

INSTRUCTION FOR AUTHORS

The Editorial Board of the journal "Economic and Social Geography" accepts original scientific articles covering topical issues of human geography. Manuscripts submitted to the journal must not be under simultaneous consideration by any other journal or should not have been published elsewhere in a substantially similar form.

All authors are requested to arrange their manuscripts in the following way:

Articles should be written in Ukrainian or English. The editors may consider submissions in other leading world languages, such as German, French, Spanish, Russian etc. Priority is given to articles in English as the main language of international scientific communication. The Editorial Board reserves the right to carry out literary editing of the submitted articles and to reject articles written in bad language. We recommend following the classical structure of a research paper: introduction, including objectives; theoretical and methodological bases for the work; empirical elaboration of the project; evaluation of results and discussion; conclusions and references.

Each article must include abstracts (up to 1,500 characters with spaces) and keywords (5-7) in Ukrainian and English. The abstract should briefly reflect the content of the article (introduction, aim, objectives, methods, results). It should not repeat the title of the article, contain common phrases or duplicate the conclusions. The abstracts are intended to perform a function of information source independent from the main text of the article. If the article itself is written in English, abstract in Ukrainian will help Ukrainian readers to understand its content in general, and vice versa. If necessary, editors may provide a free translation of the abstract into Ukrainian language for foreign authors. It is necessary to provide the consistency of terminology within the abstract and the main text.

The text of the manuscript should be prepared in Microsoft Word for Windows with the following requirements: font "Times New Roman" (font size 14 pt), single spacing, all margins – 2 cm, paragraph – 1.25 cm, "portrait" page orientation.

The figures must be in bitmap format (accepted file extensions: *.tif, *.jpg, *.gif, *.bmp) with a resolution no less than 300 dpi. Author(s) can insert figures in the text, but must also submit separate files of figures, graphs, charts, etc.

Tables should only be created in Microsoft Word. The tables must be titled, numbered, centered and should not go beyond the text.

It is required to indicate the data source for each figure and table.

Formulas should appear in "Microsoft Equation".

Each acronym must be entered in the text in parentheses after the first mention of the corresponding phrase. The common abbreviations of cash, metric, time units should appear without a point. Please put a non-breaking space (Ctrl+Shift+Space) between the numeric value and the abbreviation.

Surname and initials should be separated by a non-breaking space (Ctrl+Shift+Space).

The **list of references** should be prepared very carefully in alphabetical order, titles of journals should not be abbreviated and the bibliographic information should comprise:

1. For books - name(s) of author(s) or editor(s), title (in italics), place of publication, publisher, year of publication, number of pages

Example:

Van der Berg L., Drewett R., Klaassen L.H., Rossi A., Vijverberg C.H.T. *Urban Europe: A study of growth and decline*. A. Exeter, Wheaton&Co. Ltd., 1982, 162 p.

2. For periodical articles - name(s) of author(s), title of article, title of periodical (in italics), year of publication, volume number, pages on which article appears

Example:

Klaassen L., Scimemi G. Theoretical issues in urban dynamics. *Dynamics of Urban Development*. NewYork, StMartin`s Press, 1981, pp. 8–28.

3. For articles in a book - name(s) of author(s), title of the article, title of the book (in italics), name(s) of author(s) or editor(s) of the book, place of publication, publisher, year of publication, pages on which article appears.

Example:

Kulesza, M. *Methods and Techniques of Managing Decentralization Reforms in the CEE Countries: The Polish Experience*. In: *Mastering Decentralization and Public Administration Reforms in Central and Eastern Europe*, Ed.: Péteri G., 2002, pp. 189–214.

Cyrillic bibliographic data must be transliterated with Latin characters according to ISO 9. This is the only modern standard transliteration, which provides an unambiguous bilateral correspondence between Cyrillic characters and Latin characters and allows restoring the original spelling of the Cyrillic text even without knowledge of the original language.

Please use the following scheme of transliteration:

1. For books (including monographs, textbooks etc.):

Transliterated name(s) of author(s) or editor(s); Transliterated name of book (in italics); Name of book translated into English (in square brackets); place of publication, publisher, year of publication, number of pages; language of the book (in parentheses).

Example:

Krylov M. P. *Regional'naâ identičnost' evropejskoj Rossii*. [Regional identity in European Russia]. Moscow, 2010, 240 p. (In Russian).

2. For periodicals (collections of scientific articles, proceedings of conferences etc.):

Transliterated name(s) of author(s); Transliterated name of article; Name of article translated into English (in square brackets); Transliterated name of periodical (in italics); Name of periodical translated into English (in square brackets); place of publication (for conference proceedings), year of publication, volume number, pages on which article appears; language of the article (in parentheses).

Examples:

Mezenceva N., Mezencev K. *Percepčijni portreti regioniv Ukraïni* [Perceptual portraits of Ukrainian regions]. *Regional'ni problemi Ukraïni: geografičnij analiz ta pošuk šlâhiv virišennâ* [Regional problems of Ukraine: geographical analysis and search for solutions.]. Kherson, 2005, pp. 208-213. (In Ukrainian).

