Formatting guidelines

Article length and format

All submitted manuscripts should not exceed the recommended size in accordance with established rules: **20 000 to 40 000 characters , but no more than 20 pages including tables and figures, graphs, appendices, etc.**

Only editable formats of text can be sent (*.docx). We do not accept uneditable formats (*.pdf).

Text

1. The text of the article should be prepared in: Calibri font **10pt.** with 1,0 interval
2. Justify text on both sides (left and right).
3. Authors are requested to limit formatting commands to *italics* for non-English words (including Latin).
4. Footnotes, only if needed to explain sth should be in Calibri 8 pt.
5. Harvards system of referencing: in the text – author, year + In the case of quotation the number of page(s) eg. (Kowalski, 2009, p. 5)
   a. If you are referring to the literature you haven't reached directly and have read it somewhere else, please mention where it was quoted originally: e.g. (Smith 1976, p. 22) quoted in (Lincoln 2012, p. 12)
   b. Please refer to the particular author of the chapter in edited books! Don't quote the editor of the book, but the particular author of the text you are referring to!

Transliteration

Only **Latin characters** are accepted in both – the main text and the **list of references**! Use transliteration to all non-Latin letters in the text (e.g. Cyrillic, Chinese, etc.) before submitting the paper (see: http://www.loc.gov/catdir/cpso/roman.html)

Tables

1. All Tables should be numbered in Arabic Numerals (Table 1) and should appear in the body of the manuscript (rather than at the end of the paper).
2. Tables should have their titles according to the rule "What/Who + where + when" (e.g. Table 1 Inflation rate in the European Union in the years 2004-2010).
3. All table numbers and titles should appear above each table.
4. Tables should be **editable**, prepared in MS Word (format: docx).
5. Tables cannot exceed the size **110x185 mm**.
6. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.
7. Referencing sources to the tables should be placed directly below the table (Times New Roman 9 pt).

8. Tables should be inserted and mentioned in the text e.g. (see Tab. 1).
9. Do not leave the empty boxes in the tables. In case of the absence of data the following notations should be used with:

a. hyphen (-) phenomenon does not exist ,

b. zero (0) - the phenomenon exists, but in amounts less than the numbers that could be demonstrated in the table expressed in digits, for example, if production is expressed in thousand tones, character 0 means that production in a given case does not reach 0.5 thousand tons,

c. dot (.) - data not available or not reliable,

d. sign (x) - filling boxes due to the layout of the table is impossible or impracticable.
10. Always mention the measures (e.g. in %, in USD).
11. For empirical surveys always provide the sampling size (e.g. N=650)
12. In case some abbreviations and acronyms are used in the tables, these should be appropriately described in the main body text of the manuscript where they have been cited referenced/ interpreted and well as in the footnotes of the table.

Figures (diagrams, charts, graphs and line drawings)

1. Figures should be numbered in Arabic Numerals (Figure 1.) and should appear in the body of the paper (not at the end of the paper).
2. Figures should have their titles according to the rule "What/Who + where + when" (e.g. Figure 1. Inflation rate in the European Union in the years 2004-2010).
3. The numbers, titles of sources of all figures should be provided below each figure.
4. Please number all figures as Figure 1, Figure 2 etc. (don't use different names for graphs, schemes, maps etc.)
5. Figures should be inserted and mentioned in the text e.g. (see Fig. 1).
6. The source should be provided to all figures at their bottom (Times New Roman 9 pt).
7. The notes or explanations of the figures should be placed at their bottom.
8. If some abbreviations and acronyms are used in the figures, these should be appropriately described in the main body text of the manuscript where they have been cited/ referenced/interpreted and well as in the footnotes of the figure.
9. Figures cannot exceed the size 110x185 mm.
10. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.
11. Always mention the measures (e.g. in %, in USD).
12. For empirical surveys always provide the sampling size (e.g. N=650)
13. All Figures should be of clear quality, in monochrome (mono-colour i.e. black, white).
14. **Use clear (white) background in all figures! Don't use any shadows!**
15. **Do not use spatial (3D) charts or diagrams, only simple ones (2D) are accepted.**
16. Figures should **be editable** (MS Visio, Corel Draw, MS Word Drawing Module).
17. All Figures have to be submitted in the text as well as in the separate files (source file + file with original look):

a. Diagrams/Charts: MS Excel + PDF (in order to see how it looks from the Author's perspective).

b. Other graphics: source file (MS Visio, Corel Draw, we also accept MS Word but only with the module of drawing!) + *.tif with a resolution of **minimum of 300 dpi**.

18. Authors may include graphs prepared using other software (e.g., Corel Draw, Statistica, SPSS, Harvard Graphics) provided they are **camera-ready** (+ in "wmf" or "eps" format, with all the necessary fonts included). The bitmap files (at least 300 dpi resolution) may be used. They must be prepared in monochrome format; fields can be delineated using grey scales and/or monochrome pattern fills.

19. If prepared in MS Word, should be made in the module of drawing (not drawn on the side of the document).

20. If prepared in a different software, should be saved in a separate file with the name of the software programme.

Mathematical formulas, numbers and money

1. Mathematical dependences, their notations in the text and other symbols should be typed in Equation Editor of MathType Italic 10 pt type (2003 version or latest)

2. Matrices are written in square brackets, vectors by bold-regular 10 pt typeface.

3. All the numerals, including index numbers, are presented in regular typeface.

4. Formulas are centred and numbered by Arabic numerals in round brackets and aligned right. There should be interval space of one line between the formula and the text.

5. Work with a large number of formulas to be prepared as follows:
   - simple formulas (one-level) typed with keyboard,
   - complex formulas, (multi-level) should be entered using the formula editor like MathType.

6. **Use British English**, a thousand million is a milliard (**Do not use** American English where a thousand million is a billion!).

7. Use dots to separate thousands, millions, etc. (e.g. 32 046; 45 263 721; 741 592 438 526

8. Numbers till 10 are usually best written as full words (one, two, three etc). 11+ would be written as numbers. There's no strict rule on this: 11-20 may often also be written as words, but 21+ would almost always be put down as numbers. Be consistent over this: don't sometimes write twenty but in other places 20.

9. **Money**

   a. Do not use graphic signs for currencies. Always use international codes (e.g. USD – American dollar, GBP – pound sterling, EUR –euro, PLN – Polish zloty).

   b. The currency codes placed after the numerical value: 4.99 EUR, 100 USD etc. Always make clear what currency you're referring to.

   c. Millions are often abbreviated to m. 7m EUR = 7 million euros. 4.7m USD = 4.7 million American dollars.

   d. Thousands are abbreviated to k, often when talking about salaries. A salary of 25k EUR is 25,000 euros a year.