

1. General guidelines (based on APA style basics – see <http://opwl.boisestate.edu/wp-content/uploads/resources/OPWL-APAStyleBasics.pdf>)

Alexander, C. S. (1961). The marine terraces of Aruba, Bonaire, and Curaçao, Netherlands Antilles. *Annals of the Association of American Geographers*, 51(1), 102-123. <https://doi.org/10.1111/j.1467-8306.1961.tb00370.x>

Lösch, A. (1940). *Die räumliche Ordnung der Wirtschaft. Eine Untersuchung über Standort, Wirtschaftsgebiete und internationalen Handel*, Jena: Fischer.

Boudevillain, B., Argence, S., Claud, C., Ducrocq, V., Joly, B., Joly, A., Lambert, ... Walpersdorf A. (2009). Cyclogenèses et précipitations intenses en région méditerranéenne: origines et caractéristiques. *La Météorologie*, 66, 18-28. <https://doi.org/10.4267/2042/28828>

Nefedova, T. G., Trejviš, A. I. (1996). Postsovetskoe prostranstvo Rossii. *Mir Rossii*, 5(2), 3-43. (cf. original record: НЕФЕДОВА Т.Г., ТРЕЙВИШ А.И., 1996. *Постсоветское пространство России*. Мир России).

1.1. Author

Bender, M. L., Fairbanks, R. G., Taylor, F. W., Matthews, R. K., Goddard J. G., Broecker W. S. (1979). Uranium-series dating of the Pleistocene reef tracts of Barbados, West Indies. *Geological Society of America Bulletin*, 90(6), 577-594. [https://doi.org/10.1130/0016-7606\(1979\)90<577:UDOTPR>2.0.CO;2](https://doi.org/10.1130/0016-7606(1979)90<577:UDOTPR>2.0.CO;2)

Birks, H. J. B., Gordon, A. D. (Eds.). (1985). *Numerical methods in Quaternary pollen analysis*. London: Academic Press.

United Nations. (2002). *Report of the world summit on sustainable development*. (Typescript). New York: United Nations.

USDA-NRCS. (1996). *Soil survey laboratory methods manual*. Soil Survey Investigations Report, 42, Lincoln: National Soil Survey Center.

European Commission. (2010). *Europe 2020. A European strategy for smart, sustainable and inclusive growth*. Brussels: European Commission. <http://ec.europa.eu/research/era/docs/en/investing-in-research-european-commission-europe-2020-2010.pdf> [1 May 2012]

DG AGRI. (2009). *Rural development in the European Union. Statistical and economic information, Report 2009*. Paris: European Union. Directorate-General for Agriculture and Rural Development, 411 pp., http://ec.europa.eu/agriculture/agrista/rurdev2009/RD_Report_2009.pdf [1 May 2012]

1.2. Year of publication

Smith, A. (1980). Novák, L. (1903-1907). In the case when a given publication is still at the stage of preparation for printing – **in print** or **in press**, when there is no date – **n.d.** (no date). It is permissible to use a symbol of about (**~1900**).

1.3. Title

Soudek, D., Robinson, G.G.C. (1983). *Electrophoretic analysis of the species and population-structure of the diatom Asterionella formosa*. *Canadian Journal of Botany*, 61(2). 418-433.

Stenger-Kovács, C., Padisák, J., Bíró, P. (2006). *Temporal variability of Achnanthes minutissimum (Kützing) Czarnecki and its relationship to chemical and hydrological features of the Torna-stream, Hungary*. In E. Ács, K.T. Kiss, J. Padisák, K.É. Szabó (Eds.), *6th International Symposium on Use of Algae for Monitoring Rivers* (pp. 133-138). Göd: Magyar Algológiai Társaság.

Gilmour, D. (2006). *Curzon. Imperial statesman*. London: Farrar Straus Giroux.

1.4. Title of the superior rank of publication

Before the name of the superior rank of publication – **In**

Kuhry, P. (1994). The role of fire in the development of Sphagnum-dominated peatlands in western boreal Canada. *Journal of Ecology*, 82(3-4), 899-910.

