Guidelines for Authors

1. The length of the paper:

Articles - 60,000 characters, review articles - 30,000 characters, glosses - 20,000 characters, others (source materials, analyses, reports) - 40,000 characters.

2. Text format:

a) editable Word file (doc, docx, rtf)

b) Calibri font

c) font size - 12

d) line spacing - 1.5

e) footnotes: Calibri font, size - 10, line spacing - 1

f) standard margins - 2.5 cm

3. Paper format and preparation for submission:

a) the text should have an appropriate internal structure, i.e. should be divided into parts in accordance with the form of the publication; the article should, in particular, contain: the introduction, literature review and source materials, description of the adopted research methods, presentation of research results and their analysis (evaluation), final conclusions (theses of the publication)

b) the publication may end with the acknowledgements section

c) at the end of the article, gloss, analysis etc. a list of references should be included

d) a summary (900 characters) and a list of keywords should be attached to the articles and glosses;

e) reference lists, summaries and keywords may be sent in separate files

f) materials should be accompanied by information about the author along with the affiliation, their e-mail address and phone number.

4. References and footnotes:

Bibliographic references and footnotes should be provided in the Harvard style, which is commonly used in papers on social and exact sciences and recommended particularly in the cases when content footnotes occur (with numerical references in the text). The Harvard style is the only referencing style recognized by Google Scholar database, especially relevant when it comes to citation.

Bibliographical references included in the main body of the paper follow the order [author's last name + year of publishing + page number]. They are placed directly after the quote or in another place requiring the reference. Full and detailed bibliographic descriptions are given only in the references list at the end of the work. Entries are arranged in alphabetical order by authors' last names.

REFERENCING STYLE GUIDE

• Last name without the initials, the year of publication, page number.

[Last name, year]

[Kowalski, 2017]

[Last name, year, page]

[Kowalski, 2017, p.35]

• If the work quoted has two authors, both names and year of publication should be provided.

[Last name 1, Last name 2, year, page]

[Kowalski, Nowak, 2017, p.35]

• If the work has 3-5 authors, please list all of them after the first quotation, and with each subsequent reference entry include only the first author with et al. and the year of publication. If the work has more than five authors, each time one should enter only the last name of the first of them with et al. and the year of publication.[Last name et al., year, page]

[Kowalski et al., 2017, p.35]

• If the names of the authors appear in the text, only the year of publication is provided in square brackets.

As is argued by Kowalski [2017] ...

• If references to two different publications look the same, each time one should provide the last names of as many authors as necessary to distinguish the publications.

• If works are quoted by different authors yet with the same last names, the initials of these authors' first names should always be provided in the reference.

[J.B. Kowalski, 2015]

• If several works are quoted by the same author published in the same year, after the year of publication, a lower case letter "a", "b", etc. should be added

• ARTICLE PUBLISHED IN A SERIAL PUBLICATION (JOURNAL)

- in which each consecutive issue of the same year has a separate page numbering (in each issue the first page is numbered 1:

Last name 1, X., Last name 2, X.Y., Last name3, Z. (year). The title of the article, the title of the journal, number of the issue, the beginning page - the final page.

Kowalski, A., Nowak, B.C., Różański, Z. (2017). Bibliografia bez tajemnic, Czasopismo Miłośników Poprawnej Polszczyzny, 26 (15), pp. 26-42.

- in which each consecutive issue of the same year does not have a separate page numbering (the first page of the next issue is numbered as the next page after the last page from the previous issue):

Last name, X., Last name2, X.Y., Last name3, Z. (year). Title of the article, Title of the Journal, number of the issue, the beginning page - the final page.

Kowalski, A., Nowak, B.C., Różański, Z. (2017). Bibliografia bez tajemnic, Czasopismo Miłośników Poprawnej Polszczyzny, no. 58, pp. 18-35.

- with DOI (Digital Object Identifier) number, please enter it at the end of the bibliographic entry

Last name, X., Last name2, X.Y. (year). Title of the article, title of the journal, number of the issue, the beginning page – the final page. DOI: xxxxxxxx.

Kowalski, A., Nowak, B.C., (2017). Bibliografia bez tajemnic, Czasopismo Miłośników Poprawnej Polszczyzny, no. 58, pp. 18-35. DOI: 10.1000 / 182.

• INTERNET SOURCES

Last name, X. (year). Title of the article, website address (retrieved: DD/MM/YY). Please place the full link to the source, not just the general website address.