Guidelines for authors

Authors are obliged to follow the instructions:

1. The text should be written in WORD (97- ) format with either *.doc or *.rtf extension, with the preferred length of 40 000 characters. All the special fonts eg. Greek or Hebrew, should be sent by the authors.
2. Font: Times New Roman 12 points.
3. Line spacing: 1,5.
4. Each article should include: abstract (in Polish and English), keywords (in Polish and English), introduction, chapters and/or subsections, conclusion, bibliography:
   − abstract should consist of 200–250 words (about 600 characters) and summarize the main points of the article;
   − key words should not consist of the words used in the title of the article (min 3 max 6 words);
   − bibliography at the end of the article, alphabetically, including surnames.
5. Information of the funding sources (at the beginning of the article, in the first footnote).
6. Neither bold nor underline should be used to highlight the words; expanded only.
7. Block quotation (5 lines or more) – font: 11 points, line spacing: 1, paragraph indent on the left.
8. Footnotes:
   a) text notes and bibliographical notes - Times New Roman 10 points with superscript reference
   b) Latin abbreviations: ibidem, idem, eadem, op. cit., passim;
   c) footnotes – examples:
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Literature:

Books
– by one author
  2. Pollan, Omnivore’s Dilemma, 3.

– by two or more authors

– by four or more authors
footnote: only first surname with ‘et al.’ indication, full list of authors in bibliography
  2. Barnes et al., Plastics . . .

– review, translation or compilation (instead of the author)
  2. Lattimore, Iliad, 24.

– review, translation or compilation (including the author)
  2. García Márquez, Cholera, 33.

– chapter or any other part of a book

– chapter that was originally published elsewhere

– introduction, preface to a book
2. Rieger, introduction, xxxiii.

– E-books
3. Austen, Pride and Prejudice.
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Journal article
– printed article
– online article
Each article should have a DOI number (Digital Object Identifier); if not, website address is required

Books reviews

Other guidelines can be found on:
http://www.chicagomanualofstyle.org/tools_citationguide.html
http://www.myunion.edu/Library/HelpCenter/BibliographyCitation/ChicagoCitations.aspx

9. Neither word breaker nor additional text formatting is required.
10. Pictures and photographs should be attached as separate files and saved in .tif .jpg or .cdr format of the highest possible resolution (min. 300 dpi). They should be numbered according to their order of appearance in the text, relevant references to the pictures and figures should be made in the text.
11. Charts in Corel Draw or Microsoft Excel.
12. All tables, charts and pictures should consist of the number, title, source or reference.
13. Tables, charts or pictures from the Internet cannot be used.
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