Publishing requirements : articles for the scholarly journal

2017

Publishing requirements (articles for the scholarly journal)

The material must be prepared in WORD program for WINDOWS and saved in a file with .DOC or .DOCX extension (e.g. Reform.doc)

THE MAXIMUM VOLUME OF THE ESSAY
MUST NOT EXCEED 22.000 CHARACTERS WITH SPACES

Name and surname (Cambria, 11 pt) (e.g. John Smith)
Name of the unit (Cambria, 9 pt) (e.g. Jan Długosz University in Częstochowa)

Title 16 pt + bold

First degree subtitles – Cambria 14 pt bold (format of numbers **1, 2, 3…**)

Second degree subtitles – Cambria 12 pt bold

Basic text – Cambria 11 pt

Literature – Cambria 14 pt bold

content – Cambria 11 pt

1. author, authors
2. article title (italics)
   in case of collective work – [in:] volume title (italics), its possible number, surname of its editor (preceded by the 'ed.' abbreviation)
   in case of a magazine – its title (in inverted commas), year and number
3. publishing name
4. place and year of publishing
5. pages

Example:

Literature

[1] Adamczyk J., *Social responsibility of enterprises. Theory and practice*, PWE, Warsaw 2009.

[2] Adamowicz M., *The idea of permanent and balanced development in the case of the country and agriculture*, [in:] *Balanced and permanent development of the country and agriculture*, ed. M. Adamowicz, SGGW Publishing, Warsaw 2006, pp. 25–30.

[3] Grabałowski W., *Bank as an institution of public confidence*, „Pragmata Tes Oikonomias. Scholarly Journals of the Management and Marketing Institute at Jan Długosz University in Częstochowa”, j. 1, eds. W. Ostasiewicz, M. Kulesza, Jan Długosz University Publishing in Częstochowa, Częstochowa 2006, pp. 20–30.

[4] Sztandyrger J., *Confidence and social capital vs. economic growth. Econometric research results.*, „Praxeology” 2003, no. 143, pp. 30–40.

Footnotes (referring to the literature) in the main text should be square bracketed, e.g.:

Psychosocial mechanism of creating destructive speculation bulbs, crisis situations, excessive level of confidence in the market and rationality of other people's behaviour, are presented in the latest book by George A. Akerlof, the Nobel Prize winner and Robert J. Shiller (cmp. [8], p. 16).

Summary (Polish summary in case of articles in English)
(content – Cambria 9 pt, **title – Cambria 14 pt bold)**

Tables

– table number, table title (above the table), Cambria 9 pt
– font inside the table – Cambria 9 pt
– source (below the table) – Cambria 9 pt

Note that tables cannot exceed the width of 125 mm and the height of 180 mm! Each verse of the table should make a new section. If the lines are not necessary they must be deleted. Do not write the tables by paragraphs.

The table must not contain any empty sections:
pause (—) – phenomenon does not exist;

zero (0) – phenomenon exists, but it is too small in size to be demonstrated in the table by number characters;

full stop (.) – total lack of information or lack of reliable information;

x character – filling in the table section is impossible or aimless, according to the table arrangement;

„herein" – means that not all the elements are provided.

E.g.

Table 1. Total emission of heavy metals in the area of Poland kinds of activities

Total	Cd	Pb	Cu	Zn	Ni
	tonnes				
	66,1	555,0	390,9	2345,1	295,8
Heat and power plants, power stations	1,9	19,9	12,8	59,2	72,2
Power stations, local boiler houses, individual sources of emission	83,6	322,8	143,5	498,3	541,9

Source: own research.

Graphs

Graphs must be delivered in the form of ready-made graphic file or in the Excel program file.

Graph font – Cambria 9 pt

Graph title and number – Cambria 9 pt – inserted below the graph.
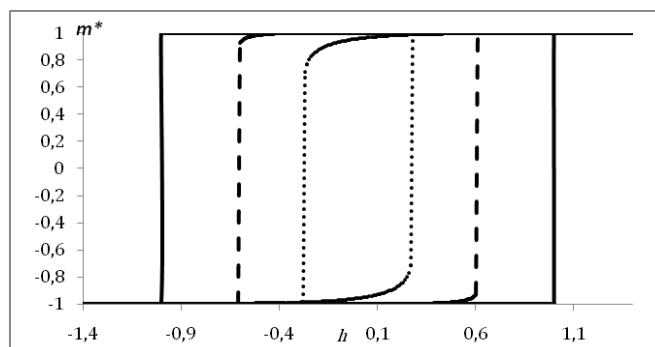
Size as in case of tables.

E.g.

Chart 3. Hysteresis in Brock-Durlauf model

Source: own research.

Illustration material

Illustration material should be saved in file with .jpg, .bmp or .tif extension. The size of the illustration must not exceed print borders. As in case of the tables, the acceptable size is 125 mm by 180 mm.

It is not recommended to make drawings or charts with the use of Auto Shapes – if it is necessary, the size of the drawing must be adjusted to the print area (the size of the drawing must not exceed 125 mm by 180 mm). Caption below the drawing – Cambria 9 pt
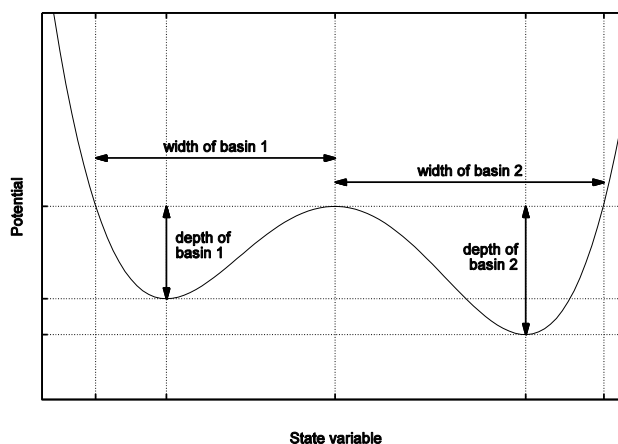
E.g.

Fig. 5. Measures of resilience for one dimensional potential

Formulas

The size of all formulas (within a line or as a separate paragraph) must be adjusted to the main text (**the main content of the formula must be written in Cambria, 11 pt**). The formulas should be created in the **formulas editor of Word program**. In case of using different programs, the formulas must be created **strictly complying with provided recommendations concerning type style and size** and attached as graphic file (.jpeg).

The displayed formulas should be numbered, e.g.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$
(2)