

Information for authors

- Sections should be numbered. The title of each section should be in bold.
- Line space: 1.5; font type: Times New Roman; font size: 12; margins: 2.5 cm.
- Please do not use macros!
- Please do not number pages. There should be left an empty line between the title of a section and the following text.
- Use the Harvard Reference System (see: <http://libweb.anglia.ac.uk/subjects/reference/harvard.php> or http://www.uwe.ac.uk/library/resources/general/info_study_skills/harvard2.htm).

Follow the instructions below:

Guidelines for Harvard Reference System:

CITATIONS IN TEXT:

- References to literature should be placed in the text in brackets..
 - When the name of an author is part of a sentence, place the year of publication (and in case of a direct citation the page after a colon) between brackets after the name. For example: “Platje (2003: 243) discusses selected problems of economic transformation ...”
 - When the name of the author is not part of the sentence, you put between brackets the name of the author, year of publication and page number: “Logistic issues are considered to be important in waste management (Platje, 2003: 242).”
 - When the same author or publication is discussed more times in a row, do not use the form “ibid.”!
 - When there are more than one author not cited directly in the text, please use semicolon in the brackets: “Some problems of sustainable development are not easy to solve (Smith, 2002: 20-24; West, 1999: 145)...”
 - When there are more than one author directly cited in the text, please put simply the year of publication and page numbers in brackets: “Smith (2002: 20-24) and West (1999: 145) argue, that some problems of sustainable development are not easy to solve ...”.
 - When there are two authors for the same work, place both surnames in brackets, if they are cited indirectly: “Some problems of sustainable development are not easy to solve (Smith and West, 2000: 43)...”; or in the text, if they are cited directly: “Smith and West (2000: 43) argue, that some problems of sustainable development are not easy to solve ...”. Please do not use “&”!
 - When there are more than two authors for a work, only first author should be used, followed by “et al.” meaning “and others”: “Smith et al. (2002: 36) claim, that ...”; or: “Latest research (Smith et al., 2002: 36) has found ...”.
 - When there are several works by one author in different years cited, you should put in brackets the year of each publication: “Platje (2003, 2006) discusses selected problems of economic transformation”; or: “Logistic issues are considered to be important in waste management (Platje, 2003: 35, 2006: 46).” If you also cite page number, use comma between publications from different years: “Platje (2003: 35, 2006: 46) discusses selected problems of economic transformation ...”.
 - When there are several works by one author in the same year cited, they should be differentiated by adding a lower case letter after the year for each item: “Smith (2002a) argues, that some problems of sustainable development are not easy to solve ... but later research (2002b) found that ...”.
 - When you use secondary sources (second-hand references), you should cite both authors: “Smith (2002, cited in Jones, 2007: 202) argues, that some problems of sustainable development are not easy to solve ...”. That means you read the publication of Jones (2007) and you found the opinion of Smith (2002) there. If you do not cite Smith directly: “Some problems of sustainable development are not easy to solve ... (Smith, 2002, cited in Jones,

2007: 202)”.

The reference list at the end of your article should include both sources.

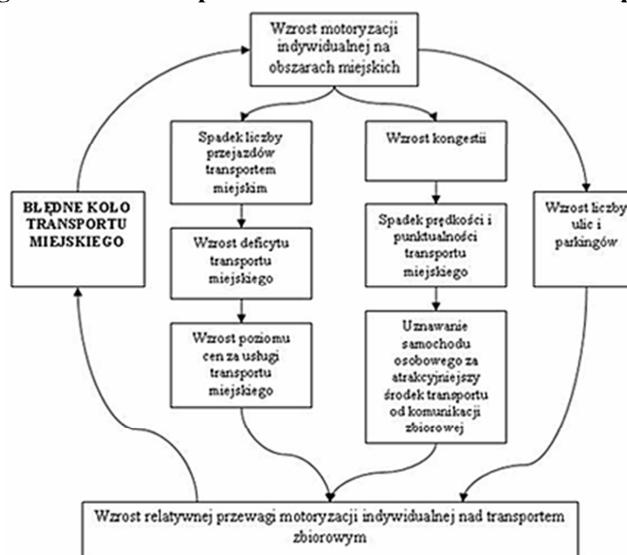
- If there is a publication cited, which was prepared by an organisation, institution etc., you should put the name of the organisation, institution etc. in the brackets, if you cite the source indirectly: “There are a lot of conditions of a sustainable urban transport (OECD, 1995: 220-256) ...”; or if you cite it directly: “OECD (1995: 220-256) argues, that there are a lot of conditions of a sustainable urban transport”.
- If you cite an article published online, you should follow all guidelines given above, but in the reference list you should give full online address and the date of accession (see below). If there is no author of the publication, article or information given, you should place the name of organisation, institution etc. in the brackets. For example, when you read an information on the European Commission website (and there is no author given): “There are a lot of externalities caused by the road transport (European Commission, 2009) ...”; or: “According to the European Commission (2009) there are a lot of externalities caused by the road transport...”. This information you found on the European Commission website and you accessed it in 2009 (for further information, see below).
- If you put a table or a figure in the text, you should follow the exemplar below:

Table 1. The Wrocław Agglomeration’s surface.

