



EDITORIAL REQUIREMENTS

1. General Information

The article as a DOC and PDF file, together with a statement bearing a handwritten signature, should be sent to the following address: wydawnictwo@wsb.edu.pl with the annotation "Article-Student-2022".

Article / Chapter Layout:

- the title of the paper in Polish,
- a short summary of the publication in Polish,
- key words in Polish,
- the title of the paper in English,
- a short summary of the publication in English,
- keywords in English,
- introduction
- chapters,
- summary,
- bibliography.

2. Text format:

- The length of the text: approximately half a publishing sheet (20,000 typographic characters with spaces).
- The text should be prepared as a DOC file and PDF in the form of a standard typescript, i.e. :
 - page size: A4,
 - all margins of 2.5 cm,
 - font: Times New Roman (CE), size 12,
 - line spacing: 1.5,
 - vertical orientation,
 - justified text.
- The text should contain clearly marked formatting (bolds, paragraphs, spaces, etc.) indicating the rank of individual content. It is not recommended to use too many formatting styles (for example, if you use bolds, then you should not use italics too often - it interferes with the legibility of the text).
- Create paragraphs using tabs, not multiples of spaces. Only one white space should be used between words and characters. Do not use the word break function. Formulas and equations should be prepared using the WORD equation wizard.

3. Graphics (drawings, tables, charts, photos)

The author is required to take care of not only the correct preparation of the text, but also graphics appearing in it. The author should ensure the correct sequence and numbering of figures, tables and graphs, according to the following scheme:

- a header centered over the drawing, table or graph,

- space for a drawing, table or graph (attached as a file in an appropriate format or pasted into the text - at least 300 DPI),
- information about the source placed under the drawing, table or graph, e.g. :
Source: M. Pearn, C. Roderick, Ch. Mulrooney, *Learning Organizations in Practice*, McGraw-Hill, London 1995, p. 21,
- all objects included in the publication should be previously mentioned in the text in accordance with its numbering - e.g. Figure 1, Table 7.

4. Footnotes, quotes, literature list:

- The author is required to standardise the system of footnotes, e.g.
W. M. Grudzewski, I. K. Hejduk, *Changes in paradigms shaping management systems*, [in:] *In search of new management paradigms*, collective work edited by W. M. Grudzewski and I.K. Hejduk, Warsaw School of Economics, Warsaw 2008, p. 19.
- The list of references is necessary and should be prepared alphabetically (in the order of the authors' surnames) - included at the end of the chapter.
- Author's comments to text fragments should be placed in the form of footnotes on the page with the commented fragment of the text.
- The author is responsible for obtaining written permission to publish any material whose copyright belongs to third parties.

5. Summary and keywords:

- in Polish and English,
- a short summary of the publication (approx. 800 typographic characters with spaces),
- key words (min. 5)

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