

EDITORIAL GUIDELINES

1. An article submitted to the *Turyzm/Tourism* journal must include the following details: the author's full name, ORCID number (compulsory, a full ID URL, following the https format: <https://orcid.org/>), affiliation (name of university, faculty, institute/section/department), e-mail address.
2. In the case of a co-authored work, all authors' personal details must be provided.
3. 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).
4. The author's/authors' responsibility is to obtain the permission of the owners of the graphic materials included in the work to use them.
5. Along with the article submitted 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, Times New Roman, 12-point font size, according to the following editorial guidelines:

1. Paragraph indentation (indenting the first line of the paragraph) in the main text: 0.5 cm.
2. The main text, block quotes, endnotes and references should be justified (aligned to both margins).
3. Sub-chapters must be numbered.
4. Capitalize only the first word of the title or subtitle (do not use bold or italic).
5. Use an en dash (–), not a hyphen (-), for number ranges (i.e., time span, page range in references and endnotes), e.g., pp. 21–27, in 1925–1940. Do not insert a space before or after the en dash.
6. In two-part surnames and in adjective or noun phrases consisting of equivalent components, use the hyphen (-) without spaces, e.g. Dołęga-Mostowicz, black-and-white, Rabka-Zdrój. If a double first name is hyphenated, use the hyphen with no spaces, as well as no space

between the first initial and the hyphen, (do not use a space between initials) e.g. **Leclair, J.-M.** (*Jean-Marie Leclair*).

7. Use a numbered list to display complete sentences or paragraphs in a series (e.g., itemized conclusions, steps in a procedure).
8. If individual items on a bulleted list are phrases, all of them must start with the en-dash
9. Use consecutive lowercase Latin alphabet letters in parentheses (not numbers) if you list separate, parallel elements within a sentence: (a)...; (b)...; (c)...; and (d)...
10. Double spaces must be removed.
11. After punctuation marks (period, coma, semi-colon, question mark, etc.), there should be a space, while before them - not.
12. There should be no space between a number and the per cent character (e.g. 14%).
13. Abbreviations are used for words like *compare* (cf.), *for example* (e.g.), *that is* (i.e.), *namely* (viz.), *versus* (vs.), *and so forth* (, etc.). See: [Abbreviations guide](#)
14. Acronyms should be explained on first use.
15. Do not define common statistical symbols or abbreviations (e.g., *M*, *SD*, *F*, *t*, *df*, *p*, *N*, *n*, *OR*). Define other ones, such as AIC, ANOVA, BIC, CFA, CI, NFI, RMSEA, SEM).

Tables

1. Tables with the headers should be positioned together in appropriate places in the text, after the first reference to a table is made. In the main text, refer to every table by its number, e.g. “**As shown in Table 1, ...**” (Roman typeface, capital “T” for “Table”).
2. Separate numbering must be used for tables: **Table 1.**, **Table 2.**, etc. , in the same order as they appear in the paper.
3. Tables must be editable.
4. Use vertical and horizontal borders to separate data, and use borders around every cell in a table. See: [Turyzm/Tourism Archives](#)
5. Do not use italic and bold for table titles; capitalize only the first word.
6. The captions under tables must include information about the source, e.g. **Source: own work.**/ Author’s elaboration
7. For statistical values not larger than 1 (proportion, correlation, level of statistical significance), put a zero before a decimal e.g. **$p = 0.015$** .
8. Three types of notes - general, specific, and referring to probability - may appear under the table. Include them only if absolutely necessary. General notes are preceded by the word **Note** in italics, followed by a period. They should include explanations that refer to the table

as a whole, as well as potential references to the source of the table. At the end, general notes should include the definitions of any abbreviations and symbols used. individual notes refer to specific data in the table. They should be marked with subsequent Latin superscript letters (a, b, c ...), appearing in appropriate cells of the table and at the beginning of each specific note. They are used when it is necessary to comment on specific information or term. Probability notes present the p coefficient values. They are marked with superscript asterisks in the table (*, **, ***).

Figures

1. Anything other than a table is a figure.
2. Figures must be editable.
3. Figures (including photos and charts) should be submitted in the original format, as separate folders.
4. Separate numbering must be used for figures (including photographs and charts) in the order in which they are mentioned in the paper: **Figure 1.**, **Figure 2.**, etc.
5. Figures should be positioned in appropriate places in the text. Embed figures within the text after they are first mentioned. Refer to every figure by its number, e.g. “**As shown in Figure 1, ...**” (Roman typeface, capital “F” for “Figure”).
6. The captions under figures must include information about the source, e.g. **Source: authors, based on...**
Do not use italic or bold for figure titles; capitalize only the first word.
7. Whenever a figure needs further explanation, notes should be placed immediately below it. There are three types of notes: general, specific, and those related to probability (as in the case of tables).

