

## Style

### General guidelines for manuscripts and submission

1. Contributions should be as short as possible but self-contained 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, the whole contribution, i.e. text and multimedia presentation, should not exceed 15 MB.
4. 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.
5. 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 contact (implicitly first) author for correction.
6. Authors should consider the manuscript evaluation criteria of the journal in order to reduce the peer-review processing time.
7. Manuscripts (i.e. work prior to the review process) should be submitted by e-mail in digital format.
8. 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 in separate files together with the manuscript for peer-reviewed publication.
9. 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. Please check the font size in the [sample article](#). Page numbers should be added beginning from page 2. Right-margin justification and automatic division of words are necessary.
10. 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 or \*.docx file of the complete manuscript is required; figures may be included within the text of the paper as Word or Adobe Acrobat files. Please check the order of the individual parts of the text in the [sample article](#).

**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. possibly a note indicating the contact author;
6. acknowledgements, if applicable, 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, advisably one for topic, one for locality, one for method and three others.

**Sections.** Please refer to the [sample article](#) for the numbering and chapter hierarchy as well as the font size in their titles. Three levels of sectioning are allowed.

**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. No full stop is needed at the end of the title.

**Footnotes** (not endnotes) should be reduced to a minimum as these tend to disrupt the flow of the text. If necessary, they should be brief and numbered consecutively with Arabic digits. Footnotes to tables should be marked by lowercase letters. Do not confuse footnotes with references to literature.

**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. Please check the [sample article](#) for details.

**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. Please check the [sample article](#) for details.

**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 semicolon 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 „ibidem”. Please check the [sample article](#) for details.

**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. Particles appearing in some languages between the name and surname (de, di, da, von, van) should be placed after the initial of the name. After the names 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. Please check the [sample article](#) for details.

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. 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. Please check the [sample article](#) for details.

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. Please check the [sample article](#) for details.

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>; the access date is unnecessary. Please check the [sample article](#) for details.

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 at al., 2005) all names should be given in full in the list of references. Please check the [sample article](#) for details.

**Equations** should be numbered sequentially in parentheses on the right hand side. Please check the [sample article](#) for details.

**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 and be placed horizontally (not vertically). 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. Please check the [sample article](#) for details.

**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 rather than within, similarly like the sources, if not obvious, and possible legends. Please check the [sample article](#) for details.

**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,** i.e. data sets, movies, animations, etc. will be published online along with the article.

**File size.** 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 removing identifying material in all the obvious locations. 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. However, we accept double quotation-marks as basic while single are used as secondary (quotation in the quotation). 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.

### Style conventions

**Units.** The metric system is mandatory and, wherever possible, SI units should be used. Adequate monetary units must be used; in any case, however, the euro equivalent should be used, at least in parentheses or in a footnote. 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 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 linguistically 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).