

# Editorial Procedure (and deadlines) for *Ruralia*

**1.** Papers shall be sent initially to the national representative ***By 1 February***

The author will typically write an introduction to the nature of research on the Ruralia theme in their country, and focus on a particular example/s arising from their own research.

Each paper submitted by authors contains a title and two subtitles, translated into other languages used in Ruralia volumes (English, French, German). Each submitted paper includes a short and concise abstract translated in three above mentioned languages. Recommended length = 600 characters with spaces.

Papers should not exceed 30 standard pages of text (54 000 characters with spaces = around 10 printed pages). The amount of figures should not exceed the printed length of the textual part. The editors accept the text 1x in printed form and simultaneously in electronic version (MS Word). The editors ask authors not to format the text or to lay it out in a graphically complex fashion, insert illustrations, graphs, tables and the like.

Quotes from literature are to be arranged in the same way as they were in previous Ruralia volumes. Footnotes serve solely to complement – or explain the text, or to present direct quotations and the like, but not for a bibliography.

Figures: The standard form of the figures is black and white. The editors accept figures in electronic form of a distinction of 300-400 DPI (in tiff, eps, jpg formats). The basis for the production of figures is the printing mirror of a page with the dimensions 177 x 246 mm.

**2.** The national representative has the responsibility to ensure that the manuscripts follow the agreed convention in terms of abstracts, referencing, figures, figure captions. The national representative is responsible to ensure the editorial deadlines are met. The papers are then forwarded to Prague. ***By 1 March***

**3.** Ruralia Editorial Board appoints referees, charged with peer review of all the papers for the forthcoming volume. Each paper will have two short reviews that will be sent to the respective author and to the Editorial Board. At the same time, the “native speakers”, appointed by Editorial Board, will check the quality of the translations. ***By 1 May***

**4.** Corrected papers returned by author to Prague. ***By 1 June***

**5.** Introduction written by conference organizers who have sight of all papers for publication which they receive from Prague. ***By 1 July***