

## **FORMAL AND EDITORIAL REQUIREMENTS**

### **Technical information**

- Text in the Word, in DOC or DOCX format.
- Recommended font: Bookman Old Style.

### **Article structure**

- The Editorial Office accepts texts in the following categories: original article, report on research results, review article, popular science article, case study, congress, conference, symposium or seminar reports.
- Original article, research report or review article must be divided into sections with subheadings. For a good and correct reception of a text, the following parts should be distinguished: introduction to the subject matter (e.g. definitions, classifications, current state of research, statistical information on the phenomenon), main part - description of the research procedure (e.g. materials and methods, results), and summary (discussion and conclusion). The main part should divide the content of the article into headed sections.
- Article should be at least 20,000 characters long, but it is suggested not to exceed 30,000 characters including spaces, text fields, footnotes or endnotes and bibliography.
- The title of the article should be followed by the abstract (100 - 200 words or 1000 - 1500 characters) and keywords (5 - 10) in the language of the article, as well as the title, abstract and keywords in English. The title, abstract and keywords in Polish are also required if the text is written in another language.
- Information about the author: degree or scientific title, professional title, first and last name and the institutional affiliation of the author should be written in italics and placed in the upper left-hand corner of the title page.
- The article must be accompanied by a short biography of the author including: the name of university and department they graduated from, the year of graduation, career development, scientific interests, short description of scientific achievements or additional activities (e.g. membership in scientific societies, cooperation with other educational institutions) and the preferred form of contact with the reader (personally by e-mail address or via the editorial office).

### **Main text**

- Recommended font size – 11 points.
- Line spacing –1,5.
- Standard margins of 2,5 cm on all four sides.
- A first line indent should be made with the “Tab” key – 1,25 cm.
- In the Paragraph dialog box spacing before and after the paragraph should be set to 0 points.

- The title must be written in 14-point Bookman Old Style font, bold and justified.
- The subheadings should be written in Bookman Old Style font, 12 points, bold and centred.
- The subheadings are not numbered.
- The subheading must be separated from the main text from the top and from the bottom by a single interline.
- Foreign words and phrases (e.g. English, German, Latin) should be *italicized*, and to highlight Polish phrases it is recommended to use **bolding**.
- Do not use underscores or exploded printing.
- Bullet points are marked with “-”.
- The first and last name appearing for the first time should be provided in full. When recalling it, the first initial and the last name are only given.
- Reference numbers should be placed at the end of the relevant quotation or paraphrase (before the closing full stop).
- Do not use the so-called hard spaces.
- Do not transfer the so-called widows and orphans.

### **Footnotes**

- Recommended font for footnotes: Bookman Old Style, 9 points.
- Line spacing (interline) – 1,0.
- Justified text.
- *Italics* are used for titles of books and quotations marks are used for smaller works.
- In subsequent footnotes referring to the items already cited, Latin language is used: *Ibidem*, *op. cit.*, *passim*.
- Every footnote must end with a full stop.
- Footnotes formats allowed: Harvard (author-date) referencing system, the Vancouver style (author-number) or the Oxford style (traditional).
- In the classic Oxford style, the footnote information appears on the same page, down at the bottom (footnotes).
- Whatever the footnote system used, a bibliography arranged alphabetically by authors' last names is required.

### **Figures and tables**

- Recommended font for figures and tables: Bookman Old Style, 10 points.
- Descriptions of tables and figures (photos, schemes, maps, etc.) must be provided directly above and below them (without interline).
- Figures and tables should be entitled and separately numbered.
- Headings of tables and figures are aligned to the left and in font: Bookman Old Style, 11 points.
- Sources are provided below all tables and graphs, aligned to the left, single-spaced and

in font: Bookman Old Style, 9 points.

NOTE! The editor reserves the right to reject any manuscript that does not conform to the journal's standards and do make editorial changes in the material in case it is too long.