

EUROPA REGIONAL

EUROPA REGIONAL is a scientific periodical. The Leibniz Institute for Regional Geography is responsible for editing it and an editorial board with international membership supervises the editorial work.

The scientific mandate of this periodical is to disseminate knowledge on the regional geography of Europe. Therefore, it focuses on the areas of regional geography, regional studies in Europe and the theory and concepts in regional geography.

The articles in EUROPA REGIONAL should delve into scientific or research issues. We explicitly desire empirical case studies – especially with comparative points of view – as well as articles with a theoretical and methodical-conceptual focus. Essays that do not have a specific scientific question will be considered as reports.

Generally our issues contain 4 individual articles with topics. The issues are thematically open-ended. Beyond this, there are moderated single-issue magazines on a particular topic. External experts assess the essays submitted in a double-blind process.

The print version of all articles published is permanently registered in the Social Science Open Access Repository – SSOAR– online. The Leibniz Institute for Social Sciences (GESIS) operates this repository and you will find the abstracts/summaries of the articles in German, English, French and Russian including the full texts in open access on the internet pages of the Institute for Regional Geography (IfL).

Authors have the right to place their article as “accepted” in the last draft version on their own website after signing the author agreement. Furthermore, the authors have the right to freely use the maps and graphs created by the IfL in their own presentations and speeches, etc. It is necessary to obtain the permission of the IfL administration in writing if these maps and graphs are printed again in other publications.

Instructions for Authors

Manuscripts

Manuscripts sent in must be original contributions and may not have been published in other German-language publications (not even in a slightly modified form). They are only deemed as accepted for publication when confirmed by the editorial staff. We shall not assume any liability for unsolicited manuscripts. The extent of the manuscript (including illustrations and tables) should be approximately 12 to 15 printed pages (4000 printed characters per page).

EUROPA REGIONAL publishes articles in German or English (British English). Article’s abstracts are drawn up complementarily; in addition, all abstracts are translated into French and Russian.

The editorial staff expects manuscripts in orthographically and grammatically correct form in German or British English. With English articles, the author has to provide the

quality proof-reading. Otherwise, the IFL will charge the author the expenses for professional language editing.

After editorial revision, the authors will be given the text for final context modifications. The only thing that can be done during galley proofreading is correcting layout mistakes.

File Formats (MS-Office or compatible)

We request manuscripts on digital data carriers or by email. Please send us separate files for

- text (excluding figures and tables)
- figures
- photographs (do not integrate into a Word file)
- tables
- an abstract with 5 to 7 keywords

Text Layout

- line breaks should be made only by hard RETURN at the end of the paragraph
- text should be aligned left without the separation function, paragraphs or indentation
- no CAPITAL LETTERS and no underlining should be used in the text
- No endnotes and avoid footnotes, please!
- only emphasise text passages by italicising (and very sparingly)
- only write the names/sources of authors in small caps
- structure the text with subsections (no numbering) – short and succinct formulations
- emphasise 1st-level partial heading in bold print and 2nd-level partial heading in italics
- give references to tables/figures in the text: text (Fig. 4) ... text (refer to Tab. 5), etc.
- how to cite in the text:
 - RADAELLI (2004, p. 14) uses for this ... RADCALLI states that it is already available ...;
 - (refer to JENDRITZKY 1998; SPERK a. MÜCKE 2009);
 - with more than two authors: BECKER et al. 2008;
 - with indirect quotations provide the page number (NEUMANN 2006, p. 15f.);
 - literal quotations should be put into quotation marks.

Abstract

- The article's essential findings (no more than 2000 characters including spaces) in English and in German when possible (they will appear at the beginning of the article) as well as 5 to 7 keywords related to the article.
- It is desirable to translate it into another foreign language (such as French and Russian); otherwise, we request notes for translating special technical terms. These summaries are at the end of the article.

Bibliography Instructions

Organise the bibliography alphabetically according to author surnames (without numbering) – only include the literature and sources cited in the article and authors/editors in SMALL CAPS.

- articles from periodicals:
 - JORDAN, P. (2005): Europe's Major Structuring according to the Criteria of Cultural Regions. In: Europa Regional 13, 4, p. 162-173.
 - ERMANN, U. (2011): Art and Creativity as a Factor of Rural Economies: Negligible or Underestimated? In: Geographic Review 63, 2, p. 20-28.

- articles in anthologies and editing compilations:
BURDACK, J., T. STRYJAKIEWICZ and T. EGEDY (2010): Institutional Change and New Development Paths: Budapest, Leipzig, Poznan, Riga and Sofia. In: Musterd, S. and A. Murie (eds.): Making Competitive Cities. London, p. 93-112.

