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# Guidelines for Text Preparation for the "Olsztyn Economic Journal"

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej [bazhum.muzhp.pl](http://bazhum.muzhp.pl), gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

## GUIDELINES FOR TEXT PREPARATION FOR THE “OLSZTYN ECONOMIC JOURNAL”

### ZASADY PRZYGOTOWANIA ARTYKUŁU DO ”OLSZTYN ECONOMIC JOURNAL”

The “Olsztyn Economic Journal” is a scientific magazine published by-yearly in English. It publishes methodological, review and empirical papers in economic sciences.

The publication is also available in electronic format at **www.metapress.com**.

On the base of the parametric evaluation by the Ministry of Science and Higher Education in Warsaw of 2009 “Olsztyn Economic Journal” scored 4 points.

Papers presented by the Authors should be written in the WORD text editor in Times New Roman, 12 points font with at least 1.5 spacing (on the A 4 page there are 25 lines, the right margin is 3 cm). The maximum text is 15 pages.

Polish Authors should supply the text in Polish and the foreign Authors in English.

All papers shall be subject to evaluation by the Scientific Editor and the peer review. The Authors should consider the comments by the reviewers or respond to them.

The Author should send the text of the paper to the Publisher in Polish or English in 1 copy.

On receiving the review the Author should send to the editors:

- the copy with the comments by the reviewer,
- the corrected copy of the paper with the copy on electronic medium (disc or CD),
- the response to the review,
- the corrected copy of the paper in English.

In the scientific papers for the “Olsztyn Economic Journal”, the following header should be positioned at the top of the page:

Olsztyn Economic Journal – Abbrev.: Olszt. Econ. J., No..., Y...

Underneath the paper title (in Polish and English), followed by the name and surname of the author (authors), name of the organizational unit (institute, faculty, chair, division) and the school should be provided.

The key words (maximum 5 words) and abstract in Polish should also be provided. The paper together with the abstract may not exceed 12 pages of the text. The abstract of up to 0.5 page should present the objective, subject, methodology and results of the research/study.

Each paper should consist of the identified following parts:

- introduction with the clearly formulated objective,
- description of the methodology of studies,
- interpretation of the results obtained, discussed in the individual parts of the paper,
- conclusion,
- bibliography.

The units of measurement should be given according to the international SI system. Tables and figures (photographs and graphs) should be numbered with Arabic numbers and provided with the title and source. Mathematic formulas should be written in the WORD editor. Letters of the Greek alphabet, symbols, special signs should be clearly explained in the margin with indication which of them are to be set in ordinary, italics or bold set.

Graphic materials (drawings, diagrams, graphs) should be prepared in the software operating in the Windows environment (e.g. Excel, Corel Draw). Figures prepared in other specialist software should be recorded in the Windows Metafile (\*.wmf) format allowing importing them to Corel. In the text references to the figures and tables should be made in the sequence from 1 to n (according to the numbering).

Under the tables and figures their source should be given.

We do not accept handmade drawings, photocopies, scans and materials from the.

The literature should be quoted in the paper by providing the author's name, year and pages in brackets (e.g. KOWALSKI 1999, p. 23, KOWALSKI, NOWAK 2000, pp. 5–8, WIŚNIEWSKI et al. 2003, pp. 34–56) or according to WIŚNIEWSKI (2000, pp. 11–12).

If the reference in the text concerns a collective paper, instead of the author's name the full title of the paper (Elektronika. 1993) or the abbreviated title (Dbajmy o właściwe suszarnictwo... 1992) should be given.

The bibliography should be set in the alphabetic order (without numbering) in the following way: surname(s) of the author(s), initials, year of publication (when more papers were published by the same author during the same year the individual papers should be marked by letters a, b, c etc. after the year), title (in italics), bibliographic abbreviation of the publisher and place of publication or name of the periodical, volume number, number and page number.

Groups of works by the same author(s) should be set in chronological order (from the oldest to the most recent).

In case of books, following the name of the author the year of publication, title, publisher and place of publication should be given, e.g.:

KARPACKI M., SAWICKI H. 1980. *Ekonomia i organizacja gospodarstw wiejskich*. PWN, Warszawa.

KOS C. 1997. *Marketing produktów żywnościowych*. PWRiL, Warszawa.

Collective papers:

Dbajmy o właściwe suszarnictwo ziarna. Red. K. LEWIN 1982. T. 1. PWN, Warszawa.

When use is made of a particular part or chapter only:

LENARTOWICZ M. 1963. Opis bibliograficzny. W: *Metodyka bibliograficzna*. SBP, Warszawa, s. 6–16.

Periodicals:

In the bibliography the following information should be given in sequence: surname of the author and initial, year of publication, paper title and next the official abbreviation of the periodical, volume, number (in brackets) and pages on which the paper is published, e.g.:

CZAJA J., ŻAK M. 1993. *Systemy przetwarzania danych przy szacowaniu nieruchomości metodami rynkowymi*. Acta Acad. Agricult. Tech. Olst., 451, Geod. Ruris Regulat., 24: 7–19.

TOMCZYK Z. 1996. *Wynalazczość i racjonalizacja źródłem postępu technicznego*. Gosp. Narod., 6: 21–25.

Unpublished papers:

MALICKI K. 1990. *Ubój świń*. Instytut Żywienia Zwierząt ART, Olsztyn (typewritten text).

KOWALSKI H. 1992. *Wychów cieląt*. Katedra Hodowli Bydła ART, Olsztyn (doctoral dissertation).

In case of electronic documents the site name, link and access date should be given, e.g.:

Internetowa encyklopedia PWN. <http://encyklopedia.pwn.pl/> (access on 12 February 2004)

The main part of the publication (abstract, body of the text, bibliography) should be recorded in a single file.

Tables, figures and other appendices should be recorded in separate files. On the CD the number of the figure in the paper should be included in its title.

The publisher reserves the right to make style adjustments. Any material changes to the text will be agreed with the authors. Making changes to the content or editorial changes by the author at the proofreading stage is not recommended.

Filing the paper (in Polish and English) with University of Warmia and Mazury Publishing in Olsztyn is equivalent to making the statement that the paper (or any of its parts) has never been published in any other periodical.

In case of material editorial corrections the publisher can return the paper to the author for corrections.