



Monograph - general requirements

Submitting a work by the Author for publication is tantamount to a declaration that the work has not been previously published or submitted to the Editorial Office of another journal. Each article should be at least 20,000 characters with spaces - without a summary (ie minimum 0.5 publisher's sheet), but not more than 25,000 characters with spaces.

General rules

- o text file editor in Microsoft Office Word format
- o aligned text
- o Times New Roman (CE) font, size 12, line spacing - 1.5,
- o margins: left and right, top and bottom - 2.5 cm
- o paragraphs marked with a tabulator - 1.25 cm
- o numbering - bottom of the page
- o the size of the text - 20-25 thousand characters (with footnotes).
- o author's name and surname - left justification, 12 points
- o title of the article - centering, bold 16 pts.
- o main text - normal, aligned, 12 points
- o sub-headings - 14 points
- o in the case of texts in English, decimal numbers must be written in this language, eg PL 0.3, EN 0.3.

The cover page should contain the following data in turn:

- the first name (names) and surname of the author (s),
- for a professional title, academic degree or academic title,
- o affiliation of the author (s),
- for the title of the article.

Abstract (in Polish and English) - should contain from 500 to 1000 characters.

Work structure:

the introduction

the purpose of the research

material and methods

the results (text, tables, illustrations and result graphs)

the discussion, conclusions, bibliography

Footnotes

They should be marked in the text with continuous numbering, Arabic numerals, and footnotes should be in accordance with the pattern of footnotes provided:

o to the author's monograph - I. Surname, Title of work in italics, City, year, p. xx.

o footnotes to the works edited (cited as a whole) - Title of the work in italics, ed. N. Name, Publisher, City, the year, p. xx.

o footnotes to articles in monographs edited by – Name, Surname, title of the work in cursive, [in:] Title of work in italics, ed.

o footnotes to journals - I. Name, Title of work in italics, "Title of the Journal" year, number x (xx), p. x.

o footnotes to electronic documents - N. Surname, Title of the work in italics, <http://www.strona.pl> (accessed: 16 March 2008)

o footnotes to acts - Act of day dd, month, year yyyy title, Journal of Laws No. yyyy no. xx pos. Xx).

o a footnote referring to the immediately preceding literature footnote - Ibid, p. xx.

o a footnote to an already existing footnote - N. Surname, op. cit., p. xx. or N. Surname, beginning of title ..., p. xx

Attention!

o Titles written in an alphabet other than Latin should be transliterated. Title: "Комментарии к «Евгению Онегину» Александра Пушкина" should be written: Nabokov, V. (1999). *Commentarii k 'Evgeniiu Oneginu' by Aleksander Pushkin* [Commentary to 'Eugeniusz Onegin' by Aleksander Pushkin]. Moscow: NPK.

You can use the transliteration program here: <https://www.ushuaia.pl/transliterate/>

Any distinctions of the text, e.g. bolds, **are not allowed**, only Latin names should be italicized.

Tables

- o tables should be placed in the center of the page
- o the table title is always above the table, from the left side of the table, in bold
- o inner and outer lines - thin, continuous, single
- o text in the table in Times New Roman 10 pt.
- o a single space
- o center-aligned table headings
- o left justified text and right justified numbers

Drawings should be black and white or grayscale.

- o the drawing should be made with the use of tools existing in Microsoft Word text editors
- o always centered
- o title and number (from the left, bold, font 12)
- o source (font 10) - placed under the drawing
- o charts, drawings, photographs, maps are treated as drawings
- o each figure and table should be referred to in the text. The reference should include the number of the drawing / table, e.g. "... is shown in Figure 1."
- o tables and figures included in the text cannot exceed the chapter margin of the monograph