

- justified text, type and size of *Book Antiqua*, 10 points,
- please pay attention to the correctness of the punctuation used,
- single spacing.

The notation in the text should look as follows, links to the works:

(Szczepański, 1987) - one author, author's name not mentioned directly in the text;

Szczepański (1987) - one author, author's name mentioned in the text;

(Ziółkowska and Kowalski, 1989) - two authors;

(Teece et al., 1997) - three and more authors;

(Skalik, 2009; Szczepański, 1987) - links to the works of other authors are separated by a semicolon;

("Quality management in the city", 2024) - work without an indicated author;

"Text quoted" (Szczepański, 2012, pp. 33-34) - literal text quotation

The basic structure of a typical research paper is:

1. Abstract
2. Introduction
3. Methods
4. Results
5. Discussion
6. Conclusions

2. Subtitle (Book Antiqua 10 points, bold)

Apply drawings made in Word or CorelDraw (grouped objects).

Attach charts and diagrams from Excel.

Prepare scans of photographs in 300 dpi resolution.

Tables and drawings must be in the 125mm/160mm column format. Signature under the drawing or table (Arial 9 points, no italics, justified). Write the text of the table with single spacing between lines. Drawings, Tables, Charts should fit in the margin of 125 mm/160 mm. The filling of drawings and graphs should be in the grey scale (**do not use colours**) - it is recommended to use the patterns as a filling (e.g. chequered, lines, diagonal lines, etc.). **Draw pictures, photos and tables directly in the text, so that they fit within the limits of the 125mm/160mm column.**

Table 1. Write the title of the table here (Book Antiqua 9 pts., bolded, justified)

PKD Symbol	Number of firms	Industry share in a given group(%)	Industry share in both groups (%)
33 Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks	187	50.00	13.80
24.4 Manufacture of basic pharmaceutical products and pharmaceutical preparations	60	18.72	5.17
32 Manufacture of communication equipment	70	16.04	4.43
30 Manufacture of computers and peripheral equipment	52	13.90	3.84
35.3 Manufacture of air and spacecraft and related machinery	5	1.34	0.37
Total high technology	374	100	27.60

Source: Kowalski 1998, p. 37 (Arial 9 points, without italics, justified)

Please note that **in English the numbers are separated from their tenths by the "dot"**, e.g. 5 and a half are: 5.5 and \$20.50 is twenty dollars and fifty cents.



Figure 1. Write the title of the drawing here (Book Antiqua 9 pt., bold, justified)
Source: own study (Arial 9 pts., without italics, justified)

3. Conclusions (Book Antiqua 10 pts.,bold)

Select the A4 page size by accepting the following margins:

- **left and right – 2.5 cm,**
- **upper – 3 cm,**
- **bottom – 5 cm.**

Write only one side of the page.

Do not number pages in the editor, only on the printout with the pencil in the bottom right corner of the page.

Standard research papers of 5000-7000 words in length, with tables, illustrations and references.
Send an article to the editorial team of the journal by on-line system.

The journal uses citation and bibliography according to **APA.**

Positions should be sorted in alphabetical order by name or title if there is no author.

The works of the same author should be given in the alphabetical order of the titles of the works.

If the quoted article has a DOI, please put it in the bibliography.

References (Book Antiqua 10 pts., justified, bold)

Book:

Surname, Initial of the name. (Year). *Book's title*. Place of publication: Publishing house. (Book Antiqua 9 pts., justified)

Example:

Sobolewski, G. (2011). *Crisis threats*. Paris: AON.

Sobolewski, G., Nowak, J. (2011). *Crisis threats*. Paris: AON.

The book edited by:

Surname, Initial of the name. (Ed.). (Year). *The title of monograph*. Place of publication: Publishing house.

Example:

Nowak, H. (ed.) (2011). *Communication in the information society*. Warsaw: PWN.

Chapter in the collective work:

Surname, Initial of the name. (Year). *Title of the article*. In: Surname, Initial of the name. (Ed.). *Title of monograph* (1-12). Place of publication: Publishing house.

Example:

Jeżak, J. (2010). *The supervisory board and the crisis situation in the company*. In: Urbanek, P. (ed.). *Corporate supervision in the conditions of the economic crisis* (pp. 34-56). Lodz: Lodz University Press.

An article in the journal:

Surname, Name initial, Surname, Name initial. (Year). *Title of the article*. Journal title, year number (issue number), pp. 1-2. DOI: xxxxxx-xxxx

Example:

Haber, L.H. (2014). The role of formal and informal structures in shaping corporation's relational capital. *Management, No. 1*, 14-25. DOI: 10.1108/02683940610690169

Haber, L.H., Nowak J. (2014). The role of formal and informal structures in shaping corporation's relational capital. *Management, No. 1*, 14-25. DOI: 10.1108/02683940610690169

If the quoted article has a DOI number, please put it in the bibliography

Example:

Saks, A.M. (2006). Antecedents and consequences of employee engagement. *Journal of Managerial Psychology, Vol. 21, Iss. 7*, 1234-1245. DOI: 10.1108/02683940610690169.

Websites:

Surname, Initial of the name or title if there is no author . (Year). *Book's title*. Website address (access date).

Example:

Kacperek, P. (2015). *Ethics and regulations*. <http://www.coachfederation.org/about-icf/ethics/> (20.06.2022 – access date).

Ethics and regulations (2022). <http://www.coachfederation.org/about-icf/ethics/> (20.06.2022 – access date).