



# For the Authors

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We encourage researchers interested in publishing in *Studia Geohistorica* to read the rules and guidelines. The preferred form of text submission is to send it to the address: of the Editorial Board: [studia.geohistorica@ihpan.edu.pl](mailto:studia.geohistorica@ihpan.edu.pl). It is also possible to submit it via the [Academic Journals Platform](#). For questions about publication, please contact the mentioned address or one of members of the Editorial Board.

## Authorship

The author of the article is considered to be the person who made a significant contribution either to the conception, or analysis and interpretation of the data; drafted the original typescript or revised it critically for important intellectual content; decided on the final version of the paper and agreed to its submission for publication.

All persons who participated in the preparation of the text or the preceding research should be listed together with the nature of their contribution. The corresponding author should ensure that all co-authors have seen and approved the final version of the typescript and agreed to its submission for publication.

The contributed text has to adhere to the principles of 'ghostwriting firewall', based on the guidelines for academic journals.

All disclosed cases of ghostwriting (hidden contribution by the authors or writing the text on request) and guest authorship (adding to the list of authors of people whose contribution to the text was negligible) will be made public on the websites of our Journal. The organisational unit employing the author will also be informed about this fact.

In justified cases, the Editorial Board may request a declaration of the author's or authors' contribution in accordance with the principles of the ghostwriting firewall.

Authors may be asked to submit a declaration on the sources of financial means for financing the publication, contribution from research institutions, associations and other entities (financial disclosure).

Any changes to the information about the authorship require the written consent of all interested parties. Such consent should be expressed by each of them separately, in an e-mail addressed directly to the Editor-in-Chief of the Journal. The consent of each of the authors to change the information about the authorship of the submitted article or of an already published article must be in the form of a written statement.

In the event that the author hides the co-authors of the text or discloses guest authorship cases in already published articles, the possible costs of editorial changes shall be borne by the author of the publication.

## Editorial Policies

By submitting their text, the authors guarantee that they have written the original scientific work on their own, and all fragments of other authors' works have been properly cited. Plagiarism in all its forms is unethical and will be made public by the editors. We expect the typescripts to be the result of original research, unpublished, and is not under consideration for publication elsewhere.

All texts submitted for publication in "Studia Geohistorica" are checked for potential plagiarism using the [Antiplagiarism System](#) service provided by [Plagiat.pl](#).

Typescripts with disclosed ghostwriting will be rejected by the editors. Authorship should be limited only to those persons who made a significant contribution either to the conception, or analysis and interpretation of the data. All those who have made a significant contribution should be listed as co-authors.

## Conflict of Interests

A conflict of interest occurs when the author (or the institution they represent), reviewer, or editor have financial or personal relationships that inappropriately influence their actions. Such relationships are also known as dual commitments, competing interests, or competing loyalties. These range from those with negligible potential to those with great potential to influence scientific judgment. Competing interests may exist regardless of whether an individual is aware of it.

Authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organisations that could inappropriately influence, or be perceived to influence, their work. Submitted typescripts must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest.

## Confidentiality

Typescripts are considered privileged information. Reviewers and editors are instructed to treat submissions in strict confidence, and are expected to maintain confidentiality of a typescript's contents, except for its author, reviewers, potential reviewers, other editorial advisors and the publisher.

## Access to and Storage of Data

Authors may be requested to provide (in digital form) the output data from the research together with the typescript for review. They should also be prepared to make data public, if possible. Authors should ensure that such data is available to other professionals for at least 10 years after publication, preferably through research data repositories (institutional or domain-specific).

## Principles of Peer Review

The peer review process is carried out in accordance with the rules presented in the publication *Good Practices in Reviewing Procedures in Science (Dobre praktyki w procedurach recenzyjnych w nauce)* published in Warsaw in 2011.

