First name NAME (Times New Roman 12 pt)

Affiliation, ORCID

**THE TITLE OF THE ARTICLE IN THE LANGUAGE OF THE WHOLE ARTICLE (EN)**

**Abstract:** Should not exceed 250 words. Font TNR 12, text justified.

**Keywords:** 5-7 words.

**Introduction (TNR 14, bold)**

Introductory text.

**1. Title**

Text of 12-20 pages, up to 40,000 characters including spaces, font 12 TNR, pitch 1 ½.

Structure:

* Author's first and last name, affiliation, ORCID.
* Title of the article.
* Abstract (background, purpose, method, conclusions, up to 250 words).
* Text of the article divided into chapters/sub-chapters (introduction, chapters, summary/conclusions).
* References (in alphabetical order, following the rules below).
* Title and abstract in English for Polish articles, or title and abstract in Polish for English articles.

Footnotes:

* Literature footnotes in the middle of the text (following the rules below),
* Endnotes,
* Figures (charts, diagrams): generally in black and white, colour only when necessary (e.g. maps); title and source below the figure,
* Tables: title above the table; source below the table,
* Tables and figures numbered consecutively.

Margins:

* Top: 2.5 cm, bottom: 2.5 cm,
* left: 2.5 cm, right: 2.5 cm.

For binding: 0 cm, header 1.25 cm, footer 1.25 cm.

Text formatting:

* Paragraphs: 0.63 cm.

**2. Title**

Text.

**2.1. Tables (font TNR 12, bold)**

Text in tables should be in TNR 12, single-spaced. Avoid splitting tables between pages. Table titles should be in the same font as the text and aligned. Tables should be numbered consecutively. A single 1/2pt margin and inner table line should be used. Vertical alignment of tables is preferred.

If a table is borrowed from a publication, the source of the data should be cited below the table.

Table 1 Table title

|  |  |
| --- | --- |
| No. | Upper case |
| lower case | lower case |
| Upper case |  |  |

Source: Own work.

Please do not include tables as figures, but as Word tables.

**3.2. Drawings**

Objects embedded in a document, such as diagrams, drawings and photographs, should be centred. In the case of diagrams consisting of several objects, they should all be grouped together. Objects embedded in the work should be legible. Charts, diagrams, drawings and photographs should be placed without margins, except for maps.

The caption below the figure should be justified, in the same typeface as the main text, with single-spaced lines and no period at the end. Sequential numbering is mandatory.



Fig. 1: The crossbar

Source:

**3.3. Formulas**

Formulas should be centred on the page. Formulas should be written using the MS Word – Equations tool. Each formula should have a number written in Arabic numerals in round brackets (on the same line as the formula), aligned to the right edge of the page. For ease of formatting, it is best to place the formula in a table with invisible borders.

|  |  |
| --- | --- |
|  | (1) |

Templates should not be included as drawings in the work; any template should be editable, i.e. it should be possible to make changes to it. When referring to the numbering of formulae in the text, the same designations should be used as for formulae, e.g. (1) or (1.1).

**Bibliography**

The bibliography should be in TNR 12 font, justified and spaced 1.5. It should be arranged alphabetically by surname and numbered. The bibliography should be written in sequence (i.e. it does not have to start on a new page).

**References format**

*Books/Magazines*

Smith, A. (2012). Title of the book. Publisher Name, Place of publication.

Smith, A., & Brown, B. (2012). Title of the book. Publisher Name, Place of publication.

Smith, A. (2012). Title of the chapter. In B. Brown (Ed.), Title of the book (pp. xx–xx). Publisher Name, Place of publication.

Smith, A. (2012). Title of the article. Title of the Journal, Issue number, xx–xx. https://doi.org/xxx

Smith, A. (Ed.). (2012). Title of the book. Publisher Name, Place of publication.

Smith, A. (2012). Title of the article [Accessed 12 July 2012]. Available at: http://www.website\_address.com

Smith, A. Title of the article [Accessed 12 July 2012]. Available at: http://www.website\_address.com

Title of the article/report/information [Accessed 12 July 2012]. Available at: http://www.website\_address.com

Convention for the Protection of Human Rights and Fundamental Freedoms, signed in Rome on 4 November 1950, amended by Protocols No. 3, 5 and 8, and supplemented by Protocol No. 2. (Journal of Laws, 1993 No. 61, item 284).

**Footnotes** (in the middle of the text, in round brackets)

(Smith, 2012, p. 81)

(Smith & Brown, 2011, pp. 36, 42)

(Smith, Brown & Johnson, 1989, p. 187)

(Smith et al., 1980, pp. 11–14)

(Smith, Ed., 2000, p. 110)

**Attention:**

If an article refers to more than one paper written in the same year by the same author, the date should be followed by consecutive lower-case letters to indicate which publication is being referred to, e.g:

(Smith, 2012a, pp. 11–14)

(Smith, 2012b, p. 88)

When citing publications by different authors with the same name published in the same year, the first letter of each author's first name should be used to distinguish them.

**Note**

When referring to an article written in e.g. English, all information should be given in English, i.e. not [in:] but [in:]; not s. (page) but p. (page); not (ed.) but (ed.) or, if there is more than one editor, (eds.); not No. but No., etc.