

FROM THE EDITOR

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In *MAZOWSZE Regional Studies* articles from the field of **public policy** are published. The articles are published in three sections: I. Analyses and Studies, II. Self government, and III. Varia. In the first section scientific articles, case studies, research papers, literature reviews, conceptual papers, and information about the state of research (general reviews) are published. In the second section materials of special interest for policy makers and practitioners from local and regional self governments are published. The third section contains books reviews, biographical notes and information about events taking place in the Mazovia region. Editors do not accept reports from conferences, seminars and other events as well as popular science articles.

Articles are accepted only in the **electronic version**. They should be sent by e-mail or on CD or on memory stick to the following address:

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Articles that do **not correspond to the standards** described in the "Principles of text preparation" **are rejected for formal reasons.**

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Principles of the text preparation

Editorial Board accepts articles within the volume of 20 000 - 30 000 characters with spaces (i.e. ½ - ¾ publishing sheet) + illustrations. Articles that do not fit this range will not be considered for publication.

Each text must also contain:

- **key words in Polish and English and the title in Polish and English,**
- **abstract in Polish and English;** volume of 2000 - 2500 characters with spaces, prepared according to the following scheme:

Structure of abstract				
<i>case study</i>	<i>research paper</i>	<i>literature review biography</i>	<i>conceptual paper</i>	<i>general review book review</i>
<i>purpose</i>	<i>purpose</i>	<i>purpose</i>	<i>purpose</i>	<i>purpose</i>
<i>design</i>	<i>design</i>	<i>design</i>	<i>design</i>	<i>design</i>
<i>methodology</i>	<i>methodology</i>	<i>methodology</i>	<i>methodology</i>	<i>methodology</i>
<i>approach</i>	<i>approach</i>	<i>approach</i>	<i>approach</i>	<i>approach</i>
<i>findings</i>	<i>findings</i>	<i>findings</i>	<i>findings</i>	<i>findings</i>
<i>practical implications</i>	<i>research limitations implications</i>	<i>research limitations implications</i>	<i>originality/value</i>	<i>practical implications</i>
<i>originality/value</i>	<i>implications originality/value</i>	<i>practical implications originality/value</i>		<i>originality/value</i>

- information about the authors **in Polish and English** (300-350 characters with spaces), prepared according to the following guidelines:

academic title, first name, surname, specialization, membership in professional organizations, affiliation (including full contact details)

example:

professor Thomas Iksiński, specialist in development management, member of the Polish Society of Managers, president of the Association of Mutual Aid; contact: Institute for Management Research, Yellow Street 16, 00-708 Warsaw, e-mail: t.iksinski@ibz.pl

- **Bibliography i.e. a list of literature and other materials used in the text preparation**

Articles published in *MAZOWSZE Regional Studies* are edited with use of APA editorial style (*Publication Manual of the American Psychological Association*).

Editorial Board shall receive a file with the article and separately: text file (the text only), image files (each figure in a separate file), and files with charts. Text files should be saved in any version of the editor MSWord (.doc or .docx format) or WordPerfect (.rtf format). Image files are accepted in formats: .tif, .tiff, .jpg (uncompressed) or .pdf. Files with charts stored in any version of Excel (.xls or .xlsx format). Delivered materials should meet the technical requirements presented below.

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I. Text Formatting:

1. Font: type Arial, size: 10 points, style: normal, line spacing 1.3.
2. Paragraphs without indent and without the use of tabs, no spaces after paragraphs.
3. The titles, inter-titles without numbering separated from the text by single space.
4. Limited formatting, only selected parts of the text in italics and bold.
5. Enable automatic hyphenation.
6. Continuous numbering of all illustration, regardless of their type (drawing, map, photograph, chart). Illustrations must be described in the text as figures.
7. Bibliography placed at the end of the text and in alphabetical order.
8. The numbers used in the text – number of Arabic numerals always written with digits; a four-digit number written together, with five digits numbers separate digits so that the last part has 3 digits,
examples: in 1234, 17 960, 897 000, 2 567 894.
9. The Oxford type quoting of reference materials; the text in square brackets
example: [Kowalski, 1998, 7-12, Fig. 6] or [Ref. Wisniewski 2007, 98].
10. Footnotes, used to develop ideas – numbered in Arabic numerals, font type: Arial, size: 8 points, style: normal, always at the bottom of the page.
11. References to tables, charts, and illustrations in the text in parentheses.
12. Quotes – in quotation marks in italics, with a reference to the quoted material.
13. The title of the cited work – in italics.

