically correct' forms could result in unintended political incorrectness; for instance, the city of Cracow, while intended to be spelled in Polish (Kraków) but missing the Polish letter, results in 'Krakow', which is in Russian.

Quotations. Moderation is recommended in quotations, which should be limited to (1) approval, and (2) ironic citations. It is strongly recommended to avoid quotations of lin-

guistically invalid texts without comments. Interference in quotations is admissible, and even recommended in cases, it must, however, be clearly marked graphically by square parentheses, e.g. The author 'repeats a manipulation of copying whole sentences or paragraphs from [...] the book [by the indicated author] with a minor stylistic modification' (Turner 2010: 23).