

Instruction for authors

Submission The submission of a paper to the *Landform Analysis* will be taken to imply that the paper is original and unpublished, a similar or the same text has not been submitted elsewhere nor is being considered for publication elsewhere. All submitted papers will be reviewed.

Texts intended for publications should be written in English and printed on one side of the A4-size white paper, with 1,5-lines spacing and standard margins (2,5 cm). Two copies of the typescript and CD should be sent to the Organizer at the address given below. The typescript should include:

1. the title page with title of the paper, name(s) of author(s), his/her/their affiliation and detailed address(es),
2. text on consecutively numbered pages,
3. list of references,
4. list of captions of illustrations,
5. illustrations according to conditions described further,
6. abstract.

Length of the text (**including all figures, tables, photos and list of references**) should not exceed **10 pages**. Text has to be prepared in MS Word, font Times New Roman, font size 12.

Papers will be printed in black and white however 1 of 10 pages may be printed in colour. Authors are requested to suggest figures and/or photos, which are expected to be printed in colour on 1 page.

Title page and abstracts The title should be concise yet informative. Short title, use in header, should not exceed 50 characters. Full name of the author (or authors) should be given, followed by the affiliation with precise postal address and e-mail address. If an author's present address is different from the affiliation where the work was carried out, this should be indicated as a footnote at the title page. The abstract should not only indicate the general scope of the paper, but also state the main results and conclusions. The abstract should be a complete text itself and should not exceed 200 words.

The main text Papers should be divided into sections, described by short headings. Subsections and sub-subsections may be used, each by short headings. No further subdivisions should normally be used. Addendum (addenda) or appendix (appendices) to the main text are usually not accepted.

Digital data should be given in SI units or units approved internationally for use with SI. Other units should be accompanied by SI equivalents. The pages must be numbered consecutively. Any special characters (e.g. Greek, script, symbol, etc.) should be named in the margin where the character first occurs in the text. Names of species are to be accented with wavy underline (i.e. *Italics*). Equations should be numbered serially by Arabic numerals in parentheses in the right side of the page, but only if reference is made to them in the text. Foot notes should be avoided. Tables, favourably small, should be numbered by Arabic numerals and referred to in the text by their number (e.g. "see Table 3"). Tables may be included into the text. If they are typed on separate pages their position in the text should be marked. The desired position of each illustration should be also marked in the typescript.

References The principal purpose of the list and reference style is to enable readers to locate cited literature. **Accurate** and complete references are therefore crucial. Misspelled names, incorrect dates, or missing publisher locations defeat the purpose of the list. When the author has any doubts, should include too much rather, than too little, information on the cited work. The accuracy of references is the responsibility of the author(s), to whom queries will be addressed.

All citations have to correspond entirely with the reference list. All entries in the reference list must be cited in the text. The author should avoid too many citations. Reference in the text is made by giving the author's name and date of publication, e.g. (Kotarba, 1989). If the name of the author is part of the sentence, only the year is required in parentheses, e.g. "As stated by Drewry (1983), ...". Where two or more papers published in any year by the same author are cited, each paper should be distinguished by a small letter placed after the date, e.g. (Kozarski, 1988a; 1988b). Where a quoted paper has been written by two authors they should be cited as follows: (Kostrzewski & Zwoliński, 1995). In the case of more than two authors, only the first name should be cited in the text with addition of the abbreviation *et al.* in *Italics*, e.g. (Aber *et al.*, 1995).

Personal communications, unpublished data, and manuscripts in preparation or submitted for publication should not be included in the reference list. In the text refer to them in parentheses by first initials and last name of source, type of material and date. An exception is related to unpublished Ph.D. thesis (see an example in the reference list). Works accepted for publication but not yet released should be listed as "in press" in place of the journal volume and using the year of acceptance as the date. Typescripts submitted for publication but not yet accepted are considered to be unpublished (see above).

Reference to the literature cited should be arranged in alphabetical order. Reference list should conform to the examples given below.

- Aber, J.S., Ruszczyńska-Szenajch, H. & Krzyszkowski, D., 1995: Landsat interpretation of glaciotectionic terrain and lineaments in northern and southwestern Poland. *Questiones Geographicae*, Special Issue 4: 1-11.
- Blake, E.W. & Clarke, G.K.C., 1988: Subglacial electrical phenomena [Abstract]. *EOS*, 59 (44): 1211.
- Dardis, G.F. & McCabe, M., 1987: Facies of subglacial channel sedimentation in Late-Pleistocene drumlins, Northern Ireland. *Boreas*, 12: 263-278.
- Dreimanis, A., 1989: Tills: their genetic terminology and classification. In: Goldtwait, R.P. & Matsch, C.L. (Eds.) *Genetic classification of glacial deposits*. A.A. Balkema, Rotterdam: 17-83.
- Hughes, T.J., 1992: On the pulling power of ice streams. *Journal of Glaciology* 38 (128): 125-151.
- Drewry, D.J. (Ed.), 1983: *Antarctica: glaciological and geophysical folio*. Scott Polar Research Institute, University of Cambridge, Cambridge: 16 sheets.
- Mojski, J.E., 1993: *Europa w plejstocenie. Ewolucja środowiska przyrodniczego*. Wydawnictwo Polskiej Agencji Ekologicznej, Warszawa: 333 pp.
- Rose, K.E. Unpublished: *Radio-echo sounding of Marie Byrd Land, Antarctica*. Ph.D. thesis, University of Cambridge, 1978.
- Wysota, W., 1993: Geneza drumlinów w środkowo-wschodniej części Pojezierza Chełmińsko-Dobrzyńskiego. *Przegląd Geograficzny* 65: 335-361.

In case of doubts how to quote a reference, information as full as possible should be included and/or enclosed a photocopy of the title page of the publication.

Illustrations (Figures) All illustrations should be suitable for direct reproduction. They should be submitted at the following sizes: width - 85 mm or up to but not exceeding 178 mm and length - up to but not exceeding 265 mm. Line drawings should be made with strong black lines with lettering of sufficient size to be legible when reduced even two times. The original drawings, laser printer output, or high-quality black and white glossy prints (as rich in contrast as possible) should be submitted, plus two copies. Electronic files are accepted. Illustrations should be numbered in Arabic numerals consecutively (including diagrams and photos). The number and author's name should be written on the back of all illustrations. The line thickness used for line drawing should be related to the size of the diagram and the reduction that is likely to be used. Computer-generated figures and traces from pen or dots printers will not be accepted. The illustrations should be referred to in the text by their number (e.g. "compare Fig. 4"). The Authors wishing to have illustrations returned should notify the Editor at the time of submission of their papers.

Proofs Authors will receive proofs for correction, which should be returned promptly. There will not be accepted any significant changes in the original text, except corrections of errors.

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