

## INSTRUCTIONS TO AUTHORS

- Article in English (British English) or Polish should be submitted as MS Word file (\*.doc or \*.docx) or Rich Text Format (\*.rtf) by e-mail to: [ceemr@uw.edu.pl](mailto:ceemr@uw.edu.pl).
- Documents to be submitted:
  1. Separate file including: first name, last name, e-mail, author's affiliation and the title of article.
  2. The main file with the article including: a) title of the article, b) abstract of 150 up to 250 words, c) 3 up to 5 keywords. Figures and Tables should be removed from this file. Please indicate in the text where they should be placed in the final version of the publication. All information that might reveal the author's identity should be also removed from this file.
  3. Separate file (Word format) including Figures (if necessary)
  4. Separate file (Word format) including Tables (if necessary)
  5. Separate file (preferably in Excel format) including source Tables and Figures (if necessary)
- Documents to be submitted after review:

Apart from documents listed above you should deliver.

  - file with the main text indicating changes that were made (track changes version)
  - files with replies to reviewers
- The maximum length for articles is 10 000 words and for book reviews 3 000 words.
- Text format:
  - Font – Times New Roman, 11 points, only in the descriptions to tables, graphics and figures (source, notes) – 9 points.
  - Line spacing – 1.5 lines (in the footnotes – single).
  - Margins (top, bottom, left and right) – 2.5 cm.
  - The text should be justified, i.e. aligned to the right and left side. Exceptions are headings which should be aligned to the left.
  - Each paragraph should begin indented (1.25 cm tab), except for paragraphs following subheadings, tables, figures, illustrations and enumerations.
- Use up to 2 levels of sub-titles following the below formats (do not number the headings):

**Heading – first level**

*Heading – second level*
- Use single quotation marks to signal verbatim quotes or to introduce words and phrases that are not themselves quotes but to which you wish to draw attention as lexical items.
- Short quotes of up to 50 words should be run into the surrounding text. They are set off by opening and closing quotation marks only.
- Extended (block) quotations of more than 50 words should be indented and separated from the surrounding text by paragraph spacing before and after. No quotation marks are required.
- Italicise titles of books, titles of journals and foreign words.
- All numbers should appear as figures.

- Do not use commas to indicate thousands. Instead, insert spaces, e.g. 4 000 000. Serial numbers should not be grouped in thousands, e.g. p. 1498.
- Percentages should be written 'per cent', not '%'.
- Tables, figures and other illustrations should be numbered consecutively and titled, and under them the source should be given. All explanations to tables, figures or illustrations should come as a footnote above the table source. Each table, figure and illustration should be referred to in the text.
- Figures should be submitted in separate files in MS Excel, in the main text there should be only marked the place where the figures should be included.
- Footnotes should be numbered with Arabic numerals and be placed in the end of the text. Number of footnotes should be kept to a minimum. Footnote marks should be placed after punctuation (after the full stop or comma).
- Reference to literature in the main text should be placed in brackets: author's name and year of publication, and where necessary (e.g. when quoting specific words of the author) the page number after the colon, e.g.:  
(Jaźwińska, Okólski 2001)  
(Jaźwińska, Okólski 2001: 102)
- When the author's name is cited in the main text, then in brackets indicate only year of publication and page number if necessary, e.g.:  
Kaczmarczyk (2004: 27) distinguishes...
- When there are 3 or more authors, the first reference in the text should include names of all authors; next one should give the name of the first author only and the abbreviation: 'et al.', e.g.:  
first reference: (Górny, Grabowska-Lusińska, Lesińska, Okólski 2010)  
subsequent reference: (Górny et al.)  
When the names of several authors of the cited work are a part of the sentence, the name of only the first author should be given followed by the abbreviation 'et al.', and then by information about a year of publication given in parenthesis, e.g.:  
Górny et al. (2010)...
- Bibliography should be placed at the end of the text. Its items should be listed in the alphabetical order and include only publications quoted in the text. At the same time, all the items referenced in the main text should be included in the bibliography. Italics should only be used in titles of books and titles of journals.

