



EDITORIAL REQUIREMENTS FOR AUTHORS OF MONOGRAPH CHAPTERS

- Text volume: approximately 25,000 characters with spaces
- Word editor (doc. or docx. format).
- Font style: Times New Roman.
- Font size of the main text – 12 pt.
- Interline of the main text – 1.5 lines.
- Font size of footnotes – 10 pt.
- Interline (light) of footnotes – 1 line.
- The text is justified.
- Standard margins – 1.25 cm each.
- Do not use automatic styles.
- As a way of highlighting the text, only *italics* are used for phrases in foreign languages.
- Underlining should not be used.
- The text should be cleared of double spaces, hard spaces, automatic word splitting, etc.

Monograph chapter layout:

- Name of author(s) (left-aligned, bold, 14 pt.)
- Title (centered, bold, 14 pt.)
- Introduction (aligned to the left, bold font)
- Subsections (aligned to the left, bold font)
- Summary (aligned to the left, bold font)



- Bibliography (alphabetical)
- Abstract
- Keywords
- JEL codes (see: [American Economic Association: JEL Guide \(aeaweb.org\)](http://www.aeaweb.org))

Main text:

- **Titles:**

– *books, articles, papers, images, films* are given in italics;

– newspapers and magazines, conferences, scientific sessions, competitions, exhibitions - in simple typeface with quotation marks („Legal Review”)

– **documents** – in simple typeface without quotation marks.

- Quoted fragments of texts are marked with „quotation marks” (without italics).

- **Dates:**

– we expand the names of the months: May 22, 2012;

– we connect the date range with a semi-pause without spaces: 1989-2001.

- **Proper names:**

– we write **the names of organizations and institutions** occurring for the first time in full, further you can use the abbreviation;

– **the name of a person** occurring for the first time we write in full, further consistently – the name preceded by the initial of the name or the name itself.

- **Footnotes**

– We use footnotes in the Harvard system (intra-textual)

– We place in the text, immediately after the reference to the publication, inside a round bracket.



- In a footnote we give: the name of the author and the year of publication, the numbers of the cited pages (preceded by the abbreviation s.), e.g.: (Zielinski 2000, p. 76).
- If we cite several works by the same author published in one year, we add a lowercase letter after the date of publication: a, b and following, e.g.: (Grzonka 2015a, p. 14; Grzonka 2015b, p. 5).
- When the publication has two authors, both names should be given, joined by an ampersand sign (surname1 & surname2 year), e.g. (Różycki & Wrzosek 2007); when the publication has three and more authors, the first author's name, abbreviation et al. and year of publication (surname1 et al. year) should be given, e.g. (Kupers et al. 2001); when the publication is a collective work, the editor's name, abbreviation ed. and year of publication (surname ed. year, p.) should be given, e.g. (Dębski ed. 2021, p. 5). If the publication does not indicate the name of the author or editor, give the first word of the title, three periods and the year of publication, e.g.: (Indications ... 2017).

Bibliography

- We sort bibliography items alphabetically by author's name.
- We do not number consecutive bibliography items.
- We give the names of publishers consistently in all publications or not at all.
- We do not include the pages of the publications given.
- If the publication has a DOI we provide it.
- In the case of access to the electronic version of the publication and the use of content from websites, it is necessary to provide the date of access in square brackets at the end of the description, for example, [accessed: 21. 03. 2022].



- In the bibliography we do not provide items to which there is no footnote in the text.
- The order of the elements of the bibliographic description: surname and first name initial, year of publication, title (in italics), name of the publishing house, place of publication.

– **Author's publications:** Bielinski Z. 2007, Areas of ignorance, PWN, Warsaw.

Konop S., Machowicz W., Orzeł P., 2019, Dilemmas, Gdańskie Wydawnictwo Psychologiczne, Gdańsk.

– **Collective publications (edited):** Winiarski B. (ed.), 2012, Economic policy, PWN Scientific Publishers, Warsaw.

– **Chapters in collective publications:** Stawska E., Waza P., 2001, Contemporary culture [in:] Together towards the future, ed. D. Zaremska, Cracow.

– **Articles in journals** (indicate the journal number by abbreviation, no., z., cz., respectively):
Zaorski M., 2005, Sentimentalism in Polish literature, "Polish Yearbook", no. 24.

Sala J., Tańska H., 2013, Institutional solutions for knowledge and competence transfer, "Zeszyty Naukowe. Organization and Management. Lodz University of Technology," z. 53.

Tables, figures, graphics

- In the main text there must be a reference to information presented in the form of illustrations.
- Descriptions of tables should be placed above the tables, and drawings, photos, diagrams, maps, etc. below them.
- Tables and figures should be numbered separately.
- The source of the tables and figures should be listed below them.



Example:

Tab. 1. Order of actions in case of fainting

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| | | | |

Source: own compilation based on:



Figure 1.

Source:

- Tables, charts, diagrams, should be editable. Please send them in separate files (excel, word, corel) along with the data on the basis of which they were created. Do not send them in jpg, gif, png, etc.
- Illustrations, photos, graphics should be sent in separate files in jpg, pdf, gif, png format at a resolution of min. 300 dpi.



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