- By submitting their text, the authors consent to the review process.
- Authors may submit suggestions for potential reviewers to the Editor along with the article, as well as identify individuals who should not review due to a conflict of interest. The Editorial Board is not obliged to consider these proposals.
- Articles within 30 days of submission are subjected to preliminary evaluation by the Editorial Board. Its subject is the formal qualification of the text (article, review article, review, etc.), compliance with the profile of the journal and scientific level. All members of the Editorial Board gain access to the submitted text and are informed of the preliminary evaluation by the instructor. The decision to reject or refer to the review procedure is made by the Editor-in-Chief or his Deputy at the request of the handling editor.
- Accepted texts are sent for review. They are always evaluated by at least two external reviewers from a scientific and research area compatible with the subject of the paper, who are not members of the journal's Editorial Board (they may be members of its Advisory committee).
- The reviewers are selected by the Journal's Editorial Board.
- Reviews are in writing.
- Articles are not sent to reviewers from the author's affiliated institution; if possible, reviewers from another center are invited, and especially in the case of texts written in a foreign language - from a country other than the author's nationality and current affiliation.
- The Journal uses double-blind review: reviewer doesn't know the identity of the author, and vice-versa.
- An article is assigned a code that identifies it at a later stage in the peer-review process. The author is always informed about the results of the review.
- Reviewers evaluate the text within 60 days.
- The review containing critical comments and suggestions is sent by the Editor-in-Chief to the author who is obliged to make the required corrections.
- The author has 30 days to make corrections and submit the final text to the Editors.
- After corrections, if their scope was significant, the article may be returned to the reviewer for approval.
- The final decision to publish an article is made by the Editor-in-Chief after consultation with the Editorial Board. Acceptance of the article for publication is conditional on two positive reviews.
- A polemic between the author and the reviewer is allowed (in the case of critical comments of the reviewer regarding substantive issues).
- In exceptional cases, where the author does not accept reviewers' ratings, the article might be withdrawn on its author's request.
- The list of reviewers cooperating with the editorial office is published on the Journal's website.
- Complaints against the Editor-in-Chief's decision to reject a text at the preliminary evaluation stage or after the review procedure should be sent to the editorial address in English. They will be made available to the Scientific Council together with the texts submitted to the volume. Information about sub-

mitted complaints will be included in the invitation distributed to the members of the Council before its annual meeting. A grievance will be considered at this meeting if requested by at least one member of the Editorial Board or Council.

- In justified cases, the Editorial Board may proceed non-compliance with any of the above-mentioned rules; this non-compliance and its justification are made known to the Scientific Council and in the published article.

In cases of doubt, and especially in cases of suspected ethical violations, the Editor is guided by the guidelines of the Committee on Publication Ethics.

## Submission Guidelines

The Editorial Board accepts only original texts, not yet published. If the text or a significant part of it has been previously published in a foreign language or in another form, the Editorial Board should be informed.

If an article has more than one author, the contribution of each author should be specified. If the text is published in a journal, this information will also be published.

At the same time, we ask authors submitting texts to observe the following Guidelines.

### Author and title

1. Next to the author's name, the institutional affiliation and e-mail address for correspondence should be given. The author should also include the ORCID iD and a short biographical note (up to 500 characters, including spaces).
2. Under the title of the publication, keywords should be placed, both in Polish and English (up to 6 words or phrases)
3. In the case of a review, a full bibliographic description of the reviewed publication should be provided, including information on the publisher, the number of pages (both numbered and unnumbered), and the number of illustrations.

### Text, abstract and summaries

1. In texts, use commonly accepted abbreviations: e.g. (for example), c. (century), c. (circa), etc. Names of months should be given in full (XVI century, 15 July 1410). Names should also be given in their full form. Forms such as J. Rutkowski, H. Łowmiański are unacceptable in the main text; Jan Rutkowski, Henryk Łowmiański should be given instead.
2. The submitted texts should not exceed the 40,000 characters, including spaces for articles, and 10,000 for other (reviews, reports). Larger texts could be submitted by a prior arrangement with the Editorial Board.
3. The text should be accompanied by a summary (up to 1500 characters, including spaces) and an abstract (up to 500 characters, including spaces). The Editorial Board will provide an English/Polish translation.

## Illustrations and maps

- Illustrations and maps should be supplied in the best possible quality in separate files (with a minimum resolution of 350 dpi).
- The location of a map or photograph should be indicated within the text by giving the number and title of the illustration or map highlighted in yellow or red.
- The name of the graphic file should correspond to the title of the illustration or map within the text.
- Illustrations and maps should be adapted as far as possible to the Journal page size, 12 x 24 cm.
- All material should be adapted to black and white print publication.

## References

At the end of each scientific article, a full bibliography should be provided, listing all references cited in the article. We ask the authors to include a full bibliography at the end of their text, in the file being send to the Editorial Board.

For bibliographic items in an alphabet other than Latin, its full transliteration in the current ISO 9 standard, e.g. for Cyrillic according to the PN-ISO 9:2000 standard, should be included in the bibliography after the // sign.

Example:

Мароз В., *Духойныя асяродкі Скокаў ў кантэксце мясцовай канфесійнай гісторыі* w: *Юльян Урсын Нямцэвіч. Асoba ў кантэксце часу. Да 250-годдзя з дня нараджэння*, ред. Л. М. Несцяручук, Брест 2008, s. 188-199 // Maroz V., *Duhoŭnyâ asârodki Skokaŭ ŭ kantèksce mâscovaj kanfesijnaj gîstoryi*, w: *Ūl'ân Ursyn Nâmcevîč. Asoba ŭ kantèksce času. Da 250-godddzâ z dnâ naradžènnâ*, red. L. M. Nescârucuk, Brest 2008, s. 188-199.

