

REAL ESTATE MANAGEMENT AND VALUATION (REMV)

RULES FOR PREPARING ARTICLES TO BE PUBLISHED AND RULES FOR QUALIFYING OR REJECTING PAPERS

Version 3.0.

I. General principles

1. In „Real Estate Management and Valuation” are published only original articles.
2. Authors of articles should prepare text and graphics in camera ready form.
3. Article can be written in English.
4. After positive reviews and improvements (article is sent to Reviewers by Editorial Team), Author is obliged to send final version of work.
5. The article, including tables, figures, appendixes and references, should not exceed 12 pages.
6. Compulsory structure of the manuscript:
 - 1) Introduction.
 - 2) Literature review.
 - 3) Data and methods.
 - 4) Empirical results.
 - 5) Discussion and conclusions.
 - 6) References.
7. Figures, schemes, graphs, tables and their descriptions should be placed directly within the text, and their size should fit required dimensions of page.
8. Pages should not be numbered.

II. Text editing

1. Submitted articles should be prepared in MS Word editor (format *.doc , *.docx), font Book Antiqua, font size 10, in one column, single line spacing, margins: 2.5 cm. Indentation 0.5 cm. Space over and below paragraph 0 points.
2. At the top of the first page should be placed title (font size 18, bolded, centered), spacing 12, then author’s first name, last name, scientific degree or title (font size 12, bolded, adjusted to left), name of organization unit (faculty, department or institute and university), e-mail (font size 11, centered, italics), spacing size 11 points, abstract (maximum 200 words) (font size 10, normal; word „Abstract” – centered, spacing above and below 6 points), keywords (minimum 3, maximum 5 words), JEL

- Classification (available: www.aeaweb.org/journal/jel_class_system.php) (adjusted to left, 10 points), Citation (centered, 10 points), DOI (adjusted to left, 10 points).
3. Sections should be titled and numbered (font Book Antiqua, font size 10, bold, space over and below 6 points, to left).
 4. Each table, figure, list and scheme placed in the main text should include a symbol, number, title and source. Tables, figures and schemes should be successively numbered.
 - a) Symbols, numbers and titles of tables and lists should be placed over the table or list (font size 10, adjusted to right, space over and below 6 points). Titles of tables and lists should be centered (font size 10, centered, space below 6 points).
 - b) Symbols, numbers and titles of figures and schemes should be placed below the figure or scheme (font size 10, centered, space over and below 6 points).
 - c) Source should be placed after titles below table, list, figure or scheme (font size 10, centered, space over and below 6 points).
 - d) Tables, lists, figures or schemes must be placed in main text through symbol and number of table, list, graph, figure or scheme. All tables, lists, graphs, figures or schemes included in the article must be referenced.
 - e) The contents of tables, lists, graphs, figures and schemes should be prepared in font Book Antiqua, size 10.
 - f) If the Author refers to a scheme, graph or figure, the word “graph” or “figure” should be used in full form. When the Author refers to a graph or figure a reference, abbreviation in brackets (fig. 1) should be used. The words “scheme”, “list” and “table” shall always be used in full form.
 5. Mathematical formulas should be written in MS Word editor for formulas. Formulas should be centered (adjusted) and numbered. The number of each formula – in normal brackets – should be aligned to the right margin. Adequate space between formula and main text should be assured (over and below formula 6 points). Successive numbering should start with 1.
 6. Where a number consists of more than 4 significant figures, it should be divided by one space into groups of 3 figures, counted from right side. Decimals should begin “0.” And not just “.”. Decimal values separated by a dot (not by a comma).
 7. While preparing text, please follow these rules:
 - do not divide words,
 - do not finish line with Enter (excluding last line of paragraph),
 - do not make indentation with Space bar,
 - do not adjust text with Space bar,
 - do not finish line with singular letters - they should be moved to next line with hard Space (Shift+Ctrl+Space).
 8. Harvard style referencing should be used and not endnotes or footnotes. References to literature should include the name and year of publication, i.e.: (WISNIEWSKI 2002), (www.uwm.edu.pl/tnn 25.05.2015). Names in references should be written in capital letters.

