**Editorial requirements**

The article should be written as if it were supposed to be a chapter in the peer reviewed **monograph** (i.e. uniformly edited scientific book with granted points).

Hence, we kindly ask you to take it into consideration and apply the following wording: **in the research paper… (in the text...)**.

**Article structure:**

1. Forename and surname (Times New Roman, 12-point font size, left alignment)
2. Organizational unit (Times New Roman, 12-point font size, left alignment)
3. Title of the chapter (Times New Roman, 14-point font size, bold, center alignment)
4. Introduction (Times New Roman, 12-point font size, bold, left alignment)
5. Subsequent chapters (Times New Roman, 12-point font size, bold, left alignment)
6. Conclusion (Times New Roman, 12-point font size, bold, left alignment)
7. Bibliography (Times New Roman, 10-point font size, bold, left alignment)
8. Article abstract in Polish (Times New Roman, 10-point font size, bold, justified text)
9. Title of the chapter in English (Times New Roman, 10-point font size, bold, center alignment)
10. Article abstract in English (Times New Roman, 10-point font size, bold, justified text)

**Content standards:**

1. **According** to the **Regulation of the Minister of Science and Higher Education of 13 July 2012 on the criteria and procedure for awarding scientific categories to scientific units (Journal of Laws, of 1 August 2012, item 877), the author of the chapter in the scientific monograph is entitled points if** the required volume of the article is at least 20000 typographic characters with spaces, i.e. 0.5 publishing sheet (ca. 10 standard typescript pages + abstract in both Polish and English).
2. Monograph is a research study that discusses an issue in a comprehensive, original and creative way.
3. Texts are subject to scientific reviews – the reviewer's opinion constitutes the basis for the decision to accept the text for publication. Therefore, articles must meet the requirements for new work. If necessary, the editorial office reserves the right to make amendments without consulting the author.
4. A text in a chapter should be written in Times New Roman, 12-point font size, interline spacing 1.5 with spacing before and after 0, justified text, subsequent paragraphs should be indented 1.25 width, all standard margins - 2.5 cm.
5. Requirements for **an Introduction.**

An introduction should include a justification for the choice of subject matter and the research problem, the purpose of the presentation of the text, and the brief nature of the subject matter.

1. Requirements for **a Conclusion.**

A conclusion should include synthetic deductions and possible directions for further

research. In a conclusion the author should not introduce new topics and present research

results that were not previously discussed in the paper.

1. Requirements for **an Abstract in Polish**

An abstract should present the purpose of the presentation of the work, its main thesis, the method used in the study, etc. (Abstract font: Times New Roman, 10-point font size, fully justified text).

1. Requirements for **an Abstract in English**

An abstract in English should include **the title**, present the purpose of the presentation of the work, its main thesis, the method used in the study, etc. (Abstract font: Times New Roman, 10-point font size, fully justified text).

1. Title format of a part of the chapter (including: introduction, conclusion): font - Times New Roman, 12-point font size, bold, left alignment.
2. Subsequent paragraphs should be indented 1.25 width.
3. References to the literature should be made in accordance with the pattern in the section: **Requirements for footnotes.**
4. Possible explanations for each disquisition should be included in footnotes, footnote format: Times New Roman, 10-point font size, justified text, footnote, continuous Arabic numerals.
5. It is necessary to adhere to the following description of tables, pictures, charts and general formatting rules.
6. Pictures, tables, and graphs cannot overflow the text area.

**Requirements for footnotes:**

References to literature should take the form of footnotes. Use the following patterns:

1. **Full note** (only once in the text) - surname and initials of the author's names**,** *title of work***,** publisher’s name, place and year of publication, page, e.g.

M. Piłatowska, *Modelowanie niestacjonarnych procesów ekonomicznych. Studium metodo- logiczne*, UMK, Toruń 2002, p. 21.

1. **Incomplete note 1** (in case of referring to the same source) - surname and initials of author's names, *the first two words of the title*..., op. cit., page, e.g.

M. Piłatowska, *Modelowanie niestacjonarnych...,* op. cit., p. 28.

1. **Incomplete note 2** (if the same source is repeated once more in a row on the same page) – Ibidem, page, e.g.

Ibidem, p. 29.

**Requirements for formatting of tables, pictures and charts.** Arabic numerals 1,2,3,... e.g. Table 1, Chart 1, Picture 1

The description of tables, pictures and charts should be presented above whereas the sources below the object, e.g.