## Reports

Reports on scientific events that fall within the profile of the journal should take into account the following guidelines.

1) The following information should be included:

1. Date, place, name and nature of the event;
2. organizers;
3. the course of the event, i.e. an outline of the various sessions or papers;
4. a summary of the course of discussion, including key themes and issues discussed;
5. a summary including quantitative (e.g., number of papers, sessions, participants) and qualitative elements, along with the report author's reflection;
6. the planned date and place of the next periodic meeting (if known).

2) When stating the affiliations of the authors of the papers in parentheses, use the abbreviated names of Polish scientific institutions as listed at the bottom of [this page](#), and in the case of foreign affiliations, the full names in their original form, without translation into Polish, always to the level of the university/

university or institutes (Polish Academy of Sciences or analogous), without information about the internal units in their structure.

3) Names of authors of papers should be given, without degrees or academic titles, with reasonable exceptions.

4) In reports of events involving numerous speakers, consideration should be given to describing in detail selected sessions, key papers (e.g., keynote speakers), panel discussions, or major discussion threads. Other elements may only be generally characterized.

5) Reports should not exceed 4 pages of standard typescript (approximately 10,000 characters with spa-

## Quotation rules

### Footnotes

1. Note reference numbers in the text should precede any punctuation (except when a sentence ends with abbreviations followed by a full stop).
2. The following form of bibliographic description should be used (examples):

#### *Books*

- B. Czechowicz, *Historia kartografii Śląska XIII–XIX w.*, Wrocław 2004.

[in the case of more than three authors, the name of the first author should be given, followed by the abbreviation et al.].

- *Katalog dawnych map Rzeczypospolitej Polskiej w kolekcji Emeryka Hutten Czapskiego i w innych zbiorach*, vol. 1: Mapy XV i XVI wieku, ed. W. Kret, Wrocław–Warszawa–Kraków–Gdańsk 1978.

#### *Articles in journals*

- W. Grygorenko, *Kartografia polska w latach 1945–1990 w potrzasku reorganizacji i cenzury*, "Polski Przegląd Kartograficzny", 23 (1–2), 1991, p. 7.

[the title of the periodical is followed by the volume, in brackets the issue number, then, the year of the publication after the comma, and a page number]

#### *Chapters or articles in books*

116. Rutkowski, *Atlas historyczny Polski*, in: Towarzystwo Naukowe Warszawskie. Sto lat działalności, eds E. Wolnicz-Pawłowska, W. Zych, Warszawa 2009, pp. 115–116.

#### *Website, online publications*

Historical geo-information (<http://hgis.kul.lublin.pl/joomla/index.php/recenzje-i-omowienia> , dostęp: 8 listopada 2012).

1. Rok, The Commonwealth of Both Nations: A Research Perspective on the History of Culture (<http://sarmatia-europaea.vot.pl/2010/11/02/012/>, accessed: 3 December 2011).
2. In the case of later references to the same publication, the initials of the author's first name and surname should be given together with an abbreviated title (without an ellipsis): e.g. W. Grygorenko, Kartografia polska, p. 2.
3. Do not use abbreviations such as:, dz. cyt., ibidem, op. cit.
4. The abbreviation 'tamże' (ibidem) is accepted when referring to the footnote immediately above, e.g.:

<sup>39</sup> VL, vol. 1, p. 37.

<sup>40</sup> Ibidem, p. 28.

## Illustrations and maps

1. Illustrations and maps should be supplied in the best possible quality in separate files (with a minimum resolution of 350 dpi).
2. The location of a map or photograph should be indicated within the text by giving the number and title of the illustration or map highlighted in yellow or red.
3. The name of the graphic file should correspond to the title of the illustration or map within the text.
4. Illustrations and maps should be adapted as far as possible to the Journal page size, 12 x 24 cm.
5. All material should be adapted to black and white print publication\*.

(\*): since 2016, there is the possibility of colour printing at the request of authors. A fee of 50 PLN per page will be charged for colour printing. The final amount of the fee is known after positive verification by the author of the final version of the text.

## Bibliography

At the end of each scientific article, a full bibliography should be provided, listing all references cited in the article. We ask the authors to include a full bibliography at the end of their text, in the file being send to the Editorial Board.

## Corrections, Retractions

Minor corrections (clarifications) will be possible through comments posted by the Editors to the online version of the article. Major corrections will be published via correction article, fully indexed and linked to the original paper.

Major corrections cover errors that significantly affect the understanding of the original article.

## Author Self-Archiving

Authors are permitted to post the publisher's version of their work online (e.g. in institutional repositories or on their website) after its initial publication in the Journal.

Editors allow authors to publish preprint versions.