TECHNICAL AND GRAPHIC REQUIREMENTS AS REGARDS THE PREPARATION OF ILLUSTRATIONS

General requirements regarding figures (graphs, schemes, diagrams, maps, etc.): these should be done painstakingly, be legible and capable of being understood. SI units are required for substantive descriptions. Both black-and-white and colour figures are acceptable, while sizes (horizontal x vertical) should optimally be in the range *50-130* mm x *50-190* mm (max. 140 x 216 mm), with a vertical orientation preferred. Minimal line thickness is 0.2 mm, while the diameter of the smallest points would be 0.3 mm (on an illustration reduced to final dimensions in the anticipated published form). All objects and descriptions should be registered in the CMYK colour model, and with black and grey deriving solely from the K channel.

Vector graphics. It is preferable for figures (maps, graphs, schemes, etc.) to be done via vector graphics and saved in the AI, EPS or CDR formats. Graphic elements on figure – different objects, descriptions, frames, boxes, etc., should be grouped in layers in line with the internal logic of the diagram, divisions, colours, etc. The creation of a large number of layers within single objects should be avoided. The preferred number of layers is in the range 10-30, in order that possible graphic improvements to points, lines, areas and texts can be introduced readily. The layers should be described. Complex objects will needed to be divided on vector maps. All texts (on maps, figures or schemes, etc.) should be grouped together into a logical whole and written in the *Times New Roman*, *Arial*, *Tahoma* or *Helvetica* fonts.

Raster graphics. If the above proves impossible, maps and other illustrations may be registered in raster format, though particular care must then be taken over their preparation. The preferred formats are JPG or TIFF, with a resolution of 600 dpi or higher. Files should be prepared as non-editable and non-layered. Figures may make use of various fonts (see recommendations regarding descriptions), but descriptions in legends should be registered in sans-serif fonts (e.g. *Arial*, *Tahoma*, *Verdana*, *Helvetica*).

Legends. Wherever it is justified, each figure should have a readable and comprehensible legend. Concise descriptions are recommended, with possible more extensive explanations in the caption under the main title. Resort to a clause of the "detailed explanations in the text" kind is permitted.

Descriptions and all other kinds of text designations on figures and maps. Legible descriptions are a must in the case of both vector and raster graphics. Font sizes and types and the means of locating textual designations should be uniform for all figures. Use should mainly be made of the aforementioned fonts (e.g. *Arial*, *Tahoma*, *Verdana*, *Helvetica*), and their sizes should fall within the 6-9 pt. range following reduction. There should be as little resort as possible to italics, bolding and (especially) underlining. On the figure proper (i.e. within the content thereof), textual designations should apply sans-serif fonts like *Arial*, *Tahoma*, *Verdana* and *Helvetica,* with normal spacing. Moderation should be applied in using Serif fonts (e.g. *Times New Roman*, *Courier* and *Garamond*) and italics (e.g. in describing hydrographic objects). These may be used in describing cartographic bases on maps and the backgrounds to figures, to the extent that this justified substantively and graphically. Care should be taken over legibility, with overloading (excessive density) of textual elements on

figures avoided. All texts and single letters and symbols should be presented in uniform colouration (K 100% or C 100%, or Y 100% in the CMYK model), while shades of grey are permitted on backgrounds and for cartographic bases (e.g. with names of towns and cities, or rivers).

Maps. Since *Geographia Polonica* is a journal in the field of geography, particular care must obviously be taken with the elaboration of maps. Matters to which attention needs to be paid include a scale that corresponds with content, quantitative and qualitative generalisation, the choice and proper application of methods of cartographic presentation (including the choice of symbols and thickness of lines), correct nomenclature and overall map aesthetics. Maps are subject to a standardised evaluation method on the part of the Cartographic Editor, and will be sent back for correction and improvement if they fail to comply with the basic rules of the cartographer's art. The Editorial Office itself is prepared to make minor editorial improvements and corrections, though only where maps are saved in a vector format providing for editing. Each map should be supplied with a linear scale making distance orientation possible, as well as (where relevant or necessary) a grid and a means of orientation (towards north).

Plates / Photos. The preference is for the same requirements to be met as in the case of raster graphics (600 dpi).

The citing of illustration sources. If published previously, any figure or photograph, compilation of data or table is subject to copyright, and hence to protection under the law. Should borrowing (with a cited source) take place, users should be in direct possession of consent from the author(s) and/or publishers for use in *Geographia Polonica*. If material is directly that of the author(s), which is to say original and not published anywhere else previously, then there is no need to give a source in the form of, for example "author's own elaboration". In the case of a table it will acceptable to use the formula "on the basis of data…").

Tables. Tables are to play an analytical and explanatory role, and not merely document. With this aim in mind they are not to contain large sets of numerical data including, for example, whole measurement series, series of sources, raw data for a large number of administrative units, and so on. The optimal size of a table would not exceed 15-20 rows and 6-8 columns. In justified cases it will be appropriate to divide tables up into smaller logical parts, numbered separately. Headings and first columns of tables should make use of concise descriptions, and where possible be of "tree" structure (whereby headings and first columns are on different hierarchical levels). Measures relating to the presented data must be metric (SI system). Tables should be in *Word* (on the basis of the *Insert table* option), or in a separate *Excel* file. In the case of *Excel*, it is recommended that the different tables be compiled on separate sheets of the same file, while for *Word*, each would be on a separate page. Columns and records not essential to the presentation should be removed as the table is put together. The construction of a table by means of the "optical" shifting of text using the space button or tabulator will not be permitted. A table should comprise columns and rows, and each separate item of textual or numerical information should be contained within a separate cell.

Numbering of illustrations. In text and files sent this should be ordered and uniform, and independent (separate) for: 1) maps, diagrams, schemes, plates / photos, etc.; and 2) tables, in line with the formula: Figure 1, Figure 2, (…), as well as Table 1, Table 2, (…). Particular figures – and exceptionally tables – may comprise sections (parts) identified by consecutive capital Letters (A, B, C, …, i.e. Figure 1A, Table 3C, etc.. These abbreviations should be included in the figures (i.e. A, B, C, etc.), preferably against a white background in the upper left-hand corner.