

# GUIDE FOR AUTHORS

## INTRODUCTION

The Moravian Geographical Reports [MGR] is a peer-reviewed international journal that has been published in English continuously since 1993, by the *The Czech Academy of Sciences, Institute of Geonics* through its *Department of Environmental Geography*. The journal followed the traditions of the *Reports of the Institute of Geography of the Czechoslovak Academy of Sciences*, which were published from 1963 to 1992. The title of the journal celebrates its origins in the historic lands of Moravia, in the eastern half of the Czech Republic.

As a general purpose geographical journal, MGR receives and evaluates articles contributed by both human and physical geographers, as well as by other researchers who specialize in related disciplines, including the social sciences (environmental studies, regional and urban planning, urban studies, etc.), geosciences and geo-ecology. The MGR aims to publish rigorous and impactful research on topics responding to the role of 'regions' and 'localities' in a globalized society, given the geographic scale at which they are evaluated. Several inter-related questions are stressed: problems of regional economies and society; society in an urban or rural context; the spatial organization of daily urban systems; the quality of life and spatial behaviours; regional perspectives on the influence of human activities on landscapes and environments; environmental impacts of socio-technical processes; and geographic processes in landscape evolution, including the evaluation of hazards. Theoretical questions in geography are also addressed, especially the relations between Human and Physical Geography in their regional dimensions. The journal has a distinct regional orientation, broadly for countries in the European Union. Submissions dealing with regions outside of Europe are not accepted, except for invited contributions to thematic Special Issues.

The MGR is an open-access journal, publishing electronic articles in the "platinum" open-access mode (no fees for readers and no article processing charges or publication fees for authors). MGR is published four times per year – at the end of every third month (March, June, September and December). Beginning with Volume 21 (2013), the electronic contents have been published also on the De Gruyter / Sciendo publishing company website. From 2020, Volume 28, the journal will be published only in electronic format, under the same open-access mode.

## TYPES OF PAPERS

The journal, Moravian Geographical Reports, publishes the following types of papers:

(1) **Original Scientific Papers** (6,000 – 8,000 words): the backbone of individual journal issues. These contributions from geography and regionally-oriented results of empirical research in various disciplines, normally have theoretical and methodological sections and must be anchored in the international literature. We recommend following the classical structure of a research paper: introduction, including objectives; theoretical background, including references to the international literature; research design and methodological bases for the work; empirical elaboration of the project; evaluation of results and discussion; conclusions with respect to original objectives; and references. With the exception of purely theoretical papers, each contribution should contain colour graphic enclosures such as maps, charts, diagrams, photographs, etc. Some of the illustrative photographs may be placed on the second, third or fourth cover pages of the journal. For the majority of papers, a simple map indicating the geographical location of the study region should be provided. Any grant(s) received to support the research work should be acknowledged (at the conclusion of the paper). Scientific papers include an Abstract (up to 200 words) and three to six (3-6) keywords. The length of the text should be in the range of 6,000 – 8,000 words (the word count does not include the abstract, tables, figures, and references), plus a maximum of three (3) pages of

enclosures (tables, figures). The number of graphic enclosures can be increased by one page provided the text is shortened by 500 words below the maximum allowable length (per graphic page). All submissions in the scientific papers section are subject to a peer-review process by at least two independent reviewers appointed by the Editorial Board.

(2) **Scientific Communications** are published to inform the public of continuing research projects, scientific hypotheses or findings. This section is also used for discussions that contest or refine scientific opinions, including viewpoints and/or comments that critique recently-published papers. The maximum text length for these scientific communications is 4,000 words. Some contributions may be reviewed at the discretion of the Editorial Board.

(3) Moravian Geographical Reports also publishes **Invited Reviews** of major monographs from Geography and related disciplines, published as books or atlases. Review essays are contributed exclusively on request from the Editorial Board. The review must contain a complete citation of the reviewed work and its maximum text length is 2,000 words. Graphics are not expected for the reviews section.

