

## AUTHOR GUIDELINES

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### **Submission**

Manuscripts are received only electronically via e-mail. Please, send the full and anonymised manuscript in English, Czech, Slovak or German to [klaudyán@natur.cuni.cz](mailto:klaudyán@natur.cuni.cz) or to [semian@natur.cuni.cz](mailto:semian@natur.cuni.cz). The editors receive manuscripts in Word and OpenOffice processors. Author is fully responsible for the compatibility of attached files, as well as for factual and linguistic accuracy of the manuscript. However, there is a possibility to send it using postal address due to special circumstances. In this case the author ought to use a medium (CD-Rom, USB) labeled with his/her name and the title of the contribution.

**Unasked contributions and materials are not returned.**

**Contributions to the sections “Studies and Articles” and “Materials and Discussion” are to be reviewed by two anonymous peer-reviewers.**

### **General guidelines**

***The cover page should include:***

*Title*

succinct and apposite, written in the original language of the paper and in English in bold font.

*Author(s) name(s)*

with full institutional affiliation, or postal address.

*E-mail*

to all the authors, or at least to the corresponding author.

*Abstract*

no more than 200 words and written in English.

### *Keywords*

ranging from 3 to 6, stated in English, and separated by a comma.

### *Acknowledgement*

The cover page of the anonymised version of the manuscript contains only its title (in the original language and in English), abstract and keywords. The anonymised version ought to be labeled with suffix “\_blind” in the title of the document.

### *Manuscript*

#### *Text*

submitted in Times New Roman font, type size 12, single spacing.

The extent of the **original article should not exceed 9 000 words**, or its equivalents (including notes, tables, maps, figures, and pictures located at a desired place in the text). The extent of a contribution to the other sections of the magazine should not exceed 1 800 words.

#### *Subheadings*

in the article should be of two levels at the maximum. Subheadings of the first level are to be bold; those of the second level written in italics.

#### *Summary*

in English is included at the end (after references) of the non-English article at the maximum extent of 600 words. Moreover, at the end the author should provide translations of all figure's and table's headings and notes under them to English. The author is responsible for the language text accuracy.

#### *Notes*

numbered gradually and without any interruption, placed at the end of the article (before a list of references and a summary).

#### *References*

strict quotation must be quotation-marked both in a text and in notes, and identified by an appropriate point in the text, including pagination (e.g. Baker 2003, p. 13). In case of reference to a general idea of another source, this is included without pagination (e.g. Korák 1985, or “already discussed in Korák 1985”). Indirect references are mentioned as follows: (Cadwallar 1975, cit. in Drbohlav 1993, p. 33). Anonymous sources should be expressed by a comprehensible shortened citation. The author is fully responsible for the accuracy of the references in his/her article.

### **Examples of the references**

#### *Book of a single author:*

BAKER, A. R. H. (2003): *Geography and History. Bridging the Divide*. Cambridge University Press, Cambridge, 279 p.

ERNÝ, E. (1992): *Výsledky výzkumu zaniklých středověkých osad a jejich plůžin. Historickogeografická studie v regionu Dražanské vrchoviny. Muzejní a vlastivědná společnost v Brně, Brno*, 143 p.

WORSTER, D. (1985): *Nature's Economy. A History of Ecological Ideas*. Cambridge University Press, Cambridge – New York, 404 p.

#### *Book of more authors:*

SÁDLO, J., POKORNÝ, P., HÁJEK, P., DRESLEROVÁ, D., CÍLEK, V. (2005): *Krajina a revoluce. Významné přelomy ve vývoji kulturní krajiny českých zemí*. Malá Skála, Praha, 247 p.

*Edited book:*

MILANOVA, E., HIMIYAMA, Y., BI ÍK, I., eds. (2005): Understanding Land-Use and Land-Cover Change in Global and Regional Context. Science Publishers, Enfield (USA), Plymouth (UK), 336 p.

*Chapter in an edited book:*

DRBOHLAV, D., KALVODA, J., VOŽENÍLEK, V. (2004): Frontiers of Czech geography. In: Drbohlav, D., Kalvoda, J., Voženílek, V. (eds.): Czech Geography at the Dawn of the Millennium. Czech Geographic Society, Palacký University in Olomouc, Olomouc, pp. 414–421.

*Article in a journal (full journal title, volume, number, and pagination X–Y must be included):*

HAMPL, M. (1994): Environment, society and geographical organization: the problem of integral knowledge. *GeoJournal*, 32, No. 3, pp. 191–198.

LIPSKÝ, Z. (1994): Zm na struktury eské venkovské krajiny. *Geografie – Sborník GS*, 99, No. 4, pp. 248–260.

KOLÁ OVÁ, H. (2005): Co jsou a kde se vzaly environmentální djiny. *Bedrník – asopis pro ekogramotnost*, 3, No. 1, pp. 11–16.

WINIWARTER, V. et al. (2004): Environmental history in Europe from 1994 to 2004: enthusiasm and consolidation. *Environment and History*, 10, No. 4, pp. 501–530.

*Article in a collection:*

KOR ÁK, J. (1985): Geografické aspekty ekologických problém . In: *Sborník prací*, 9, GGÚ SAV, Brno, pp. 29–46.

CHROMÝ, P. (2001): Výzvy pro eskou historickou geografii? *Historická geografie*, 31, Historický ústav AV R, Praha, pp. 87–108.

*Newspaper article:*

KUBÁTOVÁ, Z. (2006): Uhlí drasticky zdražuje, tvrdí klienti Mostecké. *Hospodá ské noviny*, 18. 12. 2006.

Dramatický boj o jižní pól. *Hospodá ské noviny*, 14. 12. 2006.

*Dissertation and thesis:*

CHROMÝ, P. (2004): Historická a kulturní geografie a nové p ístupy v regionálním studiu. PhD thesis. UK v Praze, P F, KSGRR, Praha, 60 p.

*Internet source:*

Mapová sbírka Historického ústavu AV R (<http://www.hiu.cas.cz/mapy/> – accessed 18. 12. 2006).

**Maps, figures, photographs**

Photographs and picture files are received electronically in JPEG, or TIFF format (of the lowest resolution of 300 dpi, either monochromatic or polychromatic). Graphic appendices must be included both in the text and also as separate files, followed by the list of the appendices. Names of the files should be clear and rational (text, graphics). Graphic appendices have to be identified by a name, which is not a part of the graphic component itself, and by abbreviation Fig. and Arabic numbers indicating their position in the article. Graphic appendices' name, references, sources and notes ought to be of a standard font and type size (and do not create the graphic component) and listed below the graphic appendix. A photograph's reference must include its author, month/season, and year. Name of the maker is to be noted by all of the graphic appendices.

**Tables**

Tables are to be arranged both in the text and on special sheets in a separate file. Tables are numbered with abbreviation Tab. and Arabic numbers according to their appearance in the text. They must be identified by a brief and apposite title, notes and sources noted below. Units of measurement must be added to all of variables used, usually in the heading of each column.

**Biography of the authors of articles**

On a separate sheet of paper, authors can provide brief information (in English) about their research specialization of no more than 50 words, which will be appended at the end of their article.

**Separates**

Separates of an article will be sent to authors electronically in PDF format.

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