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# Information for the authors submitting articles to the Mazovia: Regional Studies

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej [bazhum.muzhp.pl](http://bazhum.muzhp.pl), gromadzącej zawartość polskich czasopism humanistycznych i społecznych oraz w kolekcji mazowieckich czasopism regionalnych [mazowsze.hist.pl](http://mazowsze.hist.pl).

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

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Articles will be accepted solely in electronic format. Every articles should include an abstract and information concerning the subject it deals with. Abstracts in English and Polish should have 2,000-2,500 characters including spaces. At the end of the article, please include contact data to be printed and a short profile of the author (300-350 characters including spaces).

Submitted materials will not be returned and may be shortened or edited. The author will be asked to authorize edited or shortened articles.

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Materials should be submitted by e-mail or on a CD to:

„*Mazovia: Regional Studies*” Editorial Board

Mazowieckie Biuro Planowania Regionalnego w Warszawie

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e-mail: [artkuly@mazowszestudiaregionalne.pl](mailto:artkuly@mazowszestudiaregionalne.pl)

### File format:

- Articles should be submitted rich text (.rtf) format,
- Photographs should be saved as lossless .jpg or .tiff files with a resolution of at least 300 DPI for the printed image size,
- Graphs should be saved as .rtf files for Word, .ai/.eps with fonts saved as outlines for vector graphics editors (Illustrator, Corel) and saved as Excel files,
- Maps should be saved as .jpg, .tiff or .psd files with a resolution of at least 300 DPI.

#### Article format:

- 12-point Times New Roman font, normal style, spacing: 1.5,
- No indentations at beginnings of paragraphs,
- Limited formatting, new lines used only to signal new paragraphs,
- Automatic hyphenation,
- Alphabetically arranged bibliography at the end,
- Numbers in text in Arabic numerals, always in numerals (not words), up to four digits as one number, five or more digits with commas at three-digit intervals (so that the last fragment has three digits),
- Oxford-style in-text citations in brackets, i.e. [Kowalski 1998, 7-12, fig. 6] or [cf. Wiśniewski 2007, 98],
- Footnotes used to elaborate on a subject or for digressions; Arabic numerals, 10-point Times New Roman, normal style, bottom of the page,
- In-text references to tables, graphs and illustrations in parentheses,
- Quotations in quotation marks and italics with an Oxford-style citation at the end,
- Titles of cited works in italics.

#### Abbreviations and units in text and tables:

- Units per capita are to be described thus: 7.8 m<sup>2</sup> per capita,
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#### Bibliography:

- Books: Author, year, *title*, place of publication.

e.g. Gehl, J., 2010, *Cities for People*, Washington, D.C.

- Articles in periodicals: Author, year, *title*, „periodical title”, volume / annal, number, pages.

e.g. Wołagiewicz, R., 1970, *Napływ importów rzymskich do Europy na północ od środkowego Dunaju*, „Archeologia Polski”, vol. XV, no. 1, pp. 207-252.

- Articles/chapters in edited books: Author, year, *title*, (in:) editor (ed.), *book title*, place of publication, pages.

e.g. Bodell, V., 2014, *Comics and the Autobiographical Identity*, (in:) Sulmicki, M. (ed.), *Negotating Culture through Comics*, Oxford, pp. 82-98.

- Articles in publication series: Author, year, *title*, series title, volume, place of publication, pages.

e.g. Bobrowska K., Igliński H., 2012, *Koncepcja wprowadzenia opłat za wjazd do centrum Poznania. Zalety i wady rozwiązania*, (in:) Biblioteka Aglomeracji Poznańskiej, vol. 19, Poznań, pp. 11-20.

- Encyclopedia articles and dictionary entries: Author of the entry / editor of the encyclopedia or dictionary (ed.), year, *entry title*, (in:) editor (ed.), encyclopedia or dictionary title, volume, part, place of publication, pages.

e.g. E. Saglio, 1919, *Bulla*, (in:) Ch. Daremberg et E. Saglio (ed.), *Dictionnaire des antiquites Greques et Romain*, vol. I, part 1, Paris, pp. 754-755.