

PUBLISHING GUIDELINES FOR AUTHORS

I. The following set of documents has to be submitted to the publishing house:

- a) a paper with set parameters (pt. II) in printed and electronic versions (on a CD or via e-mail). Both versions have to be absolutely identical;
- b) Author's declaration (Attachment no. 3 to the Rules and regulations of Wydawnictwo Naukowe).

II. Editorial requirements:

1) General guidelines

- a) margins: all have to be 2.5 cm'
- b) Font and font settings:
 - main body of text: Times New Roman, 13 pt,
 - abstract, keywords and bibliography: Times New Roman, 12 pt;
- c) text alignment: justified text;
- d) line spacing: 1 line (also in case of tables, charts, pictures and footnotes);
- e) indented paragraphs (size: 1.25 cm)
- f) unified and continuous numbering of pages (pagination) - at the bottom of each page, in the middle;
- g) the option for word hyphenation switched off.

2) Specific guidelines compliant with the APA editorial standards

a) Citing

– Reference marks to works of other authors

• reference marks to a work of a singular author:

- ✓ if the name of the mentioned/discussed author does not appear in text it must be written down in parenthesis;
- ✓ if the name of the author does appear in the text only the year of publication is to be put in parenthesis.

• Reference marks to works of several authors:

- ✓ if a work has 2 to 5 authors names of all authors have to be indicated in the first reference mark and in the following reference marks only name of the first author is to be given along with the "et al." abbreviation and the year of publication;
- ✓ if a work has 6 or more authors give only the name of the first author and the "et al." abbreviation and the year of publication;
- ✓ if the text refers to works of various authors sharing a surname the initials of the first names of these authors are to be given each time when works of these authors are referred to;
- ✓ the order of reference marks – in case of referring to 2 or more works within the same parenthesis these works are to be arranged alphabetically following surnames of main/first authors. Reference marks to subsequent works are to be separated with a semicolon;
- ✓ 2 or more works of the same author are to be arranged in order of publication (oldest to latest). The surname of an author is to be given only once, the subsequent works are to be marked with date only. References to subsequent works are to be separated with a colon;
- ✓ if several works of the same author (or authors) were published in the same year a letter a, b, c etc. is to be put after the year of publication (with no space between the year and the character).

- **reference marks to internet sources:**
 - ✓ are to be put in the main body of the text by referring to a website and the date of access written in parenthesis.

– **Quoting text**

- when quoting a fragment of a text ad verbatim the reference mark in the text must contain surname of the author, the year of publication and a page number;
- if the quotation consists of less than 40 words it must be put in quotation marks. The parenthesis containing bibliographical reference to the source of the quoted text or a parenthesis indicating the number of page, if the source was given previously, must directly follow the quotation;
- if the quotation consists of more than 40 words it must be separated from the main body of text (it must be put in a separate block of text, indented in regards to the main body of text) and quotation marks are not to be used. Such quotation should begin with a new line of text and be indented in regards to left and right margin of the remaining text. If the reference mark to the quoted source does not appear in the sentence introducing the quotation the parenthesis containing a bibliographical reference mark to the quoted source must be put at the end of the quotation.

b) Footnotes

- Footnotes are to be used to supplement the primary information contained within the main body of the text.
- All footnotes are to be numbered in the ascending order through the use of Arabic numerals as they appear in the text. In the main body of the text these numerals are to be written in superscript. Each footnote should be placed at the bottom of the page containing the contents the footnote refers to.
- Notation:

- A book:

Title of the book (page/s number), A. Author, B. Author, year, place of publication: the publishing house.

- A journal:

"Title of the article", A. Author, B. Author, year, *Title of the journal*, issue, page/s number.

- Publications authored by institutions:

Title, name of the institution, year. Downloaded from: www (date of access: date).

- Internet sources:

www (date of access: date).

c) Tables and pictures

– Number and title

- **table**

Number and title of the table are placed above the table. Number of the table is typed in the regular font and the title of the table is written below in italics. The phrase Table X and the title of the table are to be followed by full stop. Font: Times New Roman, 12 pt.

Table 1

Dane statystyczne za lata 2014-2017.

- **picture**

Description of the picture is to be put directly below the picture. The number of the picture is to be recorded in italics and the title of the picture in regular font in the same line. The phrase *Picture X* and the title of the picture are to be followed by full stop. Font: Times New Roman, 12 pt.

Picture 1. Dane statystyczne za lata 2014-2017.

- Annotations below a table and a picture

Annotations are to be put below a table and a picture. Each type of annotation begins in a new line and is concluded with full stop. The notation of annotations is the same as in the section 2: Footnotes. Font: Times New Roman, 11 pt.

d) Bibliography

- The bibliography is to be placed at the end of the article/book, in alphabetical order of surnames, without numbering.

- Notation:

- A book:

Surname, X., Surname, X.Y. (year). *Title of the book*. Place of publication: the publishing house.

- A book written under editorship:

Surname, X. (editor). (year). *Title of the book*. Place of publication: the publishing house.

- A chapter in a collective work:

Surname, X. (year). Title of the chapter. In: Y. Surname, B. Surname (editor), *Title of the book* (first page-last page of the chapter with p./pp. abbreviation, as appropriate). Place of publication: the publishing house.

- An article in a journal:

Surname, X., Surname, X.Y. (year). Title of the article. *Title of the journal, year's issue* (issue no.), the first and the last page (without p./pp. abbreviation).

- Foreign language publication (translation):

Surname, X. (year) *Title of the book*. Translated by: I. Surname, Place of publication: the publishing house.

- Foreign language publication (original text):

Surname, X. (year) *Title of the book*. Place of publication: the publishing house.

- publications authored by institutions:

Name of the institution. (year). *Title*. Downloaded from: (website address) / Place of publication: the publishing house.

- Website:

Address of the website (without the date of access).