## PEER-REVIEW PROCESS

Articles submitted to the journal are subject to two levels of review:

(1) First, selected Editor(s) from the Editorial Board (based on the subject matter of the paper) will screen them to determine their appropriateness for MGR., with respect to the **Aims and Scope** of the journal, as well as to gauge their originality, methodological rigour and the quality of English writing/expression. Manuscripts rejected at this stage of the Editorial initial review are either insufficiently original, or have scientific flaws, are expressed in poor grammar/English, or are outside of the aims and scope of the journal. Poor English language usage is a common reason for initial rejection. Failure to follow the **Guide for Authors** and the **Technical Instructions** will result in the manuscript being desk-rejected and returned to the author for revision;

(2) Then, manuscripts that meet the MGR standard criteria and pass the Editorial screening will undergo rigorous peer-review by at least two anonymous referees (double-blind review). These reviewers advise the Associate (Coordinating) Editors (members of the Editorial Board), who are responsible for decisions regarding the manuscripts.

Generally, articles can receive one of the following types of decisions:

- **Accept** – The paper is accepted for publication with no further review. The Editorial team needs to check that everything required to pass the paper to production is present. Authors may be asked for minor adjustments regarding the formatting of tables, figures, references and the like. The MGR reserves the right to final proofreading of English language usage for accepted papers, which is provided by the Editor-in Chief;
- **Minor revision** – The paper has a good possibility of being accepted, but requires additional changes to be made to satisfy the reviewers/Associate Editors. A re-submitted revised paper proceeds to Editorial review with likely no further peer re-review (the Associate Editor reserves the right to send it to further peer-review);
- **Major revision** – The paper requires substantial changes to be made for a new consideration. It provides no guarantee that a paper will be accepted but there is a second review. The revised paper proceeds to Editorial review, always followed by peer re-review. The MGR generally allows for only one major revision iteration, during which all reviewers' and Associate Editors' comments must be met by authors, who are required to submit the revised version of the manuscript within a period of maximally three months;

- **Reject (revise and resubmit)** – Rejects a paper (after initial Editorial review) with the possibility to revise and resubmit for a new consideration. The submission fits the aims and scope of the journal, is original and scientifically sound but in its current state does not meet some criteria for peer-review (e.g., insufficient English, inappropriate format/structure, and the like);
- **Reject (in review process)** – Rejects a paper (after peer-review) with no chance for re-review. Authors are not invited to revise and re-submit the manuscript because the submission in its current state is not suitable/adequate for the journal. This rejection decision can come after the first round of peer-review, but also after the revisions and a second round review has been made. After rejection, a revised submission of such a paper will not be considered; and
- **Reject** – Rejects the paper (after initial Editorial review) with no chance for re-review. Authors are not invited to revise and resubmit the manuscript because the submission in its current state is not suitable/adequate for the journal (outside of aims and scope, not meeting the standard criteria of originality/quality, etc.). A revised submission of this paper will not be considered.

During the submission process, the authors are asked to submit the names and institutional e-mail addresses of several potential referees for their manuscript. Please, note that the Editorial team member retains the sole right to decide whether or not the suggested reviewers are used.

To assist with the advancement of the journal, all authors of accepted articles in MGR may be requested to review at least one article in the area of their expertise.

## TECHNICAL INSTRUCTIONS FOR SUBMISSIONS

MGR journal uses the **ScholarOne Manuscripts** system for on-line submission and manuscript tracking. The submission proceeds totally on-line and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.

Please submit your article via ScholarOne Manuscripts → <https://mc.manuscriptcentral.com/mgr>

You can contact [mgr@geonika.cz](mailto:mgr@geonika.cz) for any Editorial-related queries, or for more general questions concerning your proposed submission.

### **Preparing your files**

To submit your manuscript, you need the following files:

- Title Page file (including the names and affiliations of all authors and co-authors);
- Main Document file (including title, abstract, keywords, main text, tables, figures and references), which should be kept anonymous for the purpose of double-blind peer review;
- Figure files;
- Table files;
- Any supplemental files (e.g., supplemental material, data, biographical notes, etc.); and
- a Cover Letter

### **Formatting requirements**

The ‘main document’ and ‘title page’ should be supplied in MS Word (\*.docx). The text should be in single-column and single-spaced format. Individual paragraphs should relate to one principal idea and should not be longer than c.15-20 lines, and they are separated by the enter key. Individual words are separated by just

one space character. Please use some of the common true-type fonts (e.g., Times New Roman; Arial; 12-point size), and keep the layout of the text as simple as possible, avoiding bullets and similar styles.

