
EDITORIAL CONVENTIONS

We kindly request the Authors to read the following editorial conventions, application of which will hugely facilitate the process of publishing.

1. The document should be saved into a file in format of Microsoft Word (*.doc or *.docx).
2. The text should include from 10,000 to 80,000 characters with spaces.
3. The author's first name and surname with affiliation (possibly with the function – it refers to people not affiliated with the university or any school of higher education) should be presented at the beginning of the work.
4. The title of the work, in Polish and English, should be written in bold, aligned to the centre.
5. The abstract (5 – 10 sentences, up to 500 characters) in Polish and English and 2 – 5 key words, in Polish and English, characterising the subject of the work, should be presented under the titles (in two language versions).
6. The contents of the work should be divided into clearly separated parts with subtitles. Maximum two steps of division, i.e. points and paragraphs, can be used to keep the transparency of the text structure, e.g.

2. Title

- 2.1. Subtitle 1
- 2.2. Subtitle 2
- 2.3. Subtitle 3

The subtitles shall be written in bold.

7. A reference list shall be attached at the end of the work. In case of books, giving the full name of the publisher is necessary, and in the case of articles – the full range of pages (in footnote only the number of the quoted page).
8. Margins: 2.5 cm each.
9. Font
 - a. main text: Times New Roman, 12 p
 - b. footnotes: Times New Roman, 10 p.
10. Foreign phrases shall be written in italics. No underlines or special format of text should be used in the contents of the work.
11. Type space between lines
 - a. main text: 1.5
 - b. footnotes: 1.0.
12. Indent paragraphs: 0.5 cm. Indents should be set with the use of tabs
13. Intervals before and after the paragraph: 0 p.

14. Text alignment: left and right (justified text).
15. No word break, manual or automatic, should be used. No so called manual line break should be used (+¹).
16. Semicircular parenthesis () and Polish quotation marks („subsidy”) are used in the text.
17. No space should be used between a character and a punctuation mark. A hyphen constitutes an exception (e.g. *The method – with reference to methodological aspects – constitutes...*) in the case of combination of words (e.g. *social-cultural*), a dash is used. Before submitting the text, we would like to request you to check whether double spaces (and more) have not been used between words.
18. Numbered or bulleted lists may be used in the text. Principle of unity – the same type of numbered and bulleted lists in the whole article – is binding.
19. Quotations:
 - a. exactly quoted text should be differentiated with the quotation marks and a footnote should be added,
 - b. when the length of the quotation is bigger than 4 lines, it can be differentiated in a form of the block of text increasing the indent on the right and left by 1 cm in comparison to the main text, and decreasing the font to 10 p.
20. Indication of the publication place of legal acts (Dziennik Ustaw [Journal of Laws], Monitor Polski, ministerial official journals, etc.) occurs according to the commonly adopted rules.
21. Footnotes – examples:

¹ G. Kuszek, *Aspekty ludzkie w edukacji integracyjnej*, „Nowa Szkoła” 1996, no. 3, p. 17.

¹ K. Frysztański, *Między socjologią i pracą socjalną*, [in:] K. Frysztański, K. Piątek (ed.), *Wielowymiarowość pracy socjalnej*, Toruń 2002, p. 44.

¹ Compare: W. Bednarski, *Oblicza ubóstwa*, Warszawa 1996; J. Kozielecki, *Koncepcje psychologiczne człowieka*, Warszawa 1998.

Mała Encyklopedia Powszechna PWN, Warszawa 1995, p. 345.

¹ G. Kuszek, *Aspekty ludzkie...*, op. cit, p. 18. (when it refers to the position previously quoted in the article)

¹ Ibidem, p. 19. (when the previous position is quoted again)

¹ *Polacy o Światowych Dniach Młodzieży w Krakowie*, CBOS - Komunikat z badań No 110/2016, http://www.cbos.pl/SPISKOM.POL/2016/K_110_16.PDF [accessed: 15-09-2016].

