

Instruction for Authors Preparing Academic Articles

I. PREPARING TEXT

1. The volume of submitted papers should not exceed 20 pages of normalized manuscript, i.e., 40,000 characters (one author's sheet).
2. Text files should be created in the Word 6.0–XP editor in DOC format.
3. Page setup:
 - paper size: A4;
 - margins: all margins 2.5 cm;
 - line spacing: 1.5.
4. Title: use 14-point Times New Roman font, bold. Capitalize the entire title. Insert a 14-point line of space following the title.
5. Abstract in English: between 1500 and 2000 characters (including spaces); use 10-point Times New Roman font.
6. The abstract should comprise the following, clearly separated (presented in the form of a list) parts:
 - Purpose.
 - Method.
 - Findings.
 - Research and conclusions limitations: comment on the representativeness of your research and its potential limitations due to cultural, environmental, geographical, or other conditions.
 - Practical implications.
 - Originality: describe how your research (results and opinions) differs from other publications on the subject.
 - Type of paper: specify whether your article presents empirical research or theoretical concepts or whether it is a review, a case study, etc.

ABSTRACT PREPARATION:
EXAMPLE OF DIVISION INTO
PARTS

Wiesław Alejziak
**Determinants
and Disproportion
of Tourist Activity
and the Problem of Social
Exclusion**

Purpose. To identify tourist activity determinants, assess the strength of their impact and to analyze social disproportion, the exclusion of participation in tourism and the “overlapping” of factors that have a positive or negative effect on tourist activity.

Method. Empirical studies pertained to Polish residents' leisure trips in 2005. The sample (1,026 persons) fulfilled the requirements for the general Polish population, 15 years and older. Statistical methods: chi square test, TauB-Kendall rank correlation coefficient, cluster analysis, ANOVA.

Findings. The studies (including cluster analysis) revealed a great social diversity in tourism, resulting from numerous interdependent factors. An analysis of concentrations showed a strong co-relationship between the occurrence (overlapping) of many determinants. Both the standards and the attributes of tourist activity are a measure of social diversification and exclusion, rather than their cause.

Research and conclusions limitations. Empirical studies were carried out exclusively among Polish residents and included only leisure trips.

Practical implications. Research that diagnoses and partially forecasts the standards and attributes of tourist activity serves as a foundation to support the functioning of the entire tourist industry.

Originality. A large number of variables (23), including some rarely used in tourist activity studies (e.g. political interest, religiousness). A unique ranking of the impact of individual determinants on tourism.

Type of paper: research article.

Key words: tourist activity, leisure trips, determinants, social diversification, social exclusion, Poland.

7. Key words: 3-6. Insert a 12-point line of space following the key words.
8. The paper should include elements listed below. Titles of elements may be changed if justified by content. Furthermore, especially in the case of review articles, the paper may have a more complex

structure, i.e., it may comprise more elements or have a given element subdivided further (such as the Literature Review section).

A. For empirical papers:

- **Introduction** (subject of research, aim of the article, and justification of the aim),
- **Literature review** (a review of Polish and foreign publications presenting the aim of the article and describing current knowledge on the subject matter),
- **Method** (aim of empirical research, research hypotheses and questions, and a description of methodology and how the research was conducted)
- **Results** (research results, including the answers to the research hypotheses and questions),
- **Discussion** (a discussion of the study results in view of results obtained by other authors in Polish and foreign publications on the subject matter),
- **Conclusions** (conclusions from the study results and their discussion, including practical implications and suggested directions for further research on the subject),
- **References.**

B. For review papers:

- **Introduction** (subject of research, aim of the article, and justification of the aim),
- **Literature review** (a review of Polish and foreign publications related to the aim of the article describing current knowledge on the subject matter),
- **Discussion** (a discussion of current knowledge on the subject matter, including critical analysis based on Polish and foreign publications),
- **Conclusions** (conclusions from the discussion, including its practical implications and suggested directions for further research on the subject),
- **References.**

9. Headings of each part of the paper: use 12-point Times New Roman font, bold, centered. Number the parts with Arabic numerals. Insert a 12-point line of space following each heading.
10. Running text: use 12-point Times New Roman font and 1.5 line spacing. First line indent: 1 cm. Use tools available in the editor to format the text rather than the space bar, as using space bar makes markup and typesetting difficult.
11. Do not use the bold face, capitals, and underlining in the text. Italics should only be used for titles listed in the footnotes and the References section and for letter symbols in the running text. Insert a space after punctuation marks, not before them.
12. Use an en dash (–) to indicate breaks in a sentence and between numbers that denote close values not provided precisely (such as time periods); do not use a hyphen (-) or an em dash (—). Examples of use:
 - “Secondly – as tradition dictates – every student should wear formal attire tomorrow”.
 - “The years 1914–1918, or the times of World War I, is an extremely important period in the history of Europe”.
 - “Relevant information can found on pages 12–24 of the aforementioned publication”.
 - Most waters in the area of Wysowa belong to the sodium-bicarbonate type and have a high concentration of carbon dioxide.
13. Footnotes can be used (sparingly) to complement the running text: use 10-point Times New Roman font with 1.0 line spacing.
14. References in the running text should be formatted according to the Harvard System (i.e., provide the last name of the author of the quoted or referenced publication, the year of publication, and the page or pages you refer to in square brackets within the running text). Do not place a comma between the

name and the year. If two or more publications are referenced in the same parentheses, separate them with a semicolon.

