

## Instructions for Contributors to *Acta Universitatis Carolinae Geographica*

Manuscripts should be in the English language and should be printed in Times New Roman 12-point font, double-spaced, with 60 characters per line, 30 lines to an A4-size (8.5 in. by 11 in.) page. Do not justify the right margin. The total manuscripts should be fewer than thirty pages (6,500 words) long, including all components: text, references, illustrations and tables.

**Title page.** On the title page provide full names of authors, academic or others professional affiliations, the name of workplace, and the complete address for correspondence. Phone, fax, and e-mail particulars are welcome.

**Abstract.** Each article must have an abstract, in English only, summarizing the main findings and the scientific methods used to obtain them. The abstract should be between about 250 words and should be accompanied by not more than five key words which define the subject-matter.

**Footnotes.** Because footnotes are expensive and especially where lengthy are awkward to typeset, they should be brief and used sparingly. Footnotes should be typed double spaced at the bottom of the page.

**Headings.** A maximum of two levels may be used.

**References.** References should be cited in the text as follows: Johnston (1995); (Johnston 1995); (Johnston et al. 1995:26-27); (Johnston 1992a, 1992b); (Johnston 1995; Smith 1991; Murphy 1985). The full references should be typed, double-spaced, on separate sheets at the end of the paper. They must include the names and initials of all the authors, the year of publication in parentheses, the full title of the article (or book), the standard abbreviated name of the journal, the volume number and pages, and for books, the publisher's name and city of publication:

HÄGERSTRAND, T. (1967): *Innovation Diffusion as a Spatial Process*. Chicago, University of Chicago Press.

HUNTINGTON, S. P. (1993): The clash of civilizations? *Foreign Affairs* 72(3), 22 – 49.

HERMANN, H. (2004): Interviewing as an activity. In: FLICK, U., VON KARDORFF, E., STEINKE, I. (eds.): *A companion to qualitative research* (157–182). London, Sage Publications.

**Tables.** All tables should be numbered consecutively (Table 1, Table 2) in order in which they are referred to in the text. Tables are inserted in text.

**Figures (graphs).** All figures and graphs should be as separate files in \*.tif, \*.jpg, \*.pct or \*.eps format. The approximate position of the figures in the text should be indicated in the typescript. Black and white figures must be drawn to a standard suitable for direct reproduction (autotype 600 DPI, line block 300 DPI). Captions should be typed double-spaced on a separate sheet and should not be placed with the artwork. All figures should be numbered consecutively (Figure 1, Figure 2) in order in which they are referred to in the text.