The **Title page** should include the following information:

**Title** – be concise and informative, avoiding abbreviations (up to 50 words);

**Running Head** – a shortened form of the title in uppercase letters (up to 50 characters including spaces);

**Author Names and Affiliations** – all authors' full names and affiliations (to indicate the authors' ORCID and/or Researcher ID is recommended). The authors' affiliation addresses should represent the place where the submitted work was done. The corresponding author who will handle correspondence at all stages of refereeing and publication should be indicated (including E-mail address and full postal address);

**Abstract** - a concise and factual abstract (up to 200 words) is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. References and uncommon abbreviations should be avoided;

**Keywords** - provide from 3 to 6 keywords, which will be used for indexing purposes; place names (if applicable) and country should be indicated at the end of this list; and

**Acknowledgement(s)** – identify the sources of financial support for the conduct of the research and/or preparation of the article.

## **Main document**

Divide your paper into clearly defined and numbered sections (1, 2, ...). Subsections should be numbered 1.1 (then 1.1.1, 1.1.2,...), 1.2, ....., etc. Any subsection may be given a brief heading. Each heading should appear on its own separate line. We recommend following the classical structure of a research paper, including the following sections (general titles are indicated here, but authors are encouraged to present their own more specific titles, e.g., 'Data and methods' could equally be called 'Methodology' or 'Research Design', etc.):

**Introduction** – state the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results;

**Theoretical background** – explore and critically discuss theoretical concepts and hypotheses guiding your research project (relevant to the project, and including information from a recent international literature search). This part should extend, but not repeat the background to the article, already dealt with in the Introduction, and lay the foundation for further work (i.e., present hypotheses or more detailed objectives to be examined in the work);

**Data and methods** – provide sufficient detail about data sources, the area under study (including a location map), research methods and techniques that allow the work to be reproduced. Methods already published should be indicated by references;

**Results** – provide clear and concise presentation and interpretation of results. With the exception of purely theoretical papers, it is advisable to use graphical representations of results, such as maps, charts, diagrams, etc.;

**Discussion** – review the significance of the results and contributions to current knowledge, policy and/or practice (in the light of previous studies and/or the international context). To combine *Results* and *Discussion* into one section is often appropriate;

**Conclusions (and Policy Implications)** - the main conclusions and policy implications (if applicable) of the study should be presented in this section. A future research agenda may be suggested here; and

**References** – a full bibliographic list, ordered alphabetically (see later 'Reference style').

## **Tables and Figures**

All tables and figures with captions should be included following mention in the relevant text in the main document, i.e., when feasible before the next paragraph break. The corresponding caption should be placed directly below the figure or table. Submit tables as editable text and not as images. Please avoid using vertical rules and shading in table cells. Figures should be inserted in the main document in reasonable resolution to avoid unnecessary file size. Be sparing in the use of tables and figures (graphs, diagrams, maps) and ensure that the data presented in tables and figures do not simply duplicate results described elsewhere in the article. Tables and figures must be numbered consecutively in accordance with their appearance in the text (Tab. 1, Tab. 2, ..., etc.; Fig. 1, Fig. 2, ..., etc.). Place footnotes to tables below the table body and indicate them with superscript letters. All tables and figures must contain information on the original data source (including reference to 'author's calculations', or similar)! The figures (photographs, maps, charts, etc.) included in the document file should be inserted at a reduced size (monitor resolution). Together with the main document file, all figures must be submitted as single files (formatted as \*.jpg or \*.tiff) at a higher resolution (300 dpi minimum).

