**Monograph - general requirements**

Submitting a work by the Author for publication is tantamount to a declaration that the work has not been previously published or submitted to the Editorial Office of another journal. Each article should be at least 20,000 characters with spaces - without a summary (ie minimum 0.5 publisher's sheet), but not more than 25,000 characters with spaces.

**General rules**

o text file editor in Microsoft Office Word format

o aligned text

o Times New Roman (CE) font, size 12, line spacing - 1.5,

o margins: left and right, top and bottom - 2.5 cm

o paragraphs marked with a tabulator - 1.25 cm

o numbering - bottom of the page

o the size of the text - 20-25 thousand characters (with footnotes).

o author's name and surname - left justification, 12 points

o title of the article - centering, bold 16 pts.

o main text - normal, aligned, 12 points

o sub-headings - 14 points

o in the case of texts in English, decimal numbers must be written in this language, eg PL 0.3, EN 0.3.

**The cover page** should contain the following data in turn:

the first name (names) and surname of the author (s),

for a professional title, academic degree or academic title,

o affiliation of the author (s),

for the title of the article.

**Abstract** (in Polish and English) - should contain from 500 to 1000 characters.

**Work structure:**

the introduction

the purpose of the research

material and methods

the results (text, tables, illustrations and result graphs)

the discussion, conclusions, bibliography

**Footnotes**

They should be marked in the text with continuous numbering, Arabic numerals, and footnotes should be in accordance with the pattern of footnotes provided:

o to the author's monograph - I. Surname, Title of work in italics, City, year, p. xx.

o footnotes to the works edited (cited as a whole) - Title of the work in italics, ed. N. Name, Publisher, City, the year, p. xx.

o footnotes to articles in monographs edited by – Name, Surname, title of the work in cursive, [in:] Title of work in italics, ed.

o footnotes to journals - I. Name, Title of work in italics, "Title of the Journal" year, number x (xx), p. x.

o footnotes to electronic documents - N. Surname, Title of the work in italics, http://www.strona.pl (accessed: 16 March 2008)

o footnotes to acts - Act of day dd, month, year yyyy title, Journal of Laws No. yyyy no. xx pos. Xx).

o a footnote referring to the immediately preceding literature footnote - Ibid, p. xx.

o a footnote to an already existing footnote - N. Surname, op. cit., p. xx. or N. Surname, beginning of title ..., p. xx

**Attention!**

o Titles written in an aphabet other than Latin should be transliterated. Title: "Комментарии к« Евгению Онегину »Александра Пушкина" should be written: Nabokov, V. (1999). Kommentarii k 'Evgeniiu Oneginu' by Aleksander Pushkin [Commentary to 'Eugeniusz Onegin' by Aleksander Pushkin]. Moscow: NPK.

You can use the transliteration program here: https://www.ushuaia.pl/transliterate/

Any distinctions of the text, e.g. bolds, **are not allowed**, only Latin names should be italicized.

**Tabels**

o tables should be placed in the center of the page

o the table title is always above the table, from the left side of the table, in bold

o inner and outer lines - thin, continuous, single

o text in the table in Times New Roman 10 pt.

o a single space

o center-aligned table headings

o left justified text and right justified numbers

**Drawings should be black and white or grayscale.**

o the drawing should be made with the use of tools existing in Microsoft Word text editors

o always centered

o title and number (from the left, bold, font 12)

o source (font 10) - placed under the drawing

o charts, drawings, photographs, maps are treated as drawings

o each figure and table should be referred to in the text. The reference should include the number of the drawing / table, e.g. "... is shown in Figure 1."

o tables and figures included in the text cannot exceed the chapter margin of the monograph