22. Presenting the reference list: the reference list should be presented in an alphabetical order with the consideration of the name of publishers (in case of compact works) in a following format - example:

Aronson E., Wilson T. D., Akert R. M., *Psychologia społeczna. Serce i umysł*, Publish. „Zysk i S-ka” Poznań 2012. Badura-Madej W. (ed.), *Wybrane zagadnienia interwencji kryzysowej*, Publisher Interart, Warszawa 1996.

Balcerowicz L., *Raport*, „Gazeta Wyborcza” of 21.01.99 Bauman Z., *Ciało i przemoc w obliczu ponowoczesności*, Publisher UMK, Toruń 1995. Kuszek G., *Aspekty ludzkie w edukacji integracyjnej*, „Nowa Szkoła” 1996, no. 3.

24. Tables and charts

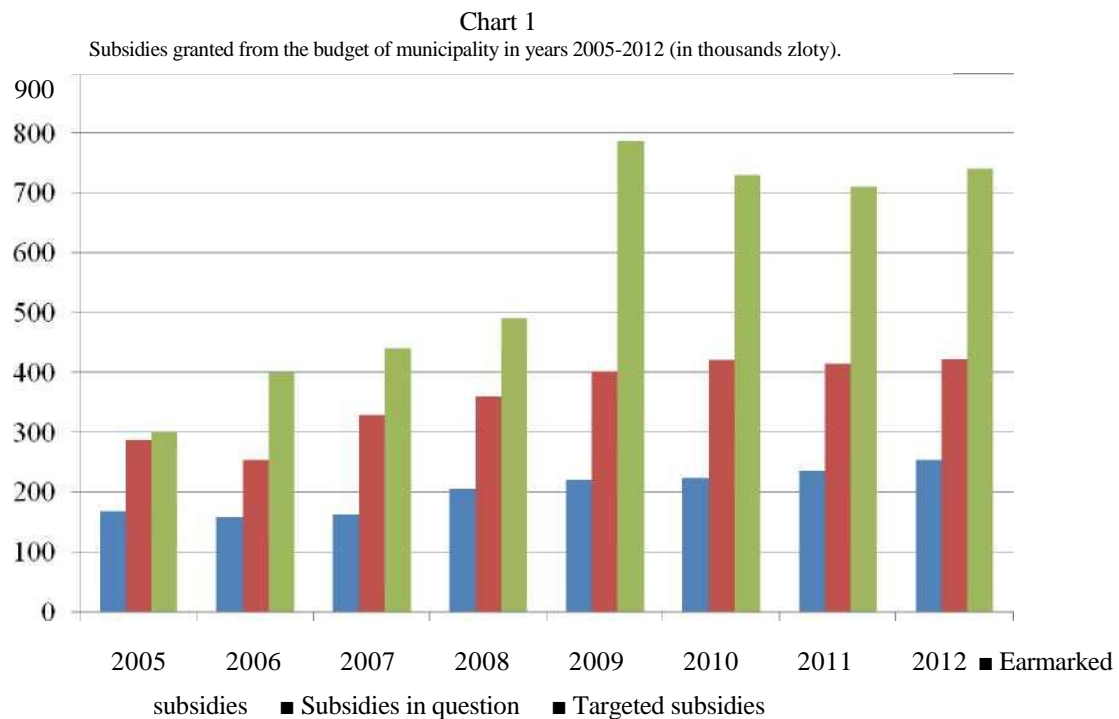
- a. tables and charts should be presented in the text of work in place where they should be presented in the publication
- b. number and title of the table should be presented above the table and the source – beneath it, written with the font Times New Roman, 10 p; the same rule is binding in the case of describing charts
- c. data presented in the table – font Times New Roman, 10 p

Examples:

Table 1 Allocation of targeted subsidies in the light of budget classification (in thousands zloty)

Sector	Year					
	2007	2008	2009	2010	2011	2012
010 agriculture and forestry	9	11	17	13	13	17
700 housing	492	174	239	148	1325	1261
710 services activities	559	902	935	915	917	923
750 public administration	2 545	3 096	2 971	3 355	3 566	3 338

Source: Self study on the basis of Budget Acts for years 2007-2012.



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