

# PRINCIPLES FOR PREPARING THE TEXT FOR PRINTING

1. Language article: Polish or English.
2. Font:
  - author's name - Times New Roman 11,
  - text - Times New Roman 12,
  - title – capital letters, centered, Times New Roman 14,
  - intertitles – centered, Times New Roman 14,
  - annotations – Times New Roman 10
  - illustration descriptions (name, title, source) – Times New Roman 10
  - text aligned to both margins at the same time,
  - paragraph 0,75 cm,
  - spacing between lines – 1,5.
3. Page size: A4.
4. Margins: top, bottom, left, right – 2,5 cm.
5. The paper must have highlighted the **introduction** and **the ending**.
6. After the title, a list of keywords and an abstract of up to 1000 characters should be placed, and at the end of the text, following the bibliography – the title, keywords, and an abstract in Polish and English is required.
7. After the title, **a list of keywords** and **an abstract** of up to 1000 characters should be placed, and at the end of the text, following the bibliography–the title, keywords, and an abstract in Polish and English is required.
8. The article should have:
  - 8.1. at the beginning – an abstract;
  - 8.2. the source given in the bibliography should be grouped according to the type: literature, legislation, case law lists, Internet sources.
9. The text must be accompanied by **a biographical note** - with the volume up to 250 words.
10. Pasting the drawings, please utilize the grouping.
11. **Number of pages:** an article 20. 000. – 30.000. characters.
12. Pages should be numbered automatically (bottom of the page, on the right).
13. Enumeration must be marked with a dot (bullet point): •, and numbered with Arabic numerals: 1).
14. Footnotes, numbered, according to the formula <sup>1</sup>:

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<sup>1</sup> **Books:** I. [The first letter of the name] Surname, *Title*, Publisher, Place and year of publication, page / pages.

**EXAMPLE:** N. Goodman, *Wstęp do socjologii*, Zysk i S-ka, Poznań 1997, s. 42-47

Studies in non-serial publication: I. [The first letter of the name] Surname, *Study title [in:] Title of the book* , ed.

I. [The first letter of the name] Surname, Publisher, Place and year of publication, page / pages.

15. In the footnotes relating to the sources previously cited, use the reference in Latin-speaking version (**op. cit.**, **idem**, **ibid**, etc.)
16. **We recommend using a text template attached below - Appendix No. 1.**
17. **We only accept materials for publication in electronic form (MS Word format \* .doc or .docx).**
18. **Articles that do not meet the editorial requirements will be sent back to the authors in order to adjust.**

**NOTE! For the formal reasons the article author's signature is required:**

- a) **providing a hand-signed (scan / fax / original) application form**
- b) **or providing by a different route to the organizers of the Conference of handwritten signed consent to the publication of the article by The University of Business and Administration in Gdynia, according to the form attached as Appendix No. 2 to this manual.**

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**EXAMPLE:** A. Marek, *Wolność jako przedmiot ochrony prawa karnego* [w:] *Prawnokarne aspekty wolności*, red. M. Mozgawa, Wolters Kluwer Polska, Warszawa 2006, s. 23

**Articles in magazines:** I. [The first letter of the name] Surname, *Title*, „Magazine’s title”, year, number, page/pages.

**EXAMPLE:** M. Skała, *Etyka sprzedawcy*, „Marketing w Praktyce”, 2002, nr 11, s. 17-18.

**Źródła internetowe:** I. [The first letter of the name] Surname, *Title*, website address, [available: date].

**EXAMPLE:** R. Grosset, M. Anszczak, *Zastosowanie metody matrycowania jako droga do sprawnego systemu bezpieczeństwa wewnętrznego*, <http://czytelnia.cnbop.pl/czytelnia/13/28>, [dostęp: 11.07.2013].



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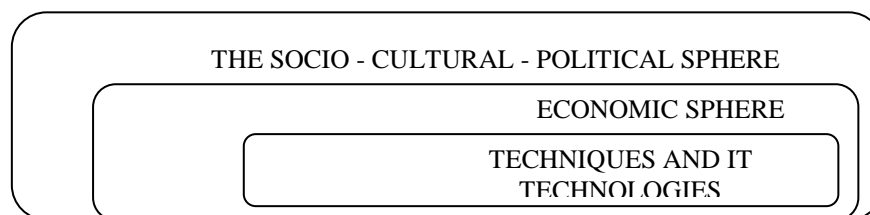
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## Title

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**Fig. 1. A layered model of the concept of an information society**

Source: M. Goliński, *Spółeczeństwo informacyjne - problemy definicyjne i problemy pomiaru* [in:] Materiały ogólnopolskiej konferencji naukowej: Polskie doświadczenia w kształtowaniu społeczeństwa informacyjnego: dylematy cywilizacyjno-kulturowe, Kraków 2001 [online]. Akademia Górniczo - Hutnicza 2007 [available: 1 marca 2010]. Available in World Wide Web: <http://winntbg.bg.agh.edu.pl/skrypty/0037/cz0-r11.pdf>.

<sup>2</sup> Por. B. Szacka, *Wprowadzenie do socjologii*, Oficyna Naukowa, Warszawa 2008, s. 118.





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*(author's name and surname)*

## **AUTHOR'S STATEMENT**

I hereby agree for the publication of the book / article / message (delete as appropriate)

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*(title of the publication)*

by The University of Business and Administration in Gdynia

*(author's personal signature)*

*place* \_\_\_\_\_

*date* \_\_\_\_\_