MANUSCRIPT ORGANIZATION

Only research articles are accepted in Landscape & Environment. Content should be organized into the following sections:

1. Title page
2. Abstract
3. Keywords
4. Introduction
5. Materials and Methods
6. Results
7. Discussion
8. Acknowledgements
9. References

Titles could be different from the above listed ones, but authors should be especially careful not to mix methods or approach with results.

TITLE PAGE (p.1)

The title page contains the article title, authors’ names and complete affiliations in following form:

The title should be concise, informative, and suitable for indexing. Only the first letter and proper nouns should be capitalized. Titles containing phrases set off by colons, semicolons, or dashes must be avoided. When appropriate, the geographic area of the research should appear as part of the title.

Given name(s), Surname; Institute (Department); Country, ZIP code, city, postal address, e-mail address

Names should be in Western format, with family names (surnames) last. Given names are required. The correspondence author and address, including e-mail address and telephone, should be identified.

ABSTRACT (p.2)

The abstract must not be longer than 200 words in a single paragraph that summarizes the main findings of the paper. Descriptions of the paper, with phrases such as "are described" or "are discussed," should be avoided; instead, present the key findings themselves. After the abstract a list of up to 10 keywords that will be useful for indexing or searching should be included.

MAIN TEXT

The main body of the article is generally organized into an introduction, a section on methods, the results, discussion, and conclusions. Each section is demarcated by an informative heading. Do not include figures or tables within the text.

ACKNOWLEDGMENTS
These should be brief and precede the references. They should identify who provided financial support for the conduct of the research and/or preparation of the article.

REFERENCES CITED

All references cited in the text, figures, or tables must be included in a list of references. All articles used as reference material must be at least in press and accessible by readers.

LIST OF TABLES

Include table numbers and captions. Note that the tables themselves must be submitted as separate, individual files (see below).

LIST OF FIGURES

Include figure numbers and captions at the end of the text document (i.e., separate from the figure files themselves. All figures are submitted as separate files (see below).

STYLE GUIDE

Manuscripts should be double-spaced and left-justified throughout. Submit the file in its native word-processing format (.doc or docx is best).

HEADINGS

Headings should be numbered, and no more than three orders of headings should be used. Only the first letter and proper nouns should be capitalized. First-second- and third order headings should be in regular font, but bold, not italicized.

1. Title

1.1. Subtitle

1.1.1. Subsubtitle

DATES

Dates (except radiocarbon dates) should be expressed using the abbreviation "ka" and "Ma" for thousands or millions of years before present. Dates <1000 yr should be given in full. If preferred, yr may also be used for dates younger than 1 Ma (e.g., 150,000 yr). Historical dates should be expressed as years BC or AD (e.g., AD 1850; 2030 BC). Periods are not used in any of these abbreviations.

Intervals of time should also be expressed with the abbreviations "yr," "ka," or "Ma." In accordance with the recommendation of the International Union of Geological Sciences (IUGS), other abbreviations (e.g., a, kyr, ky, Myr, etc.) should not be used.

NOTATION AND NOMENCLATURE
Measurement units should be given according the International System of Units (http://www.bipm.org/).

Chemical: International notation should be employed in all cases (e.g., $^{18}$O, $^{14}$C, Na$^+$, Ca$^{2+}$).

Temperature: degrees Celsius (°C) (e.g., 67°C) or Kelvins (K).

Geographic locations: Latitude and longitude should be given in degrees and decimal minutes, with no spaces (e.g., 47°25.35′N). Formally defined geographic locations should be capitalized (e.g., "the Bükk Montain"), but informal descriptors (e.g., "the eastern Vistula Valey") should not.

Biological names: Scientific names of plants and animals must be italicized. Common names of species or plants and animals may be used only if they are accompanied by scientific names upon first usage (e.g., „pedunculate oak, Quercus robur”). The second and subsequent appearance of a name can use its shortened form (e.g., Q. robur).

ABBREVIATIONS

Frequently used terms and paraphrases should be abbreviated in the text, but at first usage of them the explanation of the abbreviation should be given. (e.g. first appearance: „soil organic carbon (SOC)”, in further text: „SOC”)

FIGURE AND TABLE CITATIONS

All illustrations and tables must be cited somewhere in the body of the paper and in sequence [e.g., "... as illustrated in Figure 5"; "...in that region (Fig. 5)"; "...in Moravia and Silesia (Figs. 4 and 5)"; "The values in Table 6 are taken from ..."; "the data obtained in this study (Table 6)...”]

REFERENCES

IN THE TEXT

References should be cited in the text by the author's surname and date. Grouped citations should be separated by semicolons and given in chronological order: e.g. (Schmidt 1999; Mayer – Wagner 2000; Ivanov et al. 2001, 2002).

Only articles that have been published or are in press can be included in the references. Unpublished results, manuscripts or personal communications should be avoided.

Exceptionally they may be cited as such in the text and should include the surname of the source as well as the year of communication (Horvat 2011 – personal communication) (Kowalski 2011 – manuscript)

IN REFERENCES LIST

References should be listed alphabetically according to the author's surname. Journal names should be spelled out in full. Names of the authors should be given with full surname and with
abbreviation of given name. Study titles in national languages should be translated into english, write the english title in backets after the original.

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FIGURES

Figures should be numbered consecutively with Arabic numerals. Label all axes. Minimize differences in font size, and aim for a font size of 7 or 8 points at publication scale. Use a sans serif font, such as Helvetica, Geneva, or Arial, for legibility after reduction. All maps should have longitude and latitude coordinates indicated, as well as a bar scale in metric units. Figures
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Number tables consecutively with Arabic numerals in order of appearance in the text. Type should be double-spaced, with any essential footnotes below. Each table should be submitted as a separate file in .doc or .docx format. Units should be clearly indicated for each of the column entries in a table.

**MANUSCRIPT SUBMISSION**

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A cover letter should accompany the submitted article. This letter should briefly explain the main point of the paper, the significance of the findings and how they satisfy the QR mission statement. Note the type of paper (Research, Review, Forum, Letter) and explain its relation to previously published work on the same or similar topic, including other papers by the same author(s) or prior manuscripts that were not accepted for publication. It should address any other unusual or extenuating circumstances surrounding the article and its submission.

**ELECTRONIC SUBMISSION**

Original source files (.doc or .docx are best), not PDF files, are required. Figures should be submitted as separate files; tables may be included at the end of the main text document or submitted as separately. All correspondence, including the editor's decision and request for revisions, will be by e-mail.

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