

REQUIREMENTS FOR AUTHORS

General requirements

Geografijos metraštis (*Annales Geographicae, The Geographical Yearbook*) is the periodic scientific journal, published by Lithuanian Geography Association, Nature Research Centre and Lithuanian Social Research Centre. The journal is published in paper and electronic versions.

The journal is multidisciplinary and fully reflecting the geographic knowledge of the world's diversity. It publishes geographic and adjacent fields' of science articles which are presenting the studies performed in Lithuania, Central Europe or the Baltic Sea region. Papers published in *Geografijos metraštis* present the results of significant original research. The scientific articles are published in Lithuanian and English languages. Articles submitted to *Geografijos metraštis* should meet the following criteria and must not be under consideration for publication elsewhere.

The procedure of manuscript submission and acceptance

Manuscript prepared in accordance with the following instructions to the editorial office should be provided in electronic format and send via e-mail address: metrastis@lgd.lt.

Selection of manuscripts for publication is based on review by members of the editorial board and independent expert peer reviewers. Manuscripts are reviewed with due respect for authors' confidentiality. Reviewers are blinded to the authors' identity.

A decision about acceptance, revision, or rejection is sent to the corresponding author, generally within about 2 months of receipt of the manuscript by the editorial office.

After an article is accepted, it will be edited by *Geografijos metraštis* editorial office. Authors are responsible for all statements made in their published articles, including changes made in the process of editing. The edited manuscript will be sent to the corresponding author for review and approval prior to publication. If the author does not agree with the essential reviewer comments, he should provide written response to the editorial office. The revised manuscript of the author should be remitted to the editorial office via e-mail within two weeks. The revised article is again reviewed by the reviewers. The article is not published when two reviewers provide negative recommendations. In case the reviewers' opinions are divided, the publication suitability question is being solved by editorial board.

Preparation of the manuscript

Size and structure

The form of the manuscript must comply the requirements of scientific article. The length of the article that is provided for publishing should not exceed 10 pages, including tables and pictures. The bigger size articles are accepted only with the permission of the editorial board. The manuscript should consist of the following elements:

TITLE OF THE ARTICLE

Author's Name, Surname

Institution, the address of Institution, e-mail

The main text:

- Introduction
- (Methodology of the research and the description of the researched region)

- Results and their discussion (structured separately in numbered paragraphs)
- Conclusion
- References
- Abstract in English or Lithuanian (600–800 characters)
- Keywords (not more than 10)
- Summary in English (1 page; 4000–5000 characters including spaces)

At the end of the article should be written the date when the article has been sent. Other types of articles, such as case reports, reviews, and discussions, may use other structure.

Preparation of the text:

Authors are strongly encouraged to prepare and submit their manuscripts electronically. All text should be written while using Microsoft Word Palatino Linotype font. The main text should be written in font size 10, line spacing – 1 (single). Margins should be justified on both sides. Each paragraphs' first line should be withdrawn 1 cm. Spacing in-between paragraphs – 0. Use 12 pt font size (**Bold**) for title, 10 pt (**Bold**) for author names, 9 pt (*Italic*) for the institution name, its address and e-mail address, 11 pt (**Bold**) for names of chapters, 9 pt for summary. All tables and figures must be mentioned explicitly by number and appear in correct numerical order in the body of the text using 9 pt text.

The text should be edited in order to ensure the regularity of the languages that are used

Tables

Tables should be self-explanatory, concise, and should not duplicate material presented in the text. The numbers of the tables should be written in bold (**Table 1**). The position of the table should be vertical (*portrait*).

Figures and illustrations

On initial submission of a manuscript, all figures and illustrations (including charts and graphs) should be included in the manuscript text and as well should be added in the e-mail as electronic separate files along with the text and other components of the manuscript. Authors are encouraged to submit *.tif, *.jpg, *.bmp files (300dpi) for figures. Figures should be of high quality to ensure accuracy and clarity in the final published version. Authors may be required to have low-resolution images recreated professionally at their expense after final acceptance of a manuscript. Authors may request printing of colour figures at their expense (or the colour figures might be accepted in electronic version of the journal). The editorial board keeps the right to change the format of the figure in case it does not suite the article or journal.

References

References should be in the alphabetic order. All references must be cited in the text, tables, or figure legends. The references should be prepared according to Harvard referencing system (see for example http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2012.pdf).

The citation in the text is provided pointing out author's surname and year, for example „(Daugirdas, 2011)“. In case there are more than two authors, list the first author followed by „et al.“

Spell out in the references the title of the journal in *Italic*. In case there are more than two authors list the first author followed by „et al.“ At the composer author of the journal should be pointed out “ed.”, “eds”. Below are some examples of references.

Monographs, books, other non-periodical scientific publications:

Šešelgis, K., 1975. *Rajoninio planavimo ir urbanistikos pagrindai*. Vilnius: Mintis.

Cullingworth, B., Caves, W. C. 2008. *Planning in the USA. Policies, issues, and processes*. 3th ed. London - New York: Routledge.

Hefferman M. 2009. Genre de vie. ed. Gregory D. et al. *Dictionary of Human Geography*. Hoboken: Wiley-Blackwell.

Periodic scientific journals:

Valiukevičius, J., 2005. Silurian acanthodian biostratigraphy of Lithuania. *Goeodiversitas*, 27(3), p. 349–380.

Veenhoven R. 2005. Apparent Quality of Life in Nations. How Long and Happy People Live. *Social Indicators Research* 71, p. 61–68.

Internet links should be provided while pointing out the author/ institution and the exact link of the source, the connection date should be written as well.

Lietuvos agrarinės ekonomikos institutas, 2010. *Žalioji knyga. Lietuvos kaimo ateitis*. Vilnius. <http://www.laei.lt/?mt=leidiniai&straipsnis=14&metai=2010> [prisijungta 2012 m. sausio 1 d.]

Phillips A, Partington R. 2012. *Protected landscapes in the United Kingdom*. Internet access: <http://data.iucn.org/> [Accessed 12 May 2010].

The author should review and send backwards corrected and signed manuscript in five days. In case the manuscript is not received on time, the editorial board keeps the right to postpone the article's publishing in the later edition number.