

Editorial guidelines

The text should be prepared as follows:

- a. word processor: Winword, Times New Roman, 12-point font size
- b. line spacing: 1.5
- c. margins: 2.5
- d. Author's full name (Times New Roman, 12-point font size, left align)
- e. University (Times New Roman, 12-point font size, left align)
- f. Title (Times New Roman, 14-point font size, bold, centered)
- g. Subheadings (Times New Roman, 12-point font size, bold, centered)
- h. citations should be in quotation marks (no italics)
- i. italics should only be used for book titles, article titles, and names or short expressions in foreign languages
- j. abstract (max. 1,200- characters)
- k. Key words: max. 5 key words
 1. author's bio in Polish (150-200 characters)

References

Oxford referencing style should be used for bibliographic references, i.e., referring to the items of the Reference List.

References should be placed in parentheses next to the relevant pieces of information, opinion or view in the following order: surname, date of issue, page, e.g.:

- (Nowak, 1999, p. 10) – if the publication has one author;
- (Nowak, Kowalski, 2000, pp. 145-150) – if the publication has two or more authors;
- (*Inquiry*) – the first word of the title should be provided when referring to a publication that has no author information.
- A fragment of publication title (2 or more words) should be provided if there are more titles in the Reference List that begin with the same words.

Explanations and additional information should be provided as footnotes.

Reference List

Full bibliographic information should be provided in the list of references (Bibliography) at the end of the article. The list should be ordered alphabetically by the surnames of the authors, and in the case of more than one publication by the same author having the same date of issue, in the chronological order (using lower-case letters, e.g., 2003a, 2003b, 2003c).

Examples:

“New Forms of Employment. Current Problems and Future Challenges”
Rzeszow, Poland, November 26-27, 2018



Tables, diagrams and drawings

Each diagram, table and drawing should be described, including title (Times New Roman, bold, 10) and source (Times New Roman, 10). The title should be placed above the diagram, table or drawing, and source information, below the diagram, table or drawing.

The following information about the author should be submitted with the text:

- a. Full name
- b. Degree, academic title
- c. Full mailing address, including phone number and e-mail