

DETAILED GUIDELINES FOR PREPARING A MANUSCRIPT BY THE AUTHOR BASED ON THE APA STYLE SHEET

FORMATTING GUIDELINES:

- manuscripts should be submitted as Microsoft Word files;
- formatting: **Times New Roman** 12 point font size;
- all margins should be 2,5 cm
- continuous page numbering (page numbers should be centered at the bottom of the page)
- **no** automatic hyphenation
- tables and figures should be described and referenced ;
- **affiliation** should be placed in the upper- left corner:
 - ✓ name and surname of the author/authors
 - ✓ ORCID
 - ✓ academic degree
 - ✓ University and city
 - ✓ telephone no.
 - ✓ e-mail

STRUCTURE OF THE TEXT

Submitted text should be divided into coherent sections marked with separate headings:

Title
Introduction
Heading 1
Heading 2
Heading 3
Summary/Conclusions
References
title in Polish
abstract in Polish(150-250 words)
keywords (6-7)
title in English
abstract in English(150-250 words)
keywords (6-7)

In referring to a work by six or more authors only the first author's name is to be provided

Text text text text (Kowalski et al., 2015) text text text text text text text text text text text text text Kowalski et al. (2015)

In-text references to more than one author should be separated with the semicolon and arranged alphabetically. In case of more than one publication of the same author all mentioned publications should be separated by the comma.

Reference to more than one publication of the same author in the same year should be additionally marked with letters for example Kowalski 2014a, 2014b, both in text and in reference list.

REFERENCES

References should be arranged alphabetically (surnames) and placed at the end of the text. **A reference list is the list of citations (all material cited) in a written work** that should not be further divided into printed and internet sources

1. Papers published in periodical volumes

Surname, X., Surname2, Y., Surname3, Z. (year). Article's title. *Journal's title, volume number, pages*

2. Papers published in non-periodical volumes

Surname, X., Surname2, Y., Surname3, Z. (year). Article's title. *Journal's title, volume number, pages*

3. Monographs:

Surname, X., Surname 2, Y. (year). *Title*. Place: Publishing house.

4. Edited books and volumes:

Surname, X. (Ed.). (year). *Title*. Place: Publishing house.

Surname, X., Surname 2, Y. (eds.). (year). *Title*. Place: Publishing house.

5. Chapter in an edited book or volume:

Surname, X. (year). Chapter's title. In: X. Surname, Y. Surname (eds.), *Books' title* (pages). Place: Publishing house.

Surname, X., Surname 2, Y. (year). Chapter's title. In: X. Surname, Y. Surname (eds.), *Books' title* (pages). Place: Publishing house.

6. Online document

Surname, X. (year). *Title of work*. Retrieved from: web address