15. The References section, located at the end of the article, should only include texts that are quoted or referred to in the article. References should be given in an alphabetical order with full bibliographic descriptions. Guidelines for and examples of bibliographic descriptions can be found in Part III of these instructions.

II. PREPARING TABLES AND ILLUSTRATIONS

1. Tables and illustrations (figures, charts, and photographs) should be included in separate files and described in detail. Mark their locations in the running text through centered titles, as in the example below:

Table 1. Tourist activity inhibitors

Tabela 1. Inhibitory aktywności turystycznej

2. The entire article should use the division into tables and figures (i.e., everything that is not a table, e.g. charts, diagrams, or photographs, is considered a figure). Refer to figures in the abbreviated form (“Fig.”).
3. Place titles of tables above tables, and titles of figures below figures.
4. Write the titles of tables and figures in 10-point Times New Roman font.
5. Under each table/figure provide its source (using 10-point Times New Roman font).
6. Figures should be scanned at a resolution no lower than 300 DPI (optimal resolution is 600 DPI) and saved as line art files in TIFF format.
7. Charts should be created in black. Gray tints or textures are allowed.
8. Digital photographs should be saved in TIFF or JPEG format at full resolution. Do not use compression.
9. If the article includes figures, tables, etc. taken from other academic papers, the author is obliged to obtain a reprinting permission. The permission should be sent to the Editorial Office together with the article and other attachments.

III. PREPARING THE REFERENCES SECTION

1. The References section, located at the end of the article, should only include texts that are quoted or referred to in the article. References should be given in an alphabetical order with full bibliographic descriptions.
2. References to papers of different types should be prepared to according to the guidelines below. Note that all references should be provided in a single list (the division into types, found below, is meant only to provide examples of referencing different sources).
3. For two or more papers written by the same author and published in the same year, add subsequent lowercase letters to the year, as in: (2014a), (2014b), etc.
4. List Internet sources (webpages) for which the appropriate elements of a full bibliographic description cannot be provided in a separate Internet Sources section. The list should provide URL addresses of the referenced webpages in alphabetical order, described as in the following sample:

<http://www.unwto.org/facts/eng/vision.htm> (08.09.2014).

5. For articles to be published in the English issues of the Journal, provide English translations of the titles of non-English publications (in square brackets), as in the following sample:

Winiarski, R., Zdebski, J. (2008), *Psychologia turystyki [Psychology of Tourism]*, Wydawnictwa Akademickie i Profesjonalne, Warszawa.

Sample references to different types of papers in the References section

A. Books:

Urry J. (2001), *The tourist gaze*, Sage, London.

McIntosh R.W., Goeldner Ch.R. (1986), *Tourism. Principles, Practices, Philosophies*, John Wiley & Sons, New York.

B. Edited books and joint publications:

Ryan C., ed., (2003), *The Tourist Experience*, Continuum, London.

Alejziak W., Winiarski R., eds. (2005), *Tourism in Scientific Research*, AWF Krakow, WSIZ Rzeszow, Krakow-Rzeszow.

C. Chapters in edited books and joint publications:

Dann G.M.S. (2002), *Theoretical issues for tourism's future development*, [in:] Pearce D.G., Butler R.W., eds., *Contemporary Issues in Tourism Development*, Routledge Advances in Tourism, International Academy for the Study of Tourism, London, New York, pp. 13-30.

D. Articles in scientific journals:

Cohen E. (1979), *A Phenomenology of Tourism Experiences*, „Sociology”, Vol. 13, pp. 179–201.

Szczechowicz B. (2012), *The importance of attributes related to physical activity for the tourism product's utility*, „Journal of Sport & Tourism”, Vol. 18 (3), pp. 225–249.

E. Articles in trade magazines and trade newspapers:

Benefits tourism not OK (2014), [in:] „The Economist”, Nov 15th.

F. Papers without a stated authorship, including research reports and statistical yearbooks:

Tourism Trends for Europe (2006), European Travel Commission.

Tourism Highlights. 2010 Edition (2011), UNWTO.

G. Legal acts:

Act on Tourism Services, of 29 August 1997, Dz. U. of 2004, No. 223, item 2268, as amended.

H. Publications available on the Internet:

International tourism on track to end 2014 with record numbers, <http://media.unwto.org/press-release/2014-12-18/international-tourism-track-end-2014-record-numbers> (20.12.2014).