EDITORIAL GUIDELINES

- An article submitted to the "Turyzm/Tourism" journal must include the following details: the author's full name, ORCID number (compulsory), affiliation (name of university / faculty / institute / section / department), e-mail address.
- In the case of a co-authored work, all authors' personal details must be provided.
- The text of the article should consist of an abstract, describing the purpose, methods and results in general (up to 200 words), key words (max. 6), bibliography and, possibly, endnotes (not footnotes).
- The author's / authors' responsibility is to obtain the permission of the owners of the graphic materials included in the work to use them.
- Along with the article for printing, the authors should deliver filled-in documents (an agreement with the co-authors, a declaration, a RODO declaration concerning sensitive data protection), electronically by e-mail or on paper by post.

EDITORIAL STANDARDS FOR PREPARING AN ARTICLE FOR PRINT

The text of the article should be prepared in Microsoft Word, according to the following standards:
- block quotes: font 2 points smaller than in the main body of the text, left indent: 1 cm; space above and under the quote: 6 points;
- the main text, block quotes, endnotes and bibliography should be justified (aligned to both margins);
- paragraph indentation (indenting the first line of the paragraph) in the main text: 0.5 cm;
- the hyphenation option should be turned on;
- figures, photos, tables, charts should be positions together with the headers at the appropriate place in the text;
- figures, photos, tables, charts should also be submitted in the original format, as separate folders;
- separate numbering must be used for photographs, tables and figures (including charts);
- tables must be editable;
- the captions under tables, figures, photographs, etc. must include information about the source of these graphic elements;
- sub-chapters must be numbered;
- the character used as hyphen or in number ranges (e.g. time span, page range in bibliography and endnotes) is the en-dash (-), e.g. *in 1925-1940*, *pp.12-13*;
- all items on a list must start with the en dash (like in these editorial guidelines);
- italics should be used to distinguish book titles and parts of publications (volumes, chapters, etc.), articles, films, musical pieces, TV and radio programs, paintings, sculptures, as well as words and expressions not fully assimilated by the Polish language, regarded as quotations from a foreign language;
- double spaces must be removed;
- after punctuation marks (period, coma, question mark, etc.), there must be a space, and before them - not;
- abbreviations are used for words like *for example*, *about*, *that is* (e.g., ca., i.e.);
- there is no space between the number and the per cent character (e.g. 14%);
- typographic quotation marks should be used (e.g. "page");
- in two-part last names and in adjective or noun phrases, consisting of equivalent components, we use the hyphen (-) without spaces, e.g. Dołęga-Mostowicz, black-and-white, Rabka-Zdrój.

NOTES

There are two types of notes/references used in "Turyzm": bibliography notes and explanatory references, which supplement the information included in the main text of the article. Bibliographic notes (referring to publications which contain the information or quotations used in the article) are written **in APA format** – in parenthesis, in the main text; they should include the author/s' last name/s, the year of publication and the numbers of pages, after the quote:

Text, text, text (Last name, year, pages...)

When the cited publication has 1 to 5 authors, the note must include all their names, separated with comas. If there are more than 5 authors, we write the last name of the first of them, followed by "et al.", e.g.:

(Kowalski et al., 2015, pp.7-14)

If the book we cite was written under editorship, the note must contain the last name/ names of the editor/editors of the volume, and include information that it is an editor and not the author, only in the bibliography.

Text, text (Kowalski, 2015, p.13) Text, text.

If the author refers to an online source, we should include the name of the author of the quoted text or, if it has not been given on the website - the name of the website, e.g.

Text, text (Nowak, 2005)
Text, text (Tatrzański National Park, 2015).

When citing acts of law, the note must include the beginning of the title of the document (in italics), the year of its publication or, possibly, the number of the article and the paragraph; the full title is given the bibliography, e.g.:

Text, text (*Act*, 2014, art 1, para.2
Text, text (*Ordinance*, 2018)

If several documents (e.g. acts of law) from the same year are quoted in the text, their titles must be given in the endnotes, e.g.:

Text, text (*Cooperatives and their Associations Act*, 1961). Text, text
(*Education System Development Act*, 1961).

When the author refers to two or more publications in one endnote, they should be put in alphabetical order, giving the name of the first author of each of them first. Individual works are separated with a semi-colon, e.g.

(Kowalski, 2012; Nowak, 2009; Wiśniewski, Nowak, 2010)

If one endnote contains reference to several works by the same author, they should be ordered by the year of publication. The author's name is given only once and it is followed with the

dates of publishing the cited works, separated with comas. Publications in print are placed at the end of the note. When the author refers to several works published in the same year, both in the endnote and the bibliography, they must additionally place letters a, b, c, etc. after the year of publication (without a space between the year and the letter), assigned to each of these publications, e.g.:

<p style="color:green; text-align:center">(Kowalski, 2001, 2005a, 2005b, in print)</p>

If one of the works which the author refers to in a part of the text is the main one and the remaining ones are additional, it is possible to place see also before them, e.g.:

<p style="color:green; text-align:center">(Wiśniewski, 2015; see also: Kowalski, 1987; Nowak, 2008).</p>

If a text is quoted word for word in the endnote, it is necessary to give the author's name, the year of publication and the numbers of the pages which the quote comes from, e.g.

<p style="color:green; text-align:center">(Kowalski, 2009, p.15)</p>

If the quote consists of less than 40 words, it should be taken in inverted comas and not be set off the main text. The source of the quotation should be given directly after the quote and the closing inverted comas, e.g.