## **Mathematical/statistical formulae**

Mathematical equations and statistical expressions should be inserted as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. Number consecutively any equations that have to be displayed separately from the text (and if referred to explicitly in the text). Editorial typesetting is made easier by using LaTeX (also supported in Word), see *Matthews, D. (2019): Craft beautiful equations in Word with LaTeX. Nature, 570, 263-264.*

## **Footnotes**

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

## **Reference style**

Every reference cited in the text must be present in the 'References' list (and vice versa). Quotations in the text must include information about the author and year of publication: e.g., "... the innovation diffusion stages have been characterized by Hägerstrand (1952) ..."; or "... opinion divergences that appear in polls across countries (Krohn and Damborg, 1999) ...". In the case of multiple references, authors should be placed in alphabetical order (Krohn and Damborg, 1999; Pasqualetti, 1980; van der Horst, 2007). Page numbers should be given when using specific points from a paper, including direct quotations or referring to a given part of it (Miller, 2004, p. 648).

All entries under *References* appear in the alphabetic order of names of authors. If the author is unknown, the work will be enlisted by the authority institution or the first letter of the paper title. For Internet sources, the full URL and the date when the reference was last accessed should be given as a minimum. Any further information, if known (author or authority name, conference dates, etc.) should also be given. All web references, as well as statistical data sources, should be included in the reference list. Responsibility for the accuracy of bibliographic citations lies entirely with the authors (inadequate and/or incomplete reference citations are a common source of initial rejection).

Journal Article:

KROHN, S., DAMBORG, S. (1999): On public attitudes towards wind power. *Renewable Energy*, 16(1): 954–960.

Book:

JOHNSTON, R. J., GREGORY, G., PRATT, G., WATTS, M. [eds.]. (2000): *The Dictionary of Human Geography*. Oxford, Blackwell.

Chapter in book:

MILLER, H. J. (2004): Activities in space and time. In: Button, K., et al. [eds.]: *Handbook of Transport 5: Transport Geography and Spatial Systems* (pp. 647–660). London, Elsevier Science.

Internet sources:

CZECH ASSOCIATION OF WIND ENERGY (CSVE) (2019): Statistics of wind projects in the EIA process [online]. Czech Association of Wind Energy website [cit. 17.05.2019]. Available at: <<http://www.csve.cz/clanky/statistikapoctu-projektu-vetrnych-elektraren-v-procesu-eia/347>>

SVEIBY, K., GRIPENBERG, P., SEGERCRANTZ, B., ERIKSSON, E., AMINOFF, A. (2009): Unintended and undesirable consequences of innovation. Paper presented at the XX. ISPIM Conference - The Future of Innovation, Vienna 21–24.6.2009. [online]. [cit. 17.05.2011]. Available at: <<http://www.sveiby.com/articles/UnintendedconsequencesISPIMfinal.pdf>>

In case of doubt, check some of the latest issues of the journal at: <http://www.geonika.cz/mgr.html>

Your **Cover letter** should include the following information:

- Your manuscript's title and the name of the journal to which you are making a submission;
- A brief description of the research you are reporting in your paper, why it is important, and why you think the readers of the MGR would be interested in it;
- A statement that your paper has not been previously published and is not currently under consideration by another journal; and
- The contact information for you and any co-authors.

Please, avoid too much detail – keep your cover letter to a maximum of one page, as an introduction and brief overview.

## **DECLARATION OF AUTHORSHIP AND PUBLISHING AGREEMENT**

The submission of a paper implies that the paper has not been published previously in any other periodical nor in a different publication (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its potential publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted and published, it will not be published elsewhere, in English or in any other language, without the written consent of the MGR publisher. To verify originality, the submissions may be checked by the *iThenticate* plagiarism detection software.

Upon acceptance of an article, authors will be asked to complete and sign the *Declaration of Authorship and Publishing Agreement*, by which the authors provide the publisher with the license to publish their paper in both the electronic and printed versions of the Moravian Geographical Reports, to distribute it, and to resell and disseminate it via third parties, i.e., the cooperating publishing companies and bibliographic databases, including De Gruyter / Sciendo, Clarivate Analytics / Thomson Reuters (Web of Science), Elsevier (Scopus), Czech Geographical Bibliography (Geobibline), American Geographical Society Library, et cetera. The publication of papers in MGR is free of charge and without honorarium for authors.