**EDITORIAL REQUIREMENTS OF „Studia Miejskie”**

1. **Amount of pages: proximately 12 page A4**
2. **The main text:**

* *The manuscript* should be typed in a word processor (\*.doc or \*.docx),
* in A4 format with standard margins ( all with 2,5 cm),
* spacing 1,5 for Times New Roman size 12 font
* do not use distinction ( bold, italic), only if necessary
* numerous pages
* do not use double space
* text should be prepared correctly and carefully with accept allorthographic, stylistic and editorial rules
* text should be justify,
* use print quotation marks.

1. **The Manuscript should be complete and contain:**

* the title (Time New Roman, size 12, bold)
* key words and abstract ( proximately 800 words)
* the numerous sections: introduction (background), material and research methods, results, conclusions, references.
* references ( with alphabetic order by the surname of authors)

**It is critical to remove all data of the Author from the text.**

Author data is entered at the time of text submission through the UO Journals Platform (https://czasopisma.uni.opole.pl/index.php/sm) and must include:

first and last name

the country in which the Author works;

affiliation;

ORCID number;

source of funding for the research to which the publication relates

In addition, the Author may provide: his/her website, bio.

1. **Citations and references to sources**

Citations and references should be prepared according to the so-called **Chicago system**. This means that literature references should be used in the main text by including in parentheses the name of the author of the work, the year of publication, and the pages of reference, e.g. (Słodczyk 2001, 54-55), and if a collective work is cited, the initial part of the title, the year of publication, and the pages of reference should be included in parentheses, e.g. (Transformations of Space... 2006, 45-49). Details of this style are provided in the instructions on the UO Periodicals Platform.

1. **List and description of literature items**

The bibliography should be placed at the end of the entire work in alphabetical order. All works cited must be described. Description of literature items according to the Chicago system.

**Description of literature items:**

Collected Works (Books):

Single author:

(a) Bibliography: Last name, First name of author. Year of publication. Title of the work (in italics). Place: Name of publisher.  
  
Słodczyk, Janusz. 2012. History of planning and construction of cities. Opole: WUO.  
  
(b) Footnote: (Słodczyk 2012, 24-27).  
  
Two or three authors:  
  
(a) Bibliography: last name, first name of author, and first and last name of author. Year of publication. Title of the work (in italics). Place: Name of the publishing house.  
  
Koziarski, Stanislaw and Radoslaw Wróbel. 2019. Changes in the structure of land use of cities in Opole province, Opole: WUO.  
  
(b) Footnote: (Koziarski and Wróbel 2019, 103).  
  
 Four and more authors:  
  
(a) Bibliography: the bibliographic record includes only the Last Name, First Name of the first author, along with annotation et al. ("et al.").  
  
Zaucha, Jacek et al. 2015. Territorial dimension of growth and development. Warsaw: Difin.  
  
(b) Footnote: (Zaucha et al. 2015, 145).  
  
Chapter in a collective monograph:  
  
(a) Bibliography: Last name, First name of author. Year of publication. Title of chapter/article. In: Title of work (in italics), ed. full Name of editor(s), page range. Place: Name of publisher.  
  
Szafranska, Ewa. 2008. Human and social capital in urban space. The example of Łódź. In: Mechanizmy i uwarunkowania budowania konkurencyjności miast, ed. Słodczyk Janusz, Szafranek Edyta, 67. Opole: WUO.  
  
(b) Footnote: (Szafranska 2008, 67)  
  
 Journal article:  
  
(a) Bibliography: Last name, First name of author. Year of publication. Title of article. Journal title (in italics), volume(number), page range.   
  
 Wojtowicz, Miroslaw. 2017. Contemporary problem of urbanization and urban development in the Brazilian Amazon. Urban Studies, 29, 27-44.  
  
(b) Footnote: (Wojtowicz 2017, 27-44).  
  
 Electronic publications:

1. Bibliografia: Szymona, Wiesław. 2014. Mistrz Eckhart – mistyk codzienności. Dostęp: 10.07.2014. http://www.deon.pl/religia/swiety-patron-dnia/art,151,mistrzeckhart-mistyk-codziennosci.html.
2. Footnote: (Szymona 2014)

Foreign-language works are given in the original language, and descriptive elements written in non-Latin alphabets should be given according to the rules of transliteration (if in doubt, please indicate the original title in the margin).

1. **Footnotes:**

May be used to supplement the main thrust of the reflection contained in the main text, at the bottom of the relevant pages with continuous numbering.

1. **Tables, figures, illustrations, and photographs:**

* should be placed in the text near place in which author invoke for it
* the tables and figures should be numbered, and the title must be placed above the table, and source under the table
* the tables and figures should be adapt to the page ( 12,5 x 19 cm)
* figures should be on the white background and it's elements should be grayscale. The text in it should be Times New Roman 10 p., spacing 1,0 and readable
* Figures should be prepared in a Corel Programme, Word or exel with possibility to edit.
* figures made in Word should be groupe
* figures made in Excela with huge amount of data, instead of colour font, should be with colour bacground
* ilustrations can be prepared also as \*.tiff, \*.jpg files (300 dpi)
* ilustrations should be in grayscale and be readalbe

1. **The text contain equations should be prepared with use of equation editor.**