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**EDITORIAL INSTRUCTION**

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 authors name and surname,
* the full name and address of the institution,
* the telephone, fax, and e-mail addresses,
* 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)
* key words
1. **References**

References should be prepared in pursuance of Harward System which means that in main text You should use the author, the year of publication, e.g. (Słodczyk 2001), and in case of several authors- use first part of title and year of publication e.g. (Przemiany przestrzeni… 2006)

References should be after main text.

Examples:

* Authors publication

example: Słodczyk J.,2001, *Przestrzeń miasta i jej przeobrażenia*, WUO, Opole.

* Edited word ( edited by):

example: *Przemiany przestrzeni miast i stref podmiejskich*, 2006, ed. J. Słodczyk, R. Klimek, WUO, Opole.

* Chapter in joint publication:

example: Gachowski M., 2006, *Rewitalizacja obszarów śródmiejskich i centralnych w mieście jako działanie konieczne dla przeciwdziałania rozpadowi struktury miejskiej*, [w:]: *Przemiany przestrzeni miast i stref podmiejskich*, red. J. Słodczyk, R. Klimek, WUO, Opole, s. 29 – 24.

* An article in scientific journal:

examples:

Kowal A., 2003, *Perspektywy integracji europejskiej*, „Teraźniejszość i Przyszłość” nr 4;

Czornik M. 2008, *Miasto – ekonomiczne aspekty funkcjonowania*, Prace Naukowe Akademii Ekonomicznej im. Karola Adamieckiego, AE, Katowice.

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)
* ilostrations should be in grayscale and be readalbe
1. **The text contain equations should be prepared with use of equation editor.**

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