

General information

The text should not exceed 6 pages (about 20.000 characters including whitespaces) including tables, references, figures. Please use Times New Roman 10pt font. Manuscripts should be submitted in electronic form. Standard word processor files are accepted. Computer files containing maps or other illustrations in a digital form should be clearly described, including type and version of software used for their preparation. 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. Headings should not be numbered.

Page layout: paper should use a page size corresponding to A4 which is 210mm (8.27") wide and 297mm (11.69") long. Please remember that the text will be published in two column format.

The typescript should include:

1. the title page with title of the paper, name(s) of author(s), 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.

The title should be concise yet informative. Short title, used in header, should not exceed 50 characters. Full name of the author (or authors) should be given, followed by the affiliation with exact postal address and e-mail address. If the 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.

Tables, preferably small, should be numbered with Arabic numerals and referred to in the text by their number (e.g. "see Table 3"). Tables should be included in the text.

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 accentuated 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.

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. When the author has any doubts, they should rather include too much than too little information on the cited work.

All citations have to correspond entirely with the reference list. All entries in the reference list must be cited in the text. 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. (= et alii) in *Italics*, e.g. (Aber *et al.*, 1995).

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

Publication with digital object identifier (DOI)

James L.A. & Marcus W.A., 2006. The human role in changing fluvial systems: Retrospect, inventory and prospect. *Geomorphology* 79(3-4): 152-171,
[DOI:10.1016/j.geomorph.2006.06.017](https://doi.org/10.1016/j.geomorph.2006.06.017).

[or]

James L.A. & Marcus W.A., 2006. DOI:10.1016/j.geomorph.2006.06.017.

Book:

Mojski J.E., 1993. *Europa w plejstocenie. Ewolucja środowiska przyrodniczego*.
Wydawnictwo Polskiej Agencji Ekologicznej, Warszawa: 333 pp.

Chapter in book:

Dreimanis A., 1989. Tills: their genetic terminology and classification. In: R.P.Goldtwait & C.L.Matsch (eds.), *Genetic classification of glacial deposits*. A.A. Balkema, Rotterdam: 17-83.

Paper in journal:

Hughes T.J., 1992. On the pulling power of ice streams. *Journal of Glaciology* 38(128): 125-151.

Aber J.S., Ruszczynska-Szenajch H. & Krzyszowski D., 1995. Landsat interpretation of glaciotectonic 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. *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.

Map:

Drewry D.J. (ed.), 1983. *Antarctica: glaciological and geophysical folio*. Scott Polar Research Institute, University of Cambridge, Cambridge: 16 sheets.

Unpublished:

Rose K.E., 1978. *Radio-echo sounding of Marie Byrd Land, Antarctica*. Ph.D. thesis, University of Cambridge.

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 and should not be included in the reference list. Personal communications, unpublished data, and manuscripts in preparation also 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).

Illustrations (Figures)

All illustrations should be suitable for direct reproduction. They should be submitted at the following sizes: width - 85 mm up to but not exceeding 178 mm and length - up to but not exceeding 265 mm. Preferred and accepted electronic files are in format of MS Excel, MS Word, CorelDraw and they should be send in original format. Files from other software should be exported to TIFF format with a resolution 300 dpi in minimum. Line drawings should be made with strong black lines with lettering of sufficient size to be legible when

reduced even two times. The line thickness used for line drawings should be related to the size of the diagram and the reduction that is likely to be used. 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. Filenames should be numbered in the same way as figures. Illustrations should be numbered in Arabic numerals consecutively (including diagrams and photos). The illustrations should be referred to in the text by their number (e.g. "compare Fig. 4"). The desired position of each illustration should be also marked in the typescript.