

# Instructions to authors

The journal *Problemy Drobnych Gospodarstw Rolnych – Problems of Small Agricultural Holdings* features original scientific articles. The submissions are subject to double-blind peer review by two persons.

The articles should be submitted to the address of the Associate Editor (e-mail: lukasz.satola@ur.krakow.pl).

## Preparation of the manuscript

1. Length and style: Manuscripts should not exceed 20 pages (A-4 format), including tables and illustrations. The text must be typed in a 12-point font (Times New Roman), double-spaced with wide margins; italics and bold type may be used, underlining should be avoided.
2. Tables and illustrations: These should not be larger than 12.5 × 19.5 cm (B-5 format); diagrams preferably two-dimensional. Tables and illustrations should be numbered in the order in which they appear in the text.
3. Layout:
  - Title: An informative and concise name of the paper.
  - Authors: Full names and affiliation of all authors should be provided. The corresponding author must be identified by e-mail and full postal address at the foot of the first page.
  - Abstract: A short summary (about 2000 words) of the study, containing basic information on its objective, methods, results and major conclusions.
  - Keywords: Up to 6 words or phrases referring to the main topics of the paper.
  - Main body: The text should be divided into sections (each with a separate heading): “Introduction”; “Material and methods”; “Results and discussion”; “Conclusions”; “References”; acknowledgements (optional).
4. In-text references: Citations in the text should be made by author and year according to the patterns shown below.
  - Style of citing:
    - a) A work by one author: All citations in the text will appear by author’s surname and year of publication, in parenthesis, separated with a comma, e.g.: (Jones, 2014). If the author’s name is integrated into a sentence, then only the year will appear in parenthesis, e.g.: “As found by Jones (2014), ...”
    - b) A work by two authors: Every time both names will be cited (with “and” between the names) followed by the year
    - c) A work by three to five authors:
      - All the author names (followed by the year) will be cited the first time the reference occurs in the text
      - Only the first author’s name followed by “et al.” (and the year) will appear in subsequent citations
    - d) A work by six or more authors: Only the name of the first author followed by “et al.” (and the year) will appear in all citations
    - e) A work by a corporate author (organisation, government agency, etc.): The source will be cited by corporate body’s name and year of publication. If the name has a well-known abbreviation, the latter will be included in brackets the first time the source is cited (in later citations only the abbreviation will be used)
    - f) A work by an unknown author: The source will be cited by its title and year of publication
  - Order of citing: Citations of two or more works in the same parentheses should be listed in the order in which they appear in the reference list (i.e., alphabetically, then chronologically)
5. Reference list\*: Cited publications will be listed alphabetically at the end of the paper according to the patterns shown below.
  - Book: Authors’ surnames and initials, separated with a comma; year of publication (if there are more than one reference by the same author published in the same year, letter suffixes: a, b, etc., will be assigned to the year); book title; location and publisher

*Variants:*

  - a) Edited book with no author: Editors’ surnames and initials; “Ed.” or “Eds.” in parenthesis; year of publication; other information as above

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\* Details concerning the citation style for various sources can be found in the *Publication Manual of the American Psychological Association* (6th ed.).

- b) Chapter of a book: Authors' surnames and initials; year of publication; chapter title; information about the book ("In" followed by a colon; editors' initials and surnames, followed by "Ed." or "Eds." in parenthesis; book title, italicised; chapter pages in the book, in parenthesis; location and publisher)

Ramirez, F., Kallarackal, J. (2015). *Responses of fruit trees to global climate change*. Cham: Springer.

Lyson, T.A., Stevenson, G.W., Welsh, R. (Eds.) (2008). *Food and the mid-level farm. Renewing an agriculture of the middle*. Cambridge, MA: MIT Press.

Redman, M. (2012). Rural Development Programmes and how they can support HNV farming. In: R. Oppermann, G. Beaufoy, G. Jones (Eds.), *High nature value farming in Europe. 35 European countries – Experiences and perspectives* (pp. 491–501). Basel: Verlag Regionalkultur.

- Journal article: Authors' surnames and initials, year of publication; article title; journal title (italicised), and
  - a) volume number (italicised); issue number (in parentheses); page numbers in the issue – for journals that are paginated by issue (i.e. every issue begins with page one)
  - b) volume number (italicised); page numbers in the volume – for journals that are paginated by volume (i.e. begin with page one in issue one, and continue numbering issue two where issue one ended, etc.)

*Note 1:* If a DOI (Digital Object Identifier) has been assigned to the article, it should be included after the page numbers of the article.

*Note 2:* For articles from online periodicals, information about the web page should be included ("Retrieved from" followed by a colon; web page address).

Ciaian, P., Kancs, D. (2012). The capitalization of area payments into farmland rents: Micro evidence from the new EU member states. *Canadian Journal of Agricultural Economics*, 60(4), 517–540.

Ashley, C., Haysom, G. (2006). From philanthropy to a different way of doing business: Strategies and challenges in integrating pro-poor approaches into tourism business. *Development Southern Africa*, 23(2), 265–280. doi: 10.1080/03768350600707553

Krzyżanowski, J.T. (2015). From "deficiency payments" through "decoupling" to "greening" – Direct payments in the European Union. *Electronic Journal of Polish Agricultural Universities*, 18(2). Retrieved from: <http://www.ejpau.media.pl>

- Other material on a web page (other than journal article, book, or book chapter): Authors' surnames and initials; year of publication (if known); title; information about the web page ("Retrieved from" followed by a colon; web page address)

Commission for Financial Literacy and Retirement Income. (2013, Jan). Income support. Retrieved from: <http://www.cffc.org.nz/retirement/retirement-policy/policy-position-papers/>

6. Polish authors are required to submit the Polish version of the title, abstract, keywords, tables, and figures.

7. Units: The SI system should be used throughout the paper.

## Publishing process

1. Authors should submit their manuscripts in electronic form.
2. Each paper will be reviewed by a specialist in the field. The corresponding author will be notified of the acceptance for publication.
3. Authors are obliged to formally declare that the paper has not been published before; it is not being considered for publication elsewhere; and, if accepted, it will not be published elsewhere in the same form without the written permission of the editor.
4. All authors will sign the "Transfer of copyright" agreement before the paper can be published.
5. Responsibility for obtaining permission from the copyright holder to reproduce any copyright-protected material rests with the authors.
6. Final version of the manuscript should be sent in electronic form. Tables and illustrations should be put in separate files; graphics should preferably be created by means of Excel, CorelDraw, Photoshop or suchlike; source files are also necessary; photos in JPG, TIFF or BMP formats, minimum resolution 300 dpi. The publisher reserves the right to make cuts and corrections to the text.
7. Proofs will be sent to the corresponding author. It is expected that they are re-turned within 48 hours of receipt. Alterations to the text should be limited to factual or typesetting errors.