

# PRINCIPLES OF PREPARING A SCIENTIFIC PUBLICATION

## EDITORIAL GUIDELINES

**Language of publication:** Polish, English.

**Volume of publication:** from 20,000 to 40,000 characters with spaces (including bibliography).

**File format:** .doc or .docx.

**Text format:** A4.

**Margins:** 2.5 cm.

**Text placement:** justified.

**Leading (space between lines):** 1.5 lines.

**Font:** Times New Roman

- title -12 pts., Roman type (simple script), all caps (capital letter), bold (bold)
- the words "Abstract", "Abstract", "Keywords" and "Keywords" - 10 points, italics, bold
- content for: "Abstract" and "Abstrakt", "Keywords" and "Słowa kluczowe" - 10 points, italics
- main text - 12 points, Roman type
- subtitles - 12 points, Roman type, bold
- texts in tables and figures, captions of tables and figures - 11 points, Roman type
- sources of tables and figures - 10 points, Roman type
- word: BIBLIOGRAPHY - 11 points bold, Roman type, all caps
- items in the bibliography - 11 points, Roman type.

**Subheadings** - no numbering, no full stop at the end.

**Citation style:** Taylor & Francis Harvard Footnotes (in the endnote this style is designated TF-V HarvardB - see Structure of Scientific Publication below for details).

**Honors** - bold

**Quotes** - simple writing, enclosed in quotation marks.

**Spelling of titles in the text of the article** - titles of conferences, programs, etc. should be written in quotation marks. Publication titles (books, journals, articles, etc.) should be in italics.

**Tables:** numbered, centered. Titles and numbers of tables placed above them (e.g. Table 1. List of costs for 2020), while explanations and sources - under the tables (Source: Own elaboration). There should be no dots at the end of titles and sources.

## **Illustrative materials inserted in the text**

**Drawings** - made in vector graphics programs, e.g. CorelDRAW. Numbered, centered. Drawing titles and numbers placed below them (e.g. Fig. 1. Organizational model of the company), as well as explanations and sources (e.g. Source: Own study). No dots should be put at the end of the titles and sources.

**Photographs / scans** - delivered in a form that allows you to perform a scan or as TIFF or JPG files, with a resolution of not less than 300 dpi.

We write two-, three- and four-digit **numbers** in the text together (e.g. 2350), while starting from five-digit numbers we use a space every three digits, counting from the right side (e.g. 12 680).

**In numerical data**, we use a **comma** (not a point) to separate decimal values (e.g. 2,14).

**Mathematical formulas** written in the equation editor, numbering of the formulas on the right in parentheses. SI units are preferred. Among other things, you should:

- mark in italics variables as well as one- and two-letter indices,
- use simple font to denote numbers, physical units (such as m, s, kg), physical and mathematical constants (e.g.  $e$ ,  $\pi$ , imaginary unit  $i$ ), function names (sin, cos, tg, log, ln, etc.), three or more letter abbreviations of words placed in indexes (const, kryt), chemical formulas and symbols,

## **THE STRUCTURE OF THE SCIENTIFIC PUBLICATION**

**Publication title:** for Polish-language publications - in Polish and English, for English-language publications in English, centered.

**Abstract** (in Polish and English): 250 - 500 words, full stop at the end. The abstract must be a brief description of the work, in which the following issues are included (a necessary condition!): A brief summary of the issue with the justification for taking it up in a scientific article, the purpose of the research, hypotheses, methodology (presentation of the theories and research methods used), results (brief summary the most important results) and conclusions. The abstract is published separately in many indexing databases, therefore it should be complete.

**Keywords** (in Polish and English): 5 words describing the content of the work.

**Introduction** (a short introduction to the issues in relation to the existing (current!) state of research, scientific justification for taking up the issues discussed in article, precisely described the purpose of the publication and presentation of the research strategy with application research questions, hypotheses and limiters.

**Literature verification** (presentation of the most important research results in the presented topic, which includes articles published in recognized Polish and foreign journals, in particular indexed in SCOPUS, Web of Science, ERIH PLUS databases. The verification must take into account one's own assessment of the existing scientific achievements).

**Research methodology** (indication of the research perspective (theory) , detailed description of the research procedure with an explanation of the quantitative or qualitative methods used and the definition of research instruments).

The substantive part of the article

**Results** (presentation of obtained results, if possible in graphic form (charts) or tabular).

**Discussion** ( in-depth discussion in relation to the current state of research).

**Conclusions** (NOT SUMMARY !!!) (reference to the aim of the article specified in the introduction and the research hypothesis (indication of the result of its verification).