<p style="color:green; text-align:center">Text, text, text "quote, quote, quote, quote" (Nowak, 2005, p.14)</p>

If the quote consists of 40 or more words, it should be set off the main text. It should be printed in characters two points smaller than the main text, in a separate block, with a 1 cm indentation on the left side. If the block quotation consists of several paragraphs, each of them should include an additional, 0.5 cm indentation of the first line. The note containing information about the source of the quotation (the name of the author, the year of publication, page number) should be placed in the main text, in the sentence introducing the quote, or right after the text of the quote, in its last line. Block quotes should not be closed in inverted comas.

<div style="color:green">
The sentence introducing the quote:

Quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text, quote text quote text, quote text, quote text, quote text, quote text, quote text, quote text quote text, quote text, quote text, quote text (Name, 2015, pp. 14-15).

The sentence introducing the quote (Name, 2015, pp. 14-15):

Quote text, quote text, quote text, quote text, quote text, quote text, quote text quote text, quote text, quote text, quote text, quote text, quote text, quote text quote text, quote text, quote text, quote text, quote text, quote text, quote text quote text, quote text, quote text.
</div>

In the case of indirect citation (when the author does not have direct access to the work which they refer to and which they know only from another publication), the author should use the preposition after: with the colon. The bibliography should include only the source actually used by the author, e.g.:

<p style="color:green; text-align:center">As proposed by Kowalski (2003, after: Nowak, 2008) ...</p>

BIBLIOGRAPHY

In "Turyzm/Tourism", bibliography fits into **the APA format**:

> The author's last name, initial (year of publication). *The title of the book*. Place of publication. Publishing house.

Publications must be listed in the alphabetical order, considering the first letter in the author's last name.

Below, see the rules of the bibliographic notation of individual texts (please, note which elements of the bibliographic notation are given in italics):

1. A book:

> Last name, initial (year of publication), *The title of the book*. Place of publication. Publishing house.
>
> Milewska, M., Włodarczyk, B. (2015). *Hotelarstwo. Podstawowe wiadomości*. Warszawa: Polskie Wydawnictwo Ekonomiczne.

2. A book under editorship:

> Last name, initial (ed.) (year of publication) *The title of the book*. Place of publication. Publisher.
>
> Jackowski, A., Krzemień, K., Sołjan, I. (ed.) (2018). *Geografowie polscy. Słownik biograficzny*. T.1: A-J. Kraków: Instytut Geografii i Gospodarki Ptzestrzennej UJ.

3. A chapter in a collective publication:

> Last name, initial (year of publication), The title of the chapter. In: initial, last name (ed.) *The title of the book*. Place of publication. Publisher.
>
> Kowalczyk-Anioł, J., Latosińska, J. (2010). Badania nad turystyką w łódzkim ośrodku naukowym. In: S. Tanaś (ed.), *Nauka i dydaktyka w turystyce i rekreacji* (pp. 179-186). Łódź: Łódzkie Towarzystwo Naukowe.

4. An article in a scientific journal:

> Last name, initial (year of publication), The title of the article. *Title of the journal, number of volume* (number of issue), page range.
>
> Stasiak, A. (2019). Escape roomy w Polsce: ujęcie popytowe z wykorzystaniem badań netnograficznych. *Turyzm/Tourism*, *29* (1), 77–89.

If the article bears the DOI number, it should be quoted at the end of the bibliographic note (we never put a period after the DOI number):

Last name, initial (year of publication), The title of the article. *Title of the journal, number of volume* (number of issue), page range. DOI: ....

Stasiak, A. (2019). Escape roomy w Polsce: ujęcie popytowe z wykorzystaniem badań netnograficznych. *Turyzm/Tourism*, *29* (1), 77–89. DOI: http://dx.doi.org/10.18778/0867-5856.29.1.08

5. Internet source
   - if the text from the Internet has a title (and, possibly, the name of its author is known), the bibliographic notation has the following form:

   Last name, first name initial (year). *Text title*. Downloaded from: website (date of accessing the site).

   Nicholson, S. (2015). *Peeking behind the locked door: A survey of escape room facilities*. White paper. Downloaded from: http://scottnicholson.com/pubs/erfacwhite.pdf (28.03.2019).

   - if the author's name is unknown:

   Text title (year). Downloaded from: website (date of accessing the site).

   Zabytkowa Linia Tramwajowa kursuje jeszcze przez trzy weekendy (2018). Downloaded from:
    http://Wrocław.wyborcza.pl/Wrocław/7,35771,23816471,zabytkowa-linia-tramwajowa-kursuje-jeszcze-przez-trzy-weekendy.html (24.09.2018).

   - if the text does not have a title and the name of the author has not been provided, the website is given at the beginning:

   Website (year of accessing the website by the author). Downloaded from: website (date of accessing the site)

   Turystyka-motoryzacyjna.pl (2019). Downloaded from: www.turystyka-motoryzacyjna.pl (23.09.2019).

6. An Act of Law:

   Rozporządzenie Ministra Gospodarki i Pracy z 19.08.2004 r. w sprawie obiektów hotelarskich i innych obiektów, w których są świadczone usługi hotelarskie. DzU 2004, nr 188, poz. 1945.

INTERFERENCE WITH THE TEXT OF THE QUOTE

All changes of the quoted text must be marked (explanations, supplementary texts) by putting the text which does not belong to the quotation in square parenthesis, e.g.:

Quote text [text of DOP/ explanation] quote text (Last name, year, page numbers).

All omissions in the quote should be marked with an ellipsis in a square parenthesis:

Quote text [...]. Quote text (Last name, year, page numbers).

In order to emphasize a part of the quoted text, it should be typed in bold print and followed by the word "distinction" and the initials of the author of the distinction

Quote text, quote text **text distinguished from the quote** [distinction - A.A.] quote text (Last name, year, page numbers).

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