



EDITORIAL REQUIREMENTS

Text editing — Microsoft Word, format *.doc or *.docx.

TEXT VOLUME

1. scientific paper: up to 1 of the publisher's sheet including drawings and tables (1 of the publisher's sheet = 40 000 fonts including spaces, 20-22 pages of a standard A4 typescript)
2. book review: up to 6 pages of a standard A4 typescript
3. information about national and international scientific conferences, symposiums or seminars on organization and management as well as other significant events in the academic life: up to 6 pages of a standard A4 typescript
4. tributes and information (in connection with anniversaries) concerning past and contemporary eminent scholars in the area of economics: up to 6 pages of a standard A4 typescript
5. margins – 2,5 cm on each side

THE STRUCTURE OF THE PAPER

1. the title of the paper (not longer than 6-8 words)
2. summary in Polish (up to 200 words), one paragraph, it should include: justification of the goal of research or discussion, presentation of the research goal and the identification of the aim, specification of the research procedure or solution of a theoretical problem, synthetic presentation of the structure of the paper; abstracts should be written in the third person singular.
3. key words (up to 8 words or phrases facilitating indexation or Web search)
4. introduction, containing e.g. the identification of the research problem, research questions, hypotheses, goals of the paper, description of the materials used, applied research methods etc.
5. the main body of the text (the text of the paper as well as the abstract should be written in the third person singular), particular parts/chapters must be identified.
6. conclusions, a kind of summary of considerations, including the set of most relevant conclusions, recommendations etc.
7. bibliography (should include only the references quoted in the text)
8. the title of the paper, summary and key words in English
9. in case the article has been written as part of a research project, statutory research or it is a report, etc.; - appropriate information should be contained in footnotes

THE MAIN BODY OF THE TEXT

1. Times New Roman, 12 points
2. leading– 1,5 points
3. indentation– 1 cm
4. justified text
5. titles of chapters and subchapters – font 12 points, bold type (no full stops at the end)
6. special typeface in the text – bold type (no underlining)
7. foreign words – in italics (does not apply to names of e.g. institutions, organizations etc.)

8. Present tense rather than future tense is to be used, e.g. The chapter describes and not The chapter will describe
9. surnames used for the first time – full name and surname, subsequent reference – surname (possibly with initials)
10. abbreviations – full term and the abbreviation in parenthesis; further – only the abbreviation, e.g. units of territorial government (UTG)
11. words: 'law 'order', 'resolution' inside sentences should be typed in lower-case letters
12. numbers up to 4 digits should be typed without spaces or full stops (5000, and not 5.000 or 5 000), and those containing more than 5 digits – with spaces after every third digit, starting from the right (5 000 000 and not 5.000.000)
13. percentages: 20%, 100% (no space between the number and % sign)
14. decimal marks – use a comma and not a dot (with the exception of texts in English)
15. references to footnotes are placed before full stops, commas and colons

QUOTATIONS

1. preceded by introduction (e.g. According to Jan Kowalski)
2. in quotation marks, not in italics
3. carefully quoted (please pay attention to punctuation)
4. omitted fragments are marked with square parenthesis [...]
5. interjections in quotations are marked with the author's initials: [author – X.Y.]

FOOTNOTES

1. Text footnotes – should take the following form: (author, date of publication, page number), e.g. (Nowak 2005, p. 35) or (Strategia..., 2000, p. 10)
2. in case of quoting two papers of the same author published in the same year, in order to avoid misunderstandings, lower case letters "a", "b", "c" etc. are added, e.g.: (Nowak 2005a, p. 35)
3. footnotes are used only for the purpose of making comments concerning certain subplots in the main body of the paper, i.e. they refer to a particular fragment of the main text, containing explanations, e.g. information on other works, comments, digressions, polemics; and they cannot be used as references (i.e. instead of references on parentheses in the main body of the text)

ILLUSTRATIONS

1. editable, black and white only (shades of gray are possible),
2. drawings and diagrams – in Excel or CorelDraw, delivered in source files of a given programme, background other than white should be avoided,
3. photographs – recorded as separate files in *.tif format, minimum resolution 300 dpi,
4. maximum size – 125 x 170 mm
5. should be numbered and their source must be specified (e.g. author's work)
6. should have text references (e.g. see picture 1, and not see the picture below/above),
7. should be located possibly close to the place where they are discussed
8. descriptions of diagram axes and texts in drawings - Times New Roman, 10 points,
9. notices in bold, uppercase, white on the black/grey background, black fillings, additional frames should be avoided
10. captions (Times New Roman, 10 points) should be placed under drawings, centre aligned, with no full

stops at the end

11. arrows – straight line, black, delicate head
12. abbreviations used in drawings should be explained
13. illustrations downloaded from the Internet cannot be printed due to low resolution

TABLES

1. should be titled, numbered, their source must be specified (e.g. author's work)
2. captions must be placed above tables, bold type, left aligned
3. must have references in the text (e.g. see table 1, and not see the table below/above)
4. should be placed possibly close to the place where they are discussed
5. Times New Roman, 10 points, single leading
6. columns and rows should be filled in with contents (e.g. List of items)
7. no full stops after the titles of tables
8. abbreviations used in tables must be explained

MATHEMATICAL FORMULAS

1. prepared in Microsoft Equation 3.0 (option available in Word)
2. legibly typed (please pay special attention to power and indexes)
3. numbers of formulas should be in round parenthesis, close to the right margin of the text
4. variables must be typed in italics, numbers and digits in normal type
5. multiplication must be typed as \cdot or \times (not asterisk or 'x')
6. units – please follow the SI system
7. all symbols used must be explained

BIBLIOGRAPHY

alphabetic order, according to the names of authors and title of collective works:

book publications:

Nowak J. (year), title of the book (in italics), publishing house, place of publication

edited book publications:

Nowak J. (ed.) (year), title of the book (in italics), publishing house, place of publication

there is no author or editor on the title page of the quoted book e.g.:

title of the book (in italics) (year), publishing house, place of publication

chapter in an edited book:

Nowak J. (year), title of the chapter (in italics) in: Kowalski, A. (ed.), title of the book (in italics), publishing house, place of publication

article in a scientific journal:

Nowak J. (year), title of the article (in italics), „title of the journal” (in quotation marks), number of the journal

newspaper article:

Nowak J. (year), title of the article (in italics), „title of the newspaper” (in quotation marks), day or month of issue

report:

Institution (year), title of the report (in italics), place of publication

PhD dissertation (unpublished):

Nowak J. (year), title of the dissertation (in italics) [unpublished PhD dissertation], Faculty and name of the institution of higher education

online book:

Nowak J. (year), title of the book (in italics), available at: <http://www.internet address> (date of access dd.mm.yy)

online journal:

Nowak, J. (2008), title of the article (in italics), „title of the journal” (in quotation marks), number, available at: <http://www.internet address> (date of access dd.mm.yy).

bibliography concerning legal regulations: order depending on the status (law, directive etc.) and date publication (from the latest to the oldest):

(Law, 1997) Law of June 27th, 1997 on libraries. (Journal of Laws 1997, no. 85 point. 539).

(Directive, 2012) Directive of the Minister of Culture and National Heritage on the classification of selected academic libraries and establishing the list of such libraries of April 2nd, 2012 (Journal of Laws of 2012, point 390).

bibliographical items must not be numbered