– **Book:**

- One author:  
Dąbrowski P. (2011). *Cudzoziemiec niepożądany w polskim prawie o cudzoziemcach*. Warsaw: Wydawnictwa Uniwersytetu Warszawskiego.
- If more than one work of the given author is quoted, his/her publications should be listed according to the year of publication in a chronological order (from oldest to newest), e.g.:  
Grzymała-Kazłowska A. (2007). *Konstruowanie...*

Grzymała-Kazłowska A. (ed.) (2008). *Między wielością a jednością...*

- If several works of the given author have been published in the same year, they should be listed in alphabetical order according to the first letter of the article's title. Moreover, a small letter (i.e. 'a', 'b', 'c' etc.) should be added after the year of publication in correspondence with the order of appearance of these works in the bibliography.

Pędziwiatr K. (2011a). Muslims in...

Pędziwiatr K. (2011b). "The Established..."

- Two or more authors:

Grabowska-Lusińska I., Okólski M. (2009). *Emigracja ostatnia?* Warsaw: Wydawnictwo Naukowe Scholar.

- If several works of the given author, being co-authored by other authors, are quoted, they should be listed in an alphabetical order, according the name of the second author. Works of the given teams of authors should be listed in a chronological order (from oldest to newest), e.g.:

Fihel A., Kaczmarczyk P., Okólski M. (2007). *Rozszerzenie...*

Fihel A., Okólski M. (2008). Bilans demograficzny...

Fihel A., Okólski M. (2009). Dimensions and...

- Edited book:

Jaźwińska E., Okólski M. (eds) (2001). *Ludzie na huśtawce. Migracje między peryferiami Polski i Zachodu*. Warsaw: Wydawnictwo Naukowe Scholar.

- Book in a series:

Okólski M. (ed.) (2012). *European Immigrations: Trends, Structures and Policy Implications*. IMISCOE Research Series. Amsterdam: Amsterdam University Press.

- Book in print:

Kaczmarczyk P., Lesińska M. (eds) (in print). *Krajobrazy migracyjne Polski*. Warsaw: Ośrodek Badań nad Migracjami UW.

– **Book chapter:**

Kaczmarczyk P. (2001). „Polski Berlin?” - uwagi na temat najnowszych migracji Polaków do stolicy Niemiec, in: E. Jaźwińska, M. Okólski (eds), *Ludzie na huśtawce. Migracje między peryferiami Polski i Zachodu*, pp. 241-271. Warsaw: Wydawnictwo Naukowe Scholar.

– **Working Paper:**

Fihel A. (ed.) (2011). *Recent Trends in International Migration in Poland. The 2011 SOPEMI report*. CMR Working Papers 52, 110. Warszawa: Ośrodek Badań nad Migracjami UW.

– **Journal article:**

- One author:

Stola D. (1998). Migrations in Central and Eastern Europe. *International Migration Review* 32(124): 1069-1072.

- Article in print:  
Piekut A., Rees P., Valentine G., Kupiszewski M. (in print). Multidimensional diversity in two European cities: thinking beyond ethnicity. *Environment and Planning A*.
- **Conference paper:**
  - Toruńczyk-Ruiz S. (2012). Neighbour relations and attitudes towards diversity in socially mixed areas: the case of Warsaw, paper delivered at the conference titled 'Living with Difference', Leeds, 12-13 September 2012.
- **Newspaper article:**
  - Iglicka K. (2010). Poles are not trying to escape UK. *The Guardian*, 23 January, [www.guardian.co.uk](http://www.guardian.co.uk).
- **Works from the Internet:**

Górny A. (2005). New phenomena and old legislation: regulations regarding the acquisition of citizenship in Poland. Online:  
[http://aa.ecn.cz/img\\_upload/f76c21488a048c95bc0a5f12deece153/AGorny\\_Polish\\_citizen\\_ship.pdf](http://aa.ecn.cz/img_upload/f76c21488a048c95bc0a5f12deece153/AGorny_Polish_citizen_ship.pdf) (accessed: 21 January 2013).

  - Initial letters of two name of the author should be always separated by space, e.g.:  
Castles S., Miller M. J. (2012). *Migracje we...*