

MORAVIAN GEOGRAPHICAL REPORTS

Guide for Authors

Introduction

Moravian Geographical Reports [MGR] is an international peer-reviewed journal, which has been published in English continuously since 1993 by the *Institute of Geonics, Academy of Sciences of the Czech Republic*, through its *Department of Environmental Geography*. It receives and evaluates articles contributed by geographers and by researchers who specialize in related disciplines, including the geosciences and geo-ecology, with a distinct regional orientation, broadly for countries in Europe. The emphasis for MGR is on 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; regional perspectives on the influence of human activities on landscapes and environments; the relationships between localities and macro-economic structures in rapidly changing socio-political and environmental conditions; environmental impacts of technical processes on bio-physical landscapes; and physical-geographic processes in landscape evolution, including the evaluation of hazards, such as floods. Theoretical questions in geography are also addressed, especially the relations between physical and human geography in their regional dimensions.

Types of papers

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

(1) **Original scientific paper:** 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 and methodological bases for the work; empirical elaboration of the project; evaluation of results and discussion; conclusions 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 photographs may be placed on the second, third or fourth cover pages of the journal. For papers on regional issues, 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. Major scientific papers include an Abstract (up to 200 words) and 3 to 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 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 scientific papers are subject to the 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 scientific 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. Reviews are supplied 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.

Review process

The entire submission and review process is handled via e-mail communication. All manuscripts must be submitted in electronic version via e-mail to the address listed at the end of this document. Editors (members of the Editorial board) evaluate all manuscripts first. Manuscripts rejected at this stage of the editors' initial review are either insufficiently original, or have scientific flaws, are expressed in poor grammar/English language, or are outside of the aims and scope of the journal. Poor English language is a common reason for initial rejection. Failure to follow the *Guide for Authors* and the *Technical Instructions* will result in the manuscript being returned to the author. Manuscripts that meet the minimum criteria are evaluated by at least two subject matter experts for an in-depth peer review. The reviewers advise the coordinating editors, who are responsible for the final decision regarding acceptance or rejection of papers. The editor's decision is final. Moravian Geographical Reports generally allows for only one revision iteration during which all reviewers' and coordinating editor's comments must be met by the authors, who are required to submit the revised version of their manuscript within three (3) months.

Declaration of authorship and publication

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, your article may be checked by the originality detection service *CrossCheck*. By signing the *MGR Declaration of Authorship*, the authors provide the publisher with the license to publish their paper in both the printed and electronic 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 Thomson Reuters (Web of Science), Elsevier (Scopus), Walter de Gruyter, Czech Geographical Bibliography (Geobibline), American Geographical Society Library, etc. The publication of contributions in Moravian Geographical Reports is free of charge and without honorarium.

Technical instructions

Formatting requirements

Manuscripts should be supplied in MS Word (.doc; .docx). The text should be in single-column and single-spaced format. Individual paragraphs are separated by the enter key. Individual words are separated by just one space character. Please use some of the true-type fonts (e.g., Times New Roman; 12-point size), and keep the layout of the text as simple as possible, avoiding bullets and similar styles.

Paper structure

The manuscripts should be compiled in the following order: Title Page; Abstract; Keywords; Main Text; Acknowledgements; References; Table(s) with caption(s) (on individual pages); Figure(s) with caption(s) (on individual pages).

Title page should include the following information:

Title – be concise and informative, avoiding abbreviations.

Author names and affiliations – all authors' full names with academic titles, affiliations and contact addresses, including postal codes and electronic e-mails. The authors' affiliation addresses should represent a place where the work was done. The corresponding author who will handle correspondence at all stages of refereeing and publication, should be indicated.

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. The abstracts should be provided in English language exclusively.

Keywords - provide from 3 to 6 keywords, which will be used for indexing purposes; place names (if applicable) and country should be indicated.

Main text

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, 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 and latest international literature survey). This part should extend, not repeat, the background to the article already dealt with in the Introduction, and lay the foundation for further work;

Data and methods – provide sufficient detail about data sources, area under study, research methods and techniques to 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 presentation of results, such as maps, charts, diagrams, etc.

Discussion – review the significance of the results and its contribution 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; and

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 in the field may be suggested here.

Acknowledgements – identify who provided financial support for the conduct of the research and/or preparation of the article.

References – full bibliographic list, ordered alphabetically.

Tables and Figures

All tables and figures with captions should be included in the main document file, each one being placed on an individual page at the bottom of the text (after References). The position where tables and figures are to be later placed in the text should be indicated. Be sparing in the use of tables and ensure that the data presented in tables 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 attachments must contain information on the original data source. The figures (photographs, maps, charts, etc.) included in the document file should be inserted at a reduced size (monitor resolution). Together with the document file, all figures must be provided as single files (formatted as .jpg, .tiff or .eps) at a higher resolution (300 dpi minimum).

Reference style

Every reference cited in the text must be present in the reference 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:

CSVE (2013): Statistics of wind projects in the EIA process [online]. Czech Association of Wind Energy website [cit. 17.05.2011]. Available at: <<http://www.csve.cz/clanky/statistikapoctu-projektu-vetrnych-elektren-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/EN/research/ENMgrArchive.html>

All manuscripts are to be sent to the following e-mail address:
mgr@geonika.cz