

## INSTRUCTIONS TO AUTHORS

The journal *Geomatics, Landmanagement and Landscape* features original English language scientific articles related to all aspects of spatial and environmental processes.

### Preparation of the manuscript

1. **Length of the text:** manuscripts should not exceed 12 pages (A-4 format), including tables and illustrations. The text must be typed in a 12-point font (Times New Roman), 1.5 spaced with wide margins (2.5 cm).
2. **Tables and illustrations:** these should not be larger than 12.5 × 19.5 cm (B-5 format). Tables must include only essential data with appropriate statistical values. Duplicating the results presented elsewhere in the manuscript (e.g. in graphs) should be avoided. Each table with its heading and each figure identified by its number – must be printed on separate sheets of paper. Tables and illustrations should be numbered in the order in which they appear in the text.
3. **Layout:**
  - Title: concise name of the paper, appropriate to its' contents.
  - Authors: In the multi-authorial article, the order of names reported by the authors is assumed. At the bottom of the last page should be written: full names, place of work, e-mail and the full postal address of all authors sending the paper.
  - Abstract: a short Summary (100–200 words) of the study, containing basic information on its objective, methods, results and major conclusions.
  - Keywords: up to 6 words or phrases referring to the main topics of the paper.
  - Main body: the text should consist of the following sections: introduction, material and methods, results and discussion, conclusions. The objective of the study should be specified in the introduction.
  - References: citations in the text should be written in the Latin alphabet by author and year, e.g. [Kowal 2000, Kowal and Nowak 2000, Baran et al. 2007]. Cited publications will be listed alphabetically at the end of the paper according to the following pattern:

**Ergenzinger P.E., de Jong C., Christaller G.** 1994. Interrelationships between bedload transfer and river-bed adjustment in mountain rivers: an example from Squaw Creek, Montana. [In:] M.J. Kirkby (ed.), *Process models*. John Wiley, New York, 140–144.

**Oliver M., Webster R.** 1986. Semi-variograms for modelling the spatial pattern of landform and soil properties. *Earth Surf. Proc. Landforms* 11, 45–60.

**Rodrigo F.S.** 2002. Changes in climate variability and seasonal rainfall extremes: a case study from San Fernando (Spain), 1821–2000. *Theor. Appl. Climatol.* 72, 193–207.

**Young C.E. Jr., Klaiwitter R.A.** 1968. Hydrology of wetland forest watersheds. Proceedings of the CUCOH Hydrological Conference, Clemson University, 28–29 March 1968, 29–38.

- References should be provided in the Latin transcription (the Cyrillic alphabet should not be used).
4. **Units:** the SI system should be used throughout the paper. Compound units should have the form of products, e.g.  $\text{g} \cdot \text{dm}^{-3}$  (instead of  $\text{g}/\text{dm}^3$ ).

### Publishing procedure

1. Authors should submit two copies of their manuscript to the publisher and electronic version to e-mail: [gll@ur.krakow.pl](mailto:gll@ur.krakow.pl).
2. Each article is reviewed by two reviewers – specialists in given field. One of the reviewers is outside of the research unit affiliated by the author of the publication.
3. Information about the authors and reviewers are not available for both parties during the review process.
4. The list of reviewers is published on the website of the publishing house and in the last issue of the year or in the first issue of the next year.
5. Reviews – along with the manuscript containing article adjustments – are sent to the authors to enable them to get acquainted with the comments.
6. The review form that is filled by the reviewer during the article review is available on the journal's website or in printed form in the editorial office.
7. In cases where a manuscript is returned to its author for revision, it must be corrected and resubmitted to the publishers in electronic version within 5 days; otherwise it will be considered as withdrawn by the author. The author will be notified of the acceptance of the publication.
8. The Authors are obliged to formally declare the agreement concerning the transfer of copyright and that the paper has not been published before; it is not being considered for publication elsewhere – and, if accepted, it will not be published elsewhere in the same form without the written permission of the publisher.
9. The responsibility for obtaining permission from the copyright holder to reproduce any copyright-protected figures rests with the authors.
10. The authors are obliged to provide information about the sources of financing of the research presented in the scientific article, sent for publication in the GLL.

11. Final version of the manuscript will be send to the authors for acceptance as its electronic copy. The publisher reserves the right to make cuts and corrections in the text.
12. Final version of the manuscript should be sent back to the publisher within 48 hours from its receiving. Alterations to the text should be limited to factual or typesetting errors.
13. Each author will receive a free copy of the issue.
14. From the beginnings 2018, the publication of articles in the scientific journal GLL is payable. The fee is PLN 300.

#### Publication Ethics and Malpractice Statement. Ethical guidelines

In order to prevent cases of scientific misconduct the Editorial Board has procedures in place to deal with cases of “Ghost-writing”, “Guest Authorship”, “Plagiarism” and “Self-plagiarism”.

**Ghost-writing:** A situation where someone makes a substantial contribution to a publication without revealing his or her participation as one of the authors or without being mentioned in the acknowledgments attached to the publication.

**Guest Authorship or Honorary Authorship:** A situation where one or more authors are cited as making a significant contribution to a work were as in reality the contribution is insignificant.

**Plagiarism:** The act of using someone else’s work as one’s own without acknowledging the source of that work.

**Self-plagiarism:** The act of using your own earlier published work without acknowledging the source of that work.