Haworth, E.Y., Hurley, M. A. (1984). Comparison of the stelligeroid taxa of the centric diatom genus Cyclotella. In M. Ricard (Ed.), *Proceedings of the 8th International Diatom Symposium – Paris* (pp. 43-58). Koenigstein: Koeltz Scientific Books.

Zijderveld, J. D. A. (1967). AC demagnetization of rock: analysis of results. In D.W. Collinson, Creer K.M., Runcorn S.K. (Eds.), *Methods in paleomagnetism* (pp. 254-286). Amsterdam: Elsevier.

1.5. Place of publication and publisher

Parker, J. G. (1991). *Lord Curzon 1859-1925. A bibliography*. Bibliographies of British Statesmen (vol. 5), **New York: Greenwood Press**.

When there is lack of information concerning the Publisher – **s.n.** (*sine nomine*), or place of publication – **s.l.** (*sine locum*).

1.6. Alphabetical order (author, date)

Take into account such cases as: (**Da Silva, De la Barreda, O'Callaghan, Van Tassel, Mc Queen**),

Le Goff, H., Flannigan M.D., Bergeron Y. (2009). Potential changes in monthly fire risk in the eastern Canadian boreal forest under future climate change. *Canadian Journal of Forest Research*, 39(12), 2369-2380. <https://doi.org/10.1139/x09-153>

O'Brien R. (1992). *Global financial integration: The end of geography*. London: Royal Institute of International Affairs.

Ó hUallacháin, B. (1994). Foreign banking in the American urban system of financial organization. *Economic Geography*, 70(3), 206-228. <https://doi.org/10.2307/143991>

van den Bergh S. (1949). Meteor Observations at the Pic-du-Midi Observatory. *Popular Astronomy*, 57(1), 68-70.

Chronological order

Brown, J.H. (1971). Mammals on mountaintops: nonequilibrium insular biogeography. *American Naturalist*, 105(945), 467-478.

Brown, J.H. (1973). Species diversity of seed-eating desert rodents in sand dune habitats. *Ecology*, 54(4), 775-787.

In the case of the same year

Adams, P.J. (1971a).

Adams, P.J. (1971b).

2. Record of the selected types of publication

2.1. Documents published in print (ISSN lub ISBN)

2.2.1. Monographs: single or multi-volume

Juggins, S. (2003). *C2 user guide. Software for ecological and palaeoecological data analysis and visualisation*. Newcastle Upon Tyne: University of Newcastle.

Shinn, E.A., Lidz, B.H., Kindinger, J.L., Hudson, J.H., Halley, R.B. (1989). *Reefs of Florida and the Dry Tortugas: A guide to the modern carbonate environments of the Florida Keys and the Dry Tortugas*. St. Petersburg (US): U.S. Geological Survey.

Poppe, G.T., Goto, Y. (1993). *European Seashells. Volume 2*. Wiesbaden: Verlag Christa Hemmen.

2.2.2. Chapters in monographs

Haworth E.Y., Hurley M.A. (1984). Comparison of the stelligeroid taxa of the centric diatom genus *Cyclotella*. In M. Ricard (ed.), *Proceedings of the 8th International Diatom Symposium* (pp. 43-58), Paris-Koenigstein: Koeltz Scientific Books.

Milnes, A.R., Fitzpatrick, R.W. (1989). Titanium and zirconium minerals. In J.B. Dixon, S.B. Wee (eds.), *Minerals in soil environment* (pp. 1131-1205), Madison: Soil Science Society of America, 2nd edn.

2.2.3. Series

Parker, J.G. (1991). *Lord Curzon 1859-1925. A bibliography*. Bibliographies of British Statesmen (vol. 5), New York: Greenwood Press.

Gawryszewski, A. (2005). Ludność Polski w XX wieku. *Monografie*, 5, Warszawa: Instytut Geografii i Przestrzennego Zagospodarowania PAN.

