

**RULES FOR PREPARING THE TEXT BY THE AUTHOR**

1. The **TEXT** should be prepared in Word format (doc. or docx.):

-use Times New Roman, font in size 12, line spacing- 1.5, standard margins 2.5 cm, paragraph indentation should be made with a single tab, i.e. 1.25 cm, text aligned to the left with no justification;

-the text should be cleared of double spaces, hard spaces, double paragraphs;

-use continuous page numbering throughout the text;

-use en-dashes for page ranges, numerical data, tables, figures, charts, etc.  (eg. 1995–1999);

-in two-part names and descriptions, we put a hyphen without spaces (eg Korzeniecka-Bodnar, Anglo-American);

-transliteration of non-Latin (Cyrillic) texts is required in accordance with the requirements of the international standard ISO 9: 1995 (also officially adopted by Poland as the PN-ISO 9: 2000 standard). This applies to all Cyrillic characters.

2. **QUOTES** in the text:

-normal text letter in “quotation marks,” quotation “in «quotation»”

-longer quotes (more than 3 lines) are written in blocks - they should be separated from the main text and written in smaller font, text, with single line spacing, without quotation marks;

- omitted fragments of quotes are marked uniformly throughout the publication with an ellipsis in parentheses (...);

- all author's additions are marked with an ellipse in square brackets [...];

3. **TITLES** of works, radio and TV broadcasts, films quoted in the text:

-normal text in italics without quotes;

-the titles of magazines and newspapers in the text should be written in straight text in quotation marks;

-names of vessels, company names: plain text in quotation marks;

-**foreign language terminology** in italics;

4. **Hyperlinks** should be removed;

5. Hyphenation option OFF;

6. Do not use CAPITALS (MAJUSCULE) and small caps in the text;

7. **TABLES, CHARTS, DRAWINGS, SCHEMES**

- should be editable, with titles and continuous numbering (font 12) placed above (e.g. Chart 1. Title; or Map 1. Title) and an indication of the source below (font 10), described respectively without frames;

- a reference to the number of a specific illustration should be provided in the text in round brackets, e.g. (figure 1) or (fig. 1);

- irrespective of the text, if tables, charts, etc. were made in Excel, Statistica, Illustrator, Corel Draw, Power Point, etc. please transfer the source files,

     -dimensions: width - 124 mm, height - 150 mm;

     -minimum font size 6 points, maximum 10 points;

- patterns - preferred Math Type program or in another formula editor (editable);

     -the font size and typeface are the same as the main text of the publication;

- photos should be prepared in a resolution of 300 dpi and saved in one of the JPG, TIF or PDF formats;

- graphic elements should be in grayscale, with the exception of materials that will be printed in color, for which prior consent is required;

Obtaining the COPYRIGHT OWNERS 'CONSENT and providing the source of the materials used in the work is the responsibility of the author.

8. **FOOTNOTES AND BIBLIOGRAPHY**

• In the body text, footnotes should be written **after punctuation marks.**

• Publications in the bibliography should be accompanied by their DOI number.

• Bibliography should be placed at the end of the main text and should contain only works cited or referred to in the text.

• Items should be **sorted alphabetically** according to the first author's surname, without numbering, according to the following rules:

    - works by the same author should be listed in chronological order;

    - if there are several works by the same author published in one year, mention them alphabetically by the first word of the title;

    - works by one author are preceded by team works (first independent works, then common);

    - if there are several team works with the same first author they should be sorted alphabetically according to the second author's surname;

    - if the authors have the same surname, we list in the order of first name initials;

• In the footnotes and bibliography, all monographs should include the place and year of publication as well as the names of the publishers;

• It is necessary to keep the references in the text in line with the bibliography;

• In foreign-language texts:

    - in footnotes and bibliography, the rules of writing, abbreviations and punctuation should be appropriate to the language of the publication, e.g. in English language: ed., Eds., Vol., No.;

    - both in the main text and in the footnotes we use upper “quotation marks” and the quote “In «quotation»”;

9. **ABBREVIATIONS**

• for works cited again, the preferred form is the author's name and the abbreviated title of the work; do not use “op.cit.”;

• commonly accepted Latin abbreviations are permitted to be used, such as: ibidem, idem, eadem, eidem, eaedem, passim, cf. (not using italics);

• when referring in the text of the footnote to two or more items by the same author include the short title of the work; do not use the abbreviation “op. cit. ”;

• the abbreviation “ibidem” can be used only when referring to the same item that was placed **in the footnote above**;

• the idem / eadem abbreviations can be used when referring to the same author who appears **in the same footnote**;

• the abbreviation “eidem” is used when referring to 2 male authors or a woman and a man, and the abbreviation “eaedem” - to 2 female authors;

• we use the abbreviation "passim" when referring to a publication in which a given term appears in many places;

• the abbreviation “cf.” or “compare” indicates a clue to compare something with some other element or indicates a reference to another material;

10. **STRUCTURE**

* First name and surname of the author (top-left corner).
* Affiliation.
* If the author is not employed at a university, under the author’s surname the place (s)he is from;
* Email address and ORCID number.
* Title of the article (in Polish and in English)
* Keywords (maximum 5–7 words or phrases in Polish and English).
* Contents of the article.
* Summary in Polish and English (maximum an A4 page). The summary should deal only with the contents of the article. It should also include, concisely presented, the results of the analysis that has been conducted, the main conclusions arrived at and the methodology used.

 11. **INTRODUCTION**

It is recommended that the introduction includes the following points:

1. Justification for undertaking research on the topic,
2. Basic concepts (optional)
3. Subject and scope of research,
4. Research objectives,
5. Problem and research questions,
6. Working hypotheses (optional)
7. Methods, techniques and research tools (optional)
8. Analysis of sources and literature on the subject.

The main content of the article should be crowned with a summary of the research carried out.