Italics

Use italics in the following cases:

- titles of stand-alone works, e.g. books, webpages, reports, films, musical pieces, TV and radio programs, paintings, sculptures, and other;
- titles of periodicals, newspapers and magazines; italicise the name of the periodical and the volume number (but not the issue number, if present);
- anchors of a scale, e.g. scores ranged from 1 (*never*) to 7 (*continuously*);
- general/scientific names, species, and varieties;

- letters in statistical symbols or algebraic variables, e.g. $r = 0.57$ ($p < 0.001$), M , SD , t test, Cohen's d ;
- the number of elements in a sample: $n =$;
- the first use of words, phrases, or abbreviations from another language when readers may not be familiar with them, words and expressions treated as quotations from a foreign language, e.g., The term *ledenica* means...;
- the introduction of a new key term or label:

Do not use italics in the following cases:

- Greek letters: α , β ;
- nonstatistical subscripts in statistical symbols, e.g. M_{control} ;
- foreign phrases commonly used in English (*et al.*, *a posteriori*, *ex post facto*);
- mathematical functions;
- lowercase statistical terms: t test, p value.

QUOTATIONS

In *Turyzm/Tourism*, direct quotations used in the article are generally written in APA 7 format, but the guidelines listed below should be followed first:

1. Quotations of fewer than 40 words, should be placed in the main text, in inverted commas.
2. Quotations of 40 words or more should be formatted as block quotations (font 2 points smaller than that in the main text, left indent: 1 cm; space above and under the quote: 6 points).
3. Direct quotations must be accurate, the quotation must match the wording, spelling and punctuation of the original source, even if incorrect. If there is a spelling error in the original version, insert [*sic*] after the misspelled word, in italics, and in square brackets.
4. All changes in the quoted text must be marked (explanations, supplementary texts) by putting the text which does not belong to the quotation in square brackets.
5. All omissions in the quote should be marked with suspension points.
6. 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 in square brackets.

See: [Quotations](#)

IN-TEXT CITATION

In *Turyzm/Tourism* to cite source, you must use the APA 7 Style (in-text citations, not notes). There are two main ways to cite a source in the text: narrative and parenthetical. In narrative citation, you provide the author's name as you write the quote, or where you paraphrase their work. In parenthetical citation, you provide the author's name, date of publication and page numbers in parentheses).

Narrative citation: Name (year)

Parenthetical citation: (Name, year)

With APA 7 Style, you should use footnotes only when it is absolutely necessary. The purpose of footnotes is to add to or clarify a point. Footnotes are also used to add copyright information. Footnotes can be grouped together and placed on a separate page at the end of the text (as ENDNOTES).

See: [In-text citations](#)

REFERENCES

In *Turyzm/Tourism*, bibliography follows the APA 7 format, with one exception: do not use space between initials, e.g. **W.S. Reymont (Ed.); Reymont, W.S. (1905)**.

Particular attention should be paid to the following:

1. Always quote the DOI, if available (for printed/online articles and books). If both DOI and URL are available, quote only the DOI. Both DOIs and URLs are inserted as hyperlinks and links should be active:

<https://doi.org/xxx>

<https://xxxx>

2. Capitalise only the first word of the title, sub-title, and proper nouns.
3. Quote the title you are referring to in the original language if the citation refers to a translated work, and follow this with a translated title in square brackets..
4. Non-Latin alphabets are not used in the reference list in APA 7 Style, so the title needs to be transliterated (that is, converted to the alphabet you are using to write the paper), and then followed by an English translation, in brackets.

5. Do not include Inc. or Ltd for the publisher.
6. Do not include information about the main science databases or platforms (e.g. EBSCO databases, Scopus, etc.) with the information about works found in these databases
7. Retrieval date is only required for online resources that are frequently updated.
8. Do not abbreviate journal titles.
9. When citing conference presentations, only verifiable sources should be given. To cite a paper that has been presented at a conference but not published, include only the presentation available online. To cite one of the conference papers published in a journal, use the same format as you would for any journal article. Conference papers collected in the book form should be cited in the same way as you would cite a chapter from a book.

See: [References](#)

APA 7 guidelines:

American Psychological Association. (2020). *Concise guide to APA Style* (7th ed.). <https://doi.org/10.1037/0000173-000>

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

American Psychological Association. (2021). *Mastering APA Style student workbook* (7th ed.). <https://doi.org/10.1037/0000271-000>