Stafijčuk V. *Teritorial'na struktura avtorstva politiko-geografičnih publikacij v Ukraïni za 1990-2012 roki* [Territorial structure of the authorship of publications in the field of political geography in Ukraine during 1990-2012 years]. *Geografiâ ta turizm* [Geography and tourism], 2014, Vol. 27, pp. 184–191. (In Ukrainian).

3. For articles in a book:

Transliterated name(s) of author(s); Transliterated name of article; Name of article translated into English (in square brackets); Transliterated name of book (in italics); Name of article translated into English (in square brackets); Transliterated name(s) of author(s) or editor(s) of the book; year of publication, pages on which article appears; language of the article (in parentheses).

Example:

Mezencev K., Gnatûk A. M. Russkaâ kul'tura v Ukraine: regional'nye trendy i identiĉnost' [Russian culture in Ukraine: trends and regional identity], Fenomen kul'tury v rossijskoj obšestvennoj geografii: èkspertnye mneniâ, analitika, koncepty [The phenomenon of culture in the Russian human geography: expert opinions, analysis, concepts], Eds.: A. G. Družinin and V. N. Streleckij, Rostov-on-Don, Publishing House of Southern Federal University, 2014, pp. 378–397. (In Russian).

The Editorial Board invites the authors to use the following resources for automatic transliteration:

- for Ukrainian-language sources: <http://translit.kh.ua/#iso9> (please select ISO 9:1995 in the drop-down list);
- for Russian-language sources: http://tran.comze.com/ISO9_translit.html

Citations in the text can be done in two ways:

- in square brackets with the source number in the list of references (e.g., [8]; [2, p. 34]; [16, pp. 27-28]),
- using the author-date system, e.g. (Keating, 2013), (Raagmaa, 1996, p. 26); if several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication.

The **volume of the article** (with abstracts and references) should be no less than 10 and not more than 20 pages.

The manuscript should contain the following elements:

- The title of the article (in both English and Ukrainian, possibly other language)
- The author(s) names and affiliations (in both English and Ukrainian, possibly other language)
- Abstract and key words (in both English and Ukrainian, possibly other language)
- UDC code
- Main text of the article (in English, or Ukrainian, or other acceptable language)
- References
- Acknowledgements (if any)

Manuscript submission to the Editorial Board

Manuscript should be sent at the e-mail of the Executive Editor specified in "Contact Information" section on this web site, and should contain the following files:

1. Manuscript with all above mentioned items.
2. Information about the authors, including their names, affiliations, scientific degrees and academic titles. Also it should contain the information about the author responsible for correspondence with the Editorial Board, his/her contact email address and, if possible, but not required, phone number.
3. Additional materials, if available (pictures, charts, graphs, etc).

PROCESSING OF PUBLICATIONS

Initial Review

Executive Editor assigns an incoming registration number to the received article and scans it for conformity with formal requirements (text formatting, content and scope of abstract, style of references, language quality and scientific style etc.). In addition, submitted materials undergo verification for plagiarism and other violations of publishing ethics and policies. In the case of positive decision, Executive Editor sends the article for peer review. Otherwise, Executive Editor may reject a paper or send it to the author(s) for revision; in the latter case the date of receipt will be the date of re-receipt of the revised article.

Peer Review

All submitted scientific articles undergo a process of blind peer review. This means that authors and reviewers do not know their identities. Contributions are reviewed by at least two independent reviewers from outside the unit (department) to which the author of the article is affiliated. As a rule, one reviewer is a fellow of Taras Shevchenko National University of Kyiv, while the other should be affiliated to another institution. The review is prepared in written form and is concluded by a clear conclusion whether the article may be published in the journal or should be rejected. The review form is published on the journal website. The reviewer fills out the review form, evaluating the following aspects: scientific originality, adequacy and sufficiency of used methods, validity of findings, number and quality of illustrative materials (figures, tables) etc.

Decision of Editorial Board. Revision of the paper

After the peer review, the Executive Editor presents the paper for consideration by the Editorial Board, where by open vote, was adopted by one of the following five decisions:

1. Approval for publishing without any revision. Further elaboration of the article by the author(s) is not required
2. Approval for publishing with minor changes (with consideration at the next meeting of the Editorial Board). The article is returned to the author(s) for appropriate revisions, and then undergoes a final review of the Editorial Board.

3. Return of the paper to the author(s) for revision (with subsequent repeated peer review). Upon receipt of the updated article, the Executive Editor submits it to repeated peer review, and then on reconsideration by the Editorial Board. In case of a repeated negative decision (options 3 or 4) the article is regarded as rejected.

4. Rejection of the article.

The Executive Editor notifies the corresponding author about the decision of the Editorial Board and sends him/her the completed reviewer forms.

Editing and Layout

The accepted paper undergoes general scientific and literary editing. After preliminary making-up, Executive Editor sends a proof to corresponding author for final approval. The author(s) should send appropriate corrections within ten working days from the letter sent date; otherwise, the paper will be printed in an unmodified form. After this, no further corrections are possible.

The Editorial Board reserves the right to withdraw already published articles that have clear signs of plagiarism or any other violations of scientific ethics. Checking for plagiarism can be carried out by the editors on their own initiative or in response to notices, applications or claims of third parties.