II. Formatting tables:

1. Font – type: Arial, size: 9 points, style: normal, line spacing: 1.
2. Paragraphs without indent and without the use of tabs, no spaces after paragraphs.
3. Limited formatting, only selected parts of the text in italics and bold
4. The maximum width of the table is 130 mm. It is possible to fit the table along the axis of the part (on the side facing 90 degrees) – the maximum width is 235 mm.
5. Uniform thickness and style of all lines in the table.

III. Abbreviations and units used in the text and tables

1. Data per 1 inhabitant shall be written like in the example: 7.8 m² per capita.
2. Names of municipalities, counties and provinces shall be written in full form.
3. Units in the tables are given in parentheses example: (%) (ha).
4. When there is no data in the table, then in an empty grid abbreviation n.a. shall be written
5. When a cell in the table does not apply to a particular factor, the sign – (which is a long line) shall be written.

IV. Formatting bibliography (literature)

1. Books:
Author, year, *title*, place of publication.
example:
Madyda-Legutko, R., 1996, *Cultural diversity of the Polish part of the Beskid zone la Tène Period and Roman Period*, Krakow.
2. Articles in journals:
Author, year, *title*, "the title of the journal", vol / year, issue, pages.
example:
Wołagiewicz, R., 1970, *Roman imports to the Northern Europe*, "Archaeology of Poland", Vol. XV, no. 1, pp. 207-252.
3. Articles in compact publications:
Author, year, *title*, (in:) editor (ed.), *Title of the compact publication*, place of publication, pages.
example:
Kelling, H., 1977, *Zur kulturgeschichtlichen Bedetung des Fürstengrabes von Lalendofr, Kr. Güstrow*, (in:) B. Chropovský (ed.), *Symposium. Ausklang der Laténe-Zivilisation und Anfänge der germanischen Besiedlung in Mittelren Donaugebiet*, Bratislava, s. 132-142.
4. Articles published in publication series:
Author, year, *title*, series title, volume, place of publication, pages.
example:
Nowakowski, W., 1994, *Przeworsk and Northeastern Poland cultural circle*, Kultura Przeworska, Vol. I, Lublin, pp. 373-388.
5. Encyclopedia or dictionary notion:
Author / editor of encyclopedia or dictionary (ed.), year, *title*, notion, (in:) editor (ed.), *Title of encyclopedia or dictionary*, volume, part, place of publication, pages.

example:

E. Saglio, 1919, *Bulla*, (in:) Daremberg Saglio et E. (ed.), *Dictionnaire des antiquites Greques et Romain*, t. I, cz. 1, Paris, s. 754-755.

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3. The minimum dimensions: 80 x 80 mm, resolution of 300 dpi.
4. The maximum size of the font: 9 pts.
5. The minimum size of the font: 6 points.

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1. In the descriptions of the files do not use national diacritics (letters typical for specific language; e.g. for the Polish language such as: ą, ę, ć, ó, ł).
2. In the name of each file the name of the author must be included (saved without national diacritics).
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1. Example:
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 3. Numbers of files with illustrations must be identical to the numbering of illustrations in the text
 4. example, if your figure in the text is described as Fig.1 a graphic file of this illustration will be named: kowalski_fig_1.tif

VII. Other guidelines:

1. Name of places, territorial units etc. should be in accordance with the applicable official provisions. Localities cited in the text for the first time should be described with use of their full names i.e.
 - for the Polish name of the county: powiat piaseczyński [Piaseczno], powiat Miński [Mińsk Mazowiecki] and municipalities: gmina Liw [gm. Liw]
 - in the case of other countries national names of territorial units shall be used (in Germany – Land, in Russia and Ukraine – область, etc.)
2. In case of citing names in non-Latin alphabets please use transliteration (not: transcription) that is compatible with ISO standards (in particular ISO 9 for Cyrillic alphabets) and employ original record in the national alphabet.