In order to streamline the publishing process, the editor-in-chief requests professional editing of articles according to editorial requirements:

* MS Word PL editor (any version);
* Margins: lower and upper 1,6 cm; left and right of 2.5 cm;
* interline - 1,0; bilateral offset;
* basic font - Times New Roman CE 11p;
* abstracts and literature - 9p;
* article title - bold 14p;
* chapter titles (subtitles) - bold 11p;
* table titles - top, left 11p; tables - 9p font;
* captions of drawings, graphs and table titles – top, centred, 9p;
* captions of drawings, graphs and table titles – in Polish and English
* drawings, tables and graphs in shades of gray
* footnotes - 9p: I. Surname, Title of the work, Publisher, Place of publication 2009, p. 110.
* graphs and drawings in a format acceptable by the editor, allowing the editing of fonts and sizes, such as MS Exel, MS Word or earlier GIF, BMB, WMF formats for bitmaps and megapixels;
* alphabetical list of literature according to the formula:

1. Surname I., *Title,* “*Title of the periodical”* 2014, No. 5.  
2. Surname I., *Title*, publishing house,City 2014.

**Note: Only actual publications (quoted in footnotes) should be included in the literature list !!!**

**The bibliography of compact** **publications** should include as follows: the initials of the names (period), surname (comma), the title in italics (comma), the place and year of publication (comma), page number (period).

Eg.  
J. Adamski, *Internet media,* Warsaw 2001, p. 28.

**The bibliography of articles in journals** should include: the initials of the name (period) and the surname (comma), the title of the article in italics (comma), the title of the magazine in quotation marks and the year of publication (comma), the magazine number (comma), page (period).

E.g.  
D. Kowalski, *Creating the success of the company*, "Economics and Organization of the Enterprise" 2002, No. 7, p.23.

**Note: The editor-in-chief asks  to prepare the footnotes carefully according to the rules above! Lack of diligence in this regard can result in the return of an article for amendments!**

**The above guidelines also apply to the sources under drawings, diagrams and tables.**

**The article should include (in English and Polish):**

1. Title,
2. Key words (min. 5, max. 10)
3. A short summary of the publication (about 1000 typographic characters with spaces **- no more !!!**
4. Captions of drawings, graphs and table titles
5. Authors’ resume

**Article layout:**

* At the beginning, the title and the scientific degree, name of the author, the name of the affiliated institution
* Title in English
* Title in Polish
* Summary and keywords in English
* Summary and keywords in Polish
* Introduction
* Chapters
* Summary
* Alphabetical bibliography (order according to authors' names).
* Authors’ resume in English
* Authors’ resume in Polish
* Contact (to be published)

**Volume of article: up to 40 thousand characters with spaces (up to about 22 pages).**

**Note: The editor-in-chief asks not to exceed the suggested volume, and also reserves the right to request a shorter text to the indicated volume. This does not apply to simple text adjustments that are made without the author's participation.**

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