- BORSIG, A. (2010): Social capital – The missing link in small town research. In: Borsig, A., J. Burdack and E. Knappe (eds.) (2010): Small towns in Eastern Europe: local networks and urban development. *Articles on Regional Geography* 64. Leipzig, p. 15-25.

- HÄNSGEN, D., S. LENTZ and S. TZSCHASCHEL (eds.) (2010): Atlas of Germany. Darmstadt.

- monography:
BRUNS, B. (2009): BORDERS as a Resource. The Social Organisation of Smuggling on the Edge of the European Union. Wiesbaden.

- institutional authors:
SAXONY, THE STATE STATISTICAL OFFICE OF THE FREE STATE (ed.) (2012): Saxon Statistical Yearbook 2011. Kamenz.

- Internet resources including the date when it was called up

Scientific Transliteration for all Eastern European Languages should follow DIN 1460

- in the regular text and in the bibliography

Figures: maps and graphs (diagrams and schemes), photographs

- When reproducing figures from other publications, the originals have to be available and the authors have to obtain the copyrights and confirmed this in writing to the editorial staff.
- Tables should be avoided whenever possible. Please check to see whether data can be illustrated as a diagram.
- Please bear the final size of the figure or table in mind in the draft. Available **widths:** **5.8 cm** (1 column) [1 cm = 0.3937 inches], **12.0 cm** (2 columns) and **18.3 cm** (3 columns = type-area width); **height: no more than 25.0 cm** (= type-area height minus 2 lines of figure caption).
- List of figures, tables and photographs: numbered according to Arab digits.
- **Titles** with **the region described** (city and state), the **topic described with the reference year/period** and possibly a **subtitle providing an explanation** such as according to counties or NUTS 2. To the extent that it is not self-explanatory, a **legend** has to be attached to each figure (brief and well-structured, possibly with subheads).
- maps should have a **scale** (map scale bar). Please state who is responsible for the **content** or **draft** as well as for the **(carto)graphic revision** for every figure. Please give the sources for your data and cartographic **sources**.

example: Fig. 1: The Urban System of Luxemburg 2003

Source: Ministère de l'Intérieur 2003

example: Fig. 2: Proposal for the Urban Renewal of the Block of Flats in Petržalka

- Draft: A. Bacová and B. Puškár, 2006
- example: Tab. 1: Changes in the Population and Age Structure in the Communities of the Jämtland County
Source: Our own compilation according to SCB 2008c, p. 89; Glesbygdsverket 2007, p. 130 and Glesbygdsverket 2005b, p. 73
- example: Tab. 2: Key figures on the rural area 2008
Source: Ministry of Agriculture, Food and Consumer Protection of Albania 2008
- example: Photograph 1: The Petržalka Estate of Prefabricated Houses, Bratislava
Photograph: H. Kapeller 2004

Cartographic originals:

- The drafts of the figures should preferably be made available in one or several of the following **graph or exchange formats**: Adobe Illustrator (**AI**), Macromedia FreeHand (**FH**), **PDF** (processable), **EPS**. Shapefiles (**SHP**) and Corel Draw files (**CDR**) can also be processed. Please no Windows Metafiles or graphs made with PowerPoint or Word.
- Wherever possible, drafts for diagrams should be made available as an XLS file that not only contains the draft, but also data used for the graph.
- **Tables** can be handled as a **XLS** or a word files (**DOC**). Please **remove manually set pagninations** within the table cells.
- Only use reproducible originals (bear the type size in mind with reduction).
- Files in **grid formats** (TIF, JPG) can only be used **to a limited extent** and they should have a resolution of ≥ 300 dpi.

Digital photos and scans:

- Photographs have to be free of spots and grids.
- Colour levels/grey levels: the largest figure extension may not be less than 1600 pixels (for instance, with landscape size in the horizontal).
- Line drawing: the largest figure extension may not be less than 6000 pixels (for instance, with landscape size in the horizontal).
- An original illustration that does not achieve the resolution specified cannot be used.
- Scaling has a negative impact on the quality so that "projected" illustrations cannot be used.

The layout design (colours, style, fonts, layout and margin information) of all illustrations should be adapted to the **Europa Regional standard**.

After your article has been accepted, the cartography work group of the IfL will advise and support you in processing your figures. You receive all figures processed in the IfL **before** the layout for final contextual changes.

The author's address

Academic degree, name, surname, address of the author's office and email address, official website address

File Copies

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