- a) If two authors are cited, two names and year of publication should be included, if three or more authors are cited, reference should include the name of the first author and words “et al.”, i.e.: (KARPACKI, SAWICKI 1999), (KORAL et al. 1998).
 - b) If reference is made to a volume produced by a number of authors under an editor, the names of editors should be replaced by full title of the paper , i.e.: (REAL ESTATE MANAGEMENT 2000) or abbreviated title, i.e.: (APPRAISAL OF REAL ESTATE ... 1998).
9. References should be listed at the end of the paper in alphabetical order. Particular positions should not be numbered.
 - a) In the event that a cited author has published more than one work, papers should be listed in chronological order – from the oldest to the most recent one. If an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like 'a' and 'b' after the date to distinguish the works.
 - b) In the list of references, following information should be given: author's name and the first letter of his/her first name, year of publication, work's title (italic), title of journal, volume, number and relevant pages, i.e.: CZAJA J., ŻAK M., 2013, *Investor sentiment and calendar*, Acta Agriculter, vol. 451, no. 7, pp. 7-19.
 - c) In the event of books, author's name and the first letter of his/her first name should be followed by year of publication, title (italic), publishing house and its localization, i.e. SAWICKI M., KARPACKI H., 2012, *Investor sentiment and calendar*, PWN, Warsaw.
 - d) When joint works: REAL ESTATE MANAGEMENT, ed. ŻRÓBEK R., 2010, UWM, Olsztyn.
 - e) If only particular part or chapter was used: LENARTOWICZ M., 2013, *Real estate management process*, pp. 36-60, in: *The purchase of real estate*, SBP, Warsaw or LENARTOWICZ M., 2013, *Real estate management process*, pp. 36-60, in: *The purchase of real estate*, ed. ŻRÓBEK R., SBP, Warsaw.
 - f) If paper has not been published: MALICKI K., 1990, *Value of tress*, Institute of Geodesy, ART Olsztyn (typescript).
 - g) Internet sources: www.uwm.edu.pl/tnn, available at 27.12.2013.
 10. Articles written in Cyrillic alphabet should be transliterated. Other non-Latin scripts, eg Chinese, Japanese, Arabic, shall also follow a standard transliteration.
 11. Polish titles must be translated into English and placed in brackets after the Polish title.
 12. Formatting pattern of work: http://tnn.org.pl/tnn/pliki/Appendix_1.doc.

III. Review process

1. Authors shall register articles in:
<http://www.editorialsystem.com/remv>
2. Paper is initially revised by Editor-In-Chief and Managing or Section Editor and Language.
3. Articles are content-related revised according to the Rules of revising publications in

- „Real Estate Management and Valuation”.
4. If final conclusion of the review states ‘rate manuscript once again after major changes and another review’, Reviewer makes second review of changed article.

IV. Rules for accepting or rejecting paper

1. Work can be accepted to be published in REMV only if:
 - a) Reviewers conclude their reviews with final opinion ‘accept without changes’, or Reviewers conclude reviews with the statement ‘accept after changes suggested by reviewer’ and the Author introduces adequate changes and the changes are accepted in re-review, or changes are accepted by the Statistics, Language or Thematic Editor.
 - b) Publication has been paid for.
 - c) Author(s) must accept the “Author(s) declaration” (appendix 1 to the *Procedure against ‘Ghostwriting’ and ‘Guest authorship’ in publications published by Polish Real Estate Scientific Society*).
 - d) The list of literature should include over a dozen sources.
 - e) The article has to include at least 5 up to date citations from the Master Journal List of Thomson Reuters.
 - f) The references used should be up to date (you can check the journal title (Master Journal List of Thomson Reuters) on: <http://science.thomsonreuters.com/mjl/>).
2. Work will not be published in REMV if any of following events occur:
 - a) The Editor-In-Chief, Section, Thematic, Language or Statistics Editor considers that the article does not fit within the scientific profile of the Journal.
 - b) Reviewers conclude their review with the statement ‘Not accepted - reject’.
 - c) Reviewers conclude their review with the statement ‘accept after changes suggested by reviewer’ or ‘rate manuscript once again after major changes and another review’ and author does not introduce adequate changes – based on the re-review or Statistics/Thematic/Language Editor’s statement.
 - d) Authors do not pay for publication.
 - e) Authors do not accept “Author(s) declaration” (appendix 1 to the *Procedure against ‘Ghostwriting’ and ‘Guest authorship’ in publications published by Polish Real Estate Scientific Society*).
 - f) Editorial Team finds evidence of ‘ghostwriting’ or ‘guest authorship’ or syndication, plagiarism or poor academic practice.
 - g) Authors do not take into account the assumptions of the d-f.

V. Publishing procedure

1. Registering articles in: <http://www.editorialsystem.com/remv>.
2. Assigning Editors and Reviewers by Editor-In-Chief.
3. Passing articles to Reviewers.
4. Review on the form (Rules of revising publications in „Real Estate Management and Valuation”).

5. Sending to Author: article after review, Reviewers' ad notations.
6. Re-review (if needed).
7. Sending final version of the article in:
<http://www.editorialsystem.com/remv>.
8. Editorial corrections.
9. Publishing article in:
<http://www.degruyter.com/view/j/remav>.

Procedure has been in force since 01 December 2015.

REMV Editorial Board