

**Humanitas University's Research Papers Management**

**Editorial requirements**

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

* The volume of the article - ½ publishing sheet (20,000-30,000 characters with spaces);
* A4 paper size
* MS Word PL editor (any version);
* Margins: 2.5 cm;
* interline - 1,5; bilateral offset;
* basic font - Times New Roman CE 12p;
* akapit 1,25 cm
* abstracts and literature - 12p;
* article title - bold 14p;
* chapter titles (subtitles) - bold 12p;
* table titles - top, left 11p; tables - 10p font;
* captions of drawings, graphs and table titles – under the object, to the left, 11p;
* captions of drawings, graphs and table titles – in Polish and English
* sources of drawings, tables and charts - under the object, description as in the footnotes.
* footnotes - font 10p; references to literature in the footnotes according to the formula:

I. Surname, *Title of the work*, Publisher, Place of publication 2009, p. 110.

\* If the referenced item is repeated in subsequent footnotes, but not in succession, write it as follows:

I. Surname, *Beginning of title,* ellipses, page number.

Eg A. Kowalski, *Business management* ..., p. 15.

\* If the referenced item is repeated in successive footnotes, write it as follows:

\* Ibid, page number.

E.g. Ibid, p. 15.

* graphs and drawings in a format acceptable by the editor, allowing the editing of fonts and sizes, such as MS Excel, MS Word;
* alphabetical list of literature according to the formula:

**1. Articles in magazines**

Surname I., *Title of work*, “Title of periodical” year, number.

E.g. Kowalski J., *Human resources management*, "Organization and Management" 2010, No. 5.

**2. Monographs**

Surname I., *Job title,* Publisher, Place of publication 1999.

E.g. Kowalski A., *Enterprise management in the age of globalization*, Oficyna Wydawnicza, Warsaw 2010.

**3. Articles / chapters in collective works**

Surname I., *Title of the article / chapter,* [in:] I. Surname of the editor / editors (ed.), *Collective work title,* Publisher, Place of publication 1999.

E.g. Kowalski J., *Management of a family business,* [in:] A. Kowalski, *Management,* Wydawnictwo Ekonomiczne, Warsaw 2010.

- please do not use "heading" style formatting

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

1. Title,
2. Key words (min. 5,)
3. A short summary of the publication (about 1000 typographic characters with spaces)

**Article layout:**

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

**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!**

**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.**

**More: https://zeszytyhumanitas.pl/resources/html/cms/MAINPAGE**