

Guidelines for authors

Texts in the following layout should be submitted in Polish and in English

Volume: minimum 0.5 publisher's sheet (i.e. 20,000 characters of a text or, accordingly, 1,500 cm³ of illustration material), not exceeding 0.75 publisher's sheet. A Microsoft Word (97-2003) document; A4 format; margins: normal (2.5 cm); font: Times New Roman, font size: 11; single spacing; text aligned to both margins (justified); automatic hyphenation; paragraph indentation: standard (0.63 cm).

Text layout in an article (the parts divided by double spacing – empty line):

- name and surname of the author in the top left corner along with a footnote: at the bottom of the first page, below the separator line, stating the institutional affiliation of the author, and below:
- centred title of the paper
- main text (no subsection numbering, captions below figures and above tables in Polish)
- bibliographic references
- abstracts in Polish and English (up to 200 words each).

Bibliographic footnotes in the text. Numeric references, footnote font size: 10, footnotes at the bottom of the page, adjusted to the full length of the column, justified. Bibliographic records according to the following template:

Zdzisław Kołaczyk, *Rachunkowość finansowa*, ed. 2 ext., Wydawnictwo AE w Poznaniu, Poznań 1997, p. 20.

Andrzej Grajewski, *Kronika czeska*, "Więź" 1994, No 6, p. 146.

Słownik poprawnej polszczyzny, ed. Witold Doroszewski, ed. 16, Wydawnictwo Naukowe PWN, Warszawa 1992.

Marek Witkowski, *Analiza współzależności*, [w:] *Statystyka w przykładach i zadaniach*, red. Jan Paradysz, Wydawnictwo AE w Poznaniu, Poznań 2001.

Items cited earlier in the text should be marked as follows:

- (1) If only one work by a given author has been cited so far – name of the author and the abbreviation *op.cit.*;
- (2) If other works of the same author have already been cited, provide the first words of the title, an ellipsis and *op.cit.* (if the same work was cited in the footnote directly preceding the present one, leave out the information on the author and any other details and write *ibid.*).

Illustrations: minimum 300 dpi resolution. Information on the authors of the figures should be provided, if other than the author of the paper (name and surname of the author of the figure preceded by a credit – "Redrawn after/Reproduced after"; when reproducing a figure from other sources, indicate the source in the caption). Number and caption of a figure and a possible source should be placed in Word format below the figure (not in a graphic form, but as a separate paragraph); font size: 10. Spacing between the figures and the captions should be 6 points. Spacing between the figures and the main text should be equal to a single line of the main text (empty line).

Bibliographic references listed alphabetically, without numbering, according to the following template:

Bachtin M., *Problemy poetyki Dostojewskiego*, PIW, Warszawa 1970.

Bieńkowski W., Lis S., *Konkurencyjność gospodarcza USA*, PAN, Warszawa – Kraków 1988, "Folia Oeconomica Cracoviensia" series vol. XXXI.

Troade L. et al., *Exercices de marketing*, 2nd ed., Les Editions d'Organisation, Paris 1984, vol. 3.

Bank of Japan, *Comparative International Statistics 1989*, Tokyo 1990.

Polityka społeczna, ed. A. Kurzynowski, Oficyna Wydawnicza SGH, Warszawa 2000.

Kowalski N., *Grupy społeczne*, in: *Wprowadzenie do socjologii*, vol. 2, ed. M. Gniewosz, Oficyna Humanistyczna, Kielce 2002, pp. 170-201.

Auerbach R.D., *Corporate Taxation in the US*, "Brookings Papers on Economic Activity" 1983, No 2, pp. 25-63.

Budnikowski A., *Globalizacja a integracja europejska*, "Zeszyty Naukowe" Kolegium Gospodarki Światowej SGH, z. 10, Oficyna Wydawnicza SGH, Warszawa 2001, pp. 6-17.