Jednostka Terytorialna	Powierzchnia w km ² (2008)
Powiat oleśnicki	1 049
Powiat oławski	524
Powiat średzki	704
Powiat trzebnicki	1 025
Powiat wołowski	675
Powiat wrocławski	1 118
Powiat m. Wrocław	293
Aglomeracja	5 388
Udział we WrOM	80%
Powiat milicki	715
Powiat strzeliński	622
WrOM	6 725
Udział w woj. dolnośl.	33,71%
DOLNOŚLĄSKIE	19 947
Udział w powierzchni Polski	6%
POLSKA	312 679

Source: (Smith, 2008:212).

Figure 1. The concept of vicious circle in the urban transport.



Source: Author’s own elaboration based on: (Wyszomirski et al., 2001: 27).

Please number all tables and figures consequently. Do not use abbreviations, such as “Fig. 1” or “Tab. 1”!

REFERENCE LIST:

- All references should be included in a complete alphabetically-ordered reference list at the end of the paper. Font size: 10. Skip one row after each entry. References to different works of the same author should be arranged in chronological order.

- References to book should be as in the following examples:

- **Books with two, three or four authors**

Barzel, Y. (1989). *Economic Analysis of property Rights*. Cambridge: Cambridge University Press.

Boehme, H.; Laaser, H.; Sichelschmidt; Soltwedel R. (1998). *Transport in the Baltic Sea Region: Perspectives for the Economies in Transition*. Kiel: Institut fuer Weltwirtschaft.

- **Books with more than four authors**

Grace, B. et al. (1988). *A history of the world*. Princeton, NJ: Princeton University Press.

- **Books which are edited.**

If you cited an article, chapter or section from a book which was edited, you should place in brackets the surname of the author of this article, chapter, section. But in the reference list you should give all information about the publication:

Roegholt, R. (1977). *De Onvoltooide Democratie*. In: Romein, J.; Romein, A. (eds.). *De Lage Landen bij de Zee: 643-687*. Amsterdam: Querido.

Tielhof, M. van (2002). *Een Open Economie, in voor- en tegenspoed*. In: De Nijs, T.; Beukers, E. (eds.). *Geschiedenis van Holland 1572 tot 1795: 213-223*. Hilversum: Verloren BV.

“eds.” means, that there are more than one editors. If there is only one editor, use “ed.”.

- **Article in a journal.**

If you cited an article from a journal, do not use “in: “ and the title of a journal should be in italics:

Vighi, F.; Feldner, H. (2006). *United States of Europe or Free Trade Zone? No Thanks! Slavoj Žižek on the future of Europe*. *European Journal of Social Theory* 9(3): 337-354.

There should always be page numbers of the article, chapter, section given.

- **Multiple works by the same author.**

Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date (consistently with citations in the text):

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

- **E-books, publications, reports etc. available online**

E-books:

Fishman, R. (2005). *The rise and fall of suburbia*. Chester: Castle Press. Available at: [http://libweb.anglia.ac.uk / E-books \(FULL ADDRESS!!!\)](http://libweb.anglia.ac.uk / E-books (FULL ADDRESS!!!)). Accessed 5 June 2005.

Carlsen, J.; Charters, S. (eds.) 2007. *Global wine tourism*. Wallingford: CABI Pub. Available at: https://oscar.lib.anglia.ac.uk/F/F95IURDNARA89KU3SBA5FNN9MSPXKN2KQ6U47XYS7R4Q1PI12J-18026?func=full-set-set&set_number=002001&set_entry=000059&format=999. Accessed 9 June 2008.

Reports:

RWE AG (2007). *RWE Responsibility Report 2007: if not now, when*. Essen: RWE AG. Available at: <http://www.rwe.com/generator.aspx/konzern/verantwortung/daten-und-dialog/publikationen/downloads/property=Data/id=626460/unsere-verantwortung-2007-en.pdf>. Accessed 6 January 2009.

Journal articles:

Vighi, F.; Feldner, H. (2006). *United States of Europe or Free Trade Zone? No Thanks! Slavoj Žižek on the future of Europe*. *European Journal of Social Theory* 9(3): 337-354. Available at: <http://universityofzilina/sciencejournal/download/213.pdf>. Accessed 6 January 2009.

- **Acts of Parliament, law regulations.**

Higher Education Act (2004). (c.8), London: HMSO.

Road Transport Lighting Act (1957). (5&6 Eliz. 2, c.51), London: HMSO.

In the text you should put the name of a document in the brackets, for example: “According to the British law, academic teacher should (Higher Education Ac, 2004) ...”.

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