**Bibliography** (should include only scientific publications cited in the article. References should be up-to-date and complete (at least 50% of entries should be cited in **SCOPUS, Web of Science, ERIH PLUS** max. 2 own citations; max. 50% of own citations of NSZ articles).

### **Bibliography and quotation of the used literature in a scientific publication**

#### **Bibliography:**

- It should contain only the items mentioned in the work.
- It should be written in alphabetical order, starting with the author's name.
- The web pages the author refers to should also be mentioned.
- Each entry should contain: full surname and initials of the author's first names, year of publication, full title of the work, in the case of edited items - the title and surnames of the editors, publisher and place of publication.
- In case of articles, the title of the journal should be in italics; year, volume and page numbers should also be provided.
- If the article has an Electronic Document Identifier (DOI) it must be provided.
- When using the web pages, please enter the date of access in square brackets: [August 12, 2013]. Hyperlinks should be removed.

#### **Description of the Harvard Footnote Style (Taylor & Francis)**

Footnotes in the work should follow the Harvard style (Taylor & Francis)

#### **Basic rules:**

- All main words in the titles of journals and books should be written in capital letters
  - Always include the page number in the quoted text (Johnson 2013, p. 10)
  - Publications by the same author from the same year: they are distinguished in the order of publication, with an alphabetical suffix after the year of publication (2017a, 2017b, etc.). The same suffix is used to distinguish the reference to a given publication in the text.
- The bibliographic list (under the heading Bibliography) contains detailed information about all the sources cited in the text. Each item mentioned must be mentioned in the article.
- The order of the bibliographic list is alphabetical according to the surname of the main author: In case of multiple authors: the names of the authors should be written exactly as stated in the publication. The main author is listed first by the publisher
  - Same author, different years of publication: list the author's entries chronologically, starting with the earliest date
  - Same author, same year of publication: use an alphabetical suffix (2017a, 2017b)

<p><b>Journal article</b></p>	<p>Author, AA and Author, B., Year. Title of the article. Journal title, volume (edition), pages.</p> <p>Evans, WA, 1994. Approaches to intelligent information retrieval. Information Processing and Management, 1 (2), 147-168.</p>
<p><b>Book</b></p>	<p>Author, A., Year. Book's title. Place of publication: Publisher.</p> <p>Mercer, PA and Smith, G., 1993. Private viewdata in the UK. 2nd ed. London: Longman.</p>
<p><b>Chapter</b></p>	<p>Author, A., Year. Chapter title. In: A. Editor and B. Editor, ed. Title of the book. Place of publication: Publisher, pages.</p> <p>Bantz, CR, 1995. Social dimensions of software development. In: JA Anderson, ed. Annual review of software management and development. Newbury Park, CA: 502-510.</p>
<p><b>Published conferences, seminars and meetings</b></p>	<p>Author, AA, Author, &amp; Author, C., Year. Job title. In: A. Editor, B. Editor &amp; C. Editor (ed.), Conference title: information about the conference. Place of the conference, date of the conference, parties</p> <p>Eidenberger, H., Breitenender, C. and Hitz, M., 2002. A Frameworks for Visual Information Retrieval. In SK. Chang, Z. Chen and SY. Lee (eds), Recent advances in visual information systems: 5th International conference, VISUAL 2002 processings. Hsin Chu, Taiwan, March 11-13 2002, 105-116</p>
<p><b>Internet document</b></p>	<p>Author, A., Year. Document title [online]. Source. Available at: URL [Access of the day].</p> <p>Holland, M., 2004. Guide to citing Internet sources [online]. Poole, Bournemouth University. Available at: <a href="http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sources.html">http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sources.html</a> [Accessed November 4, 2004].</p>
<p><b>Newspaper article</b></p>	<p>Author, A. (or Title of Newspaper), Year. Title of article. Title of Newspaper, day Month, page, column.</p> <p>Independent, 1992. Picking up the bills. Independent, 4 June, p. 28a.</p>
<p><b>Thesis</b></p>	<p>Author, A., 1995. Title of work. Type of work (degree). University.</p> <p>Agutter, AJ, 1995. The linguistic significance of current British slang. Thesis (PhD). Edinburgh University.</p>
<p><b>Normative acts</b></p>	<p>Example: The Act of July 3, 2002 - Aviation Law (Journal of Laws of 2013, item 1393), chapter 1, art. 2, point 2.</p> <p>Commonwealth of Australia, A., 2001. Corporations Act 2001 [online]. Available at: <a href="https://www.legislation.gov.au/Details/C2017C00328/Html/Volume_1">https://www.legislation.gov.au/Details/C2017C00328/Html/Volume_1</a>, <a href="http://www.legislation.gov.au/Details/C2017C00328">http://www.legislation.gov.au/Details/C2017C00328</a> [Accessed March 30, 2018].</p>