Table 1. **Table title** (Times New Roman, 12-point font size)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table content |   |   |   |   |
| (Times New Roman, 10-point font size, single spacing)  |   |   |   |   |
|   |   |   |   |   |

Source: own elaboration based on: ..., p.... (Times New Roman, 10-point font size)

Chart 1. **Structure of household expenditures in Poland in 1993-2005** (Times New Roman, 12-point font size)

Chart

Source: own elaboration based on: ..., p.... (Times New Roman, 10-point font size)

Picture 1. **Structure of household expenditures in Poland in 1993-2005** (Times New Roman, 12-point font size)

Picture

Source: own elaboration based on: ..., p.... (Times New Roman, 10-point font size)

The text should include a reference to the table, picture, chart.

**ATTENTION!** Charts should be pasted as editable objects. In addition, the text should be accompanied by charts made in separate original files, e.g. in Excel. Leave a free line (Times New Roman, 12-point font size) between the source of the chart, table and the text.

**Requirements for bibliography:**

The list of bibliographic items (Times New Roman, 10-point font size) should be at the end of the paper, before the abstract. It should be prepared in accordance with the pattern:

**1. Book entries -** surname and initials of the author's names, *Title of work*, publisher’s name, place and year of issue – e.g.

 Piłatowska M., *Modelowanie niestacjonarnych procesów ekonomicznych,* UMK, Toruń 2002.

 Langacker R. W., *Cognitive Grammar: A Basic Introduction*. Oxford University Press, Oxford (etc.) 2008.

 Richards K., *Dictionary of Australian Phrase and Fable*, NewSouth Publishing, Sidney 2013.

 Никольский Л.Б., *Язык в политике и идеологии стран зарубежного Востока,* Издательство «Наука», Москва 1986.

**2. Book Chapters -** surname and initials of the author's names, *Chapter Title* , [in:] *Title of work* , (Ed.) surname and initials of the scientific editor’s names, publisher’s name, place and year of issue – e.g.

Allan K., *Pragmatics in the (English) Lexicon,* (in:) Handbook of Pragmatics, ed. K. Allan, [K. M.](http://www.cambridge.org/ar/academic/subjects/languages-linguistics/semantics-and-pragmatics/cambridge-handbook-pragmatics?format=HB#bookPeople)  Jaszczolt, Cambridge University Press, Cambridge (etc.) 2012.

Mizon G. E., *Progressive Modelling of Macroeconomic Time series: the LSE Methodology*, (in:) Macroeconomics: Developments, Tensions and Prospects, ed. K.D. Hoover, Kluver Academic Press, Dordrecht 2006.

Colson J.-P., *Cross-linguistic phraseological studies: An overview,* (in:) Phraseology. An interdisciplinary perspective, eds S. Granger, F. Meunier, John Benjamins, Amsterdam / Philadelphia 2008

Михальченко В.Ю., *Реализация национально-языковой политики в республиках Прибалтики* (in:)Функционирование языков в многонациональном обществе, Издательство Института языкознания АН СССР, Москва 1991, c. 419 – 429.

1. **Articles in journals -** surname and initials of the author's names, *title of* *the* *article*, “title of the journal”, volume number, number and year of issue, pages e.g.

Fiszeder P., *Prognozowanie zmienności na podstawie modeli GARCH*, „Rynek Terminowy”, No. 25/2005, p. 121-128.

Poon S. H., Granger C, *Forecasting Volatility in Financial Markets: A Review*, „Journal of

Economic Literature”, Vol. 41, No 1/2003, p. 121-125.

West K. D., Cho D., *The Predictive Ability of Several Models of Exchange Rate Volatility*, „Journal of Econometrics”, No 69/1995, p. 367-391.

Кудрявцева Л. В., *Использование телекоммуникационных проектов для формирования иноязычной социокультурной компетенции у учащихся старших классов (на примере США и России)*, „Иностранные языки в школе”, № 4/2007, с. 17-24.

1. **Websites -** Surname and initials of the author's names, *title of work* , year of publication e.g.

Rybiński K., *Szczyt G20, nareszcie powyżej oczekiwań,*  <http://www.rybinski.eu/?p=716&language=pl>(as on 19 April 2009)

- Web pages should not be formatted as hyperlinks.

**ATTENTION** **!** Entries in the literature list should be sorted **alphabetically** by authors' **surnames**.