2.2.4. Chapters in series

Nangia, S., Hansraj, N. (2005). Ethics and the environment in India. In A. Potrykowska (ed.), *Population, environment and development* (pp. 33-48), Prace Geograficzne (vol. 202), Warszawa: Instytut Geografii i Przestrzennego Zagospodarowania PAN.

2.2.5. Articles in magazines/journals

Jeng, W.-L. (2006). Higher plant n-alkane average chain length as an indicator of petrogenic hydrocarbon contamination in marine sediments. *Marine Chemistry*, 102(3-4), 242-251. <https://doi.org/10.1016/j.marchem.2006.05.001>
Törnqvist, G. (2004). Creativity in time and space. *Geografiska Annaler. Series B. Human Geography*, 86(4), 227-244. <https://doi.org/10.1111/j.0435-3684.2004.00165.x>

2.2.6. Atlases and maps

Prest, V.K., Grant, D.G., Rampton, V.N. (1968). *Glacial Map of Canada*. Map 1253A, 1:5 000 000, Ottawa: Geological Survey of Canada.

Stachy, J. (ed.), 1986. *Atlas hydrologiczny Polski*. Warszawa: Instytut Meteorologii i Gospodarki Wodnej, Wydawnictwa Geologiczne.

2.2. Electronic documents

Dill, D.L., Mercuri, R., Neumann, P.G., Wallach, D.S. (2012). *Frequently Asked Questions about DRE Voting Systems*. Verified Voting Foundation. <http://www.verifiedvoting.org/drefaq.asp>.

Wikipedia, (2012). *Sultanate of Zanzibar*. Wikimedia Foundation. http://en.wikipedia.org/wiki/Sultanate_of_Zanzibar

CIT, 2012. *NASA Jet Propulsion Laboratory*. California Institute of Technology. <http://www.jpl.nasa.gov/>

(* .pdf, * .doc) or electronic data carriers

Dyke, A.S., Moore, A., Robertson, L. (2003). *Deglaciation of North America*. Ottawa: Geological Survey of Canada, open file 1574. http://geopub.nrcan.gc.ca/moreinfo_e.php?id=214399

Floriańczyk, Z., (2007). *Rural technology transfer in transition economies in Poland. D12-3 Fourth 6-monthly report. CEEC AGRI POLICY: Agro economic policy analysis of the new member state, the candidate states and the countries of the western Balkan*. s.l.: Agripolicy.net. [http://www.euroqualityfiles.net/cecap/ Report 4/Section 2 country report/CEECAP report 4 section 2 POLAND.pdf](http://www.euroqualityfiles.net/cecap/Report%204/Section%20country%20report/CEECAP%20report%204%20section%20POLAND.pdf)

Sanborn-Barrie, M., Chakungal, J., Buller, G. (2009). *Bedrock field data and photographic record of exposed Precambrian basement, Southampton Island, Nunavut*. Ottawa: Geological Survey of Canada, Open File 6177 [DVD, no. 1].

2.3. Unpublished documents (“grey literature”)

Kohno A., Stubblefield A., Rubin A.D., Wallach D.S., 2004. *Analysis of an electronic voting systems*. (Typescript). Johns Hopkins University Information Security.

2.4. Legal documents

NEPA, 1969. *National Environmental Policy Act*. L. 91-190, 42 U.S.C. 4321-4347, US.

Table 1. Variations in Author-Date citation depending on the number and type of Authors

Number of authors in reference	1st and subsequent citations– Author(s) in the flow of the text	1st and subsequent citations – author(s) in parentheses
1 Author	Dale (1997)	(Dale, 1997)
2 Authors	Lele and Joshi (2009)	(Lele & Joshi, 2009)
more than 3 Authors	Kobayashi et al. (2019)	(Kobayashi et al., 2019)
1 group (easily recognizable acronym) as author	International Society for Performance Improvement (ISPI, 2014)	(International Society for Performance Improvement [ISPI], 2014)
1 group (no abbreviation) as author	Jagiellonian University (2010)	(Jagiellonian University, 2010)

In case of any doubts, it is recommended to provide as many information as possible. The Editors will help in establishing the appropriate record.