**Guidelines for authors**

Rules for preparing your paper for publication in Jacob of Paradies University Press

**Chapter 1. General rules**

§ 1.

Rules for preparing a scientific paper for publication:

1. length: not more than 16 pages,
2. the author’s name, surname and affiliation,
3. font: Times New Roman, font size: 12,
4. line spacing: 1.5,
5. margins: 2.5 cm,
6. footnotes: font size 10, left and right justified,
7. abstract and title of the paper in Polish and English (should not exceed 12 lines, approx. 1000 words),
8. keywords in Polish and English,
9. bibliography.

**Manuscript layout**

Author’s name and surname

ORCiD

Affiliation (only the Institution’s name)

**Title**

**Abstract**

text of the abstract

**Keywords:** (list keywords here, separated by commas, no full stop at the end)

Main text

**Bibliography**

**Title in Polish (if the text is written in a different language)**

**Abstract**

text of the Abstract in Polish

**Keywords:** (list keywords here, separated by commas, no full stop at the end)

§ 2.

1. Numbering and listing style should be consistent throughout the paper, i.e.
2. 1)
3. or a)

* –

§ 3.

1. The use of ‑ / – symbols:

[‑] is a hyphen, used to join words,

[–] is an en dash, used to separate ranges and connect pairs of words.

1. Using brackets:

( ) use parentheses to provide additional information to the main text,

[ ] use square brackets to mark modification or omissions in the quotes.

**Chapter 2. Notes**

§ 4.

1. Bibliographic footnotes:
2. items in bibliographic footnotes should include the following:
3. book by one author: author’s first name initial, surname, book title (in italics), edition, place and year of publication, page cited, e.g.

- J. Piątek, *Wojny państw w XX wieku. Wprowadzenie do bezpieczeństwa militarnego*, Gorzów Wielkopolski 2010, p. 83.

1. journal paper: author’s first name initial, surname, paper title (in italics), journal name (in quotation marks), year of publication, volume number, issue number, page number, e.g.

- A. Radomska-Zalas, *Przegląd metod zarządzania ryzykiem projektów*, „Studia i materiały Polskiego Stowarzyszenia Zarządzania Wiedzą” 2011, no. 41, p. 187.

1. edited works/collections: title, editor etc., e.g.

*- Słownik poprawnej polszczyzny*, ed. W. Doroszewski, Warszawa 1992.

example with volume number:

*- Encyklopedia kultury polskiej XX wieku*, vol. 2, *Współczesny język polski*, ed. J. Bartmiński, Wrocław 1954.

1. chapter in an edited collection: author’s first name initial, surname, chapter title, in: tile of the collection, editor etc., e.g.

- M. Witkowski, *Analiza współzależności*, [in:] *Statystyka w przykładach  
i zadaniach*, ed. J. Paradysz, Poznań 2001, p. 41.

1. Internet sources must include date of access, e.g.

- http://ajp.edu.pl/ [date of access: 5.02.2019].

1. (Polish) legal acts: Journal of Laws, year, number, item, amended, e.g.

* Polish Journal of Laws 2019, No. 15, item 30, later amended.

1. works already referred to within the chapter / paper should be referenced as follows:
2. if the work already referred to was mentioned in a previous footnote, the name of the author is followed by the first words of the title, an ellipsis and abbreviation **op. cit.**,
3. to refer to a source mentioned in the immediately preceding footnote, omit the author’s name and other information and use **ibidem** (if we refer to a different page of the same source, state the page),
4. to refer to different sources by the same author within the same footnote or in the immediately following footnote, replace the name with **idem** (‘the same’, masculine) or **eadem** (‘the same’, feminine), e.g.

* J. J. Jadachi, *Przedmioty, własności i stosunki*, [in:] idem, *Człowiek i jego świat. Propedeutyka filozofii*, Warszawa 2003, p. 38.

1. use consistent Latin terms throughout the paper: **op. cit.**, **ibidem**, **idem**, **eadem**,
2. end the description with page numbers that are referred to. Use a full stop at the end.

**Chapter 3. Drawings, diagrams, photos**

§ 5.

1. General remarks:
2. drawings, diagrams and photos should be included in the JPG format, in black and white,
3. auxiliary lines in graphs and other figures may be dashed or dotted. This should be done by selecting appropriate options of the solid line,
4. the resolution of illustrations, both scanned and imported from vector graphics, should be high (min. 300 dpi).
5. Captions and numbering:
6. the caption should be placed under the figure,
7. do not use a full stop after the caption, e.g.: **Figure 1.** Units of measurement
8. figure caption font size should be one point smaller than the body of the text,
9. figures should be numbered – the numbering is continuous within the given publication or its part,
10. information about the authorship should be provided immediately under the caption, e.g.

* Source: own elaboration,
* Source: based on: A. Wolański, *Edycja tekstów*, Warszawa 2008, p. 107.

**Chapter 4. Tables**

§ 6.

1. General remarks:
2. tables should be clear, black and white, without shading,
3. the size of a table with a heading must not exceed the size of the column,
4. tables may be horizontal or vertical.
5. Typeface and font size in tables:
6. the same typeface should be used for a whole table and all tables in the work,
7. font size used in a table should be one point smaller.
8. Table placement:
9. all tables should be placed in the text,
10. under the table: first, place any descriptions or explanations that refer to it, then the source (cf. guidelines for captions, § 4, item 3, subpoint e). This part of the text should constitute a separate paragraph (outside the table region).
11. Titles and numbering of tables:
12. tables have titles – a full stop is not used following the title,
13. table title consists of the word Table, its consecutive number and a heading, e.g. **Table 1.** Top ten brands in 2017
14. tables are numbered using Arabic numerals.
15. Notes referring to tables should be placed directly under the table. Reference marks for footnotes linked with information in the tables should be different than those in the main body of the text (e.g., asterisk reference marks: \*, \*\* or letters: a, b, c).

**Chapter 5. Bibliography**

**§ 7**

1. The bibliography is arranged alphabetically by the authors’ surnames.
2. Particular bibliographic records start from the author’s surname and first name initial. Edited works and collections are arranged alphabetically according to the first letter of the title, e.g.:

- Piątek J., *Wojny państw w XX wieku. Wprowadzenie do bezpieczeństwa militarnego*, Gorzów Wielkopolski 2010.

*- Słownik poprawnej polszczyzny*, ed. W. Doroszewski, Warszawa 1992.

1. Abbreviations used in bibliographic records:

* vol. – volume, p. – page, ed. – editor

1. Date of access to internet sources is not given in the bibliography (it is only given in footnotes).
2. Latin abbreviations and terms: op. cit., ibidem, idem, eadem are not used in the bibliography.

**Chapter 6. Parts of the bibliographic record**

§ 8

1. Non-serial publications (books):
2. the name of the author:

* with one author – surname(s) and first name initial(s) (example Ia); when there is more than one author, the surnames of all authors should be given in the same order as they appear on the face sheet (example Ib),
* with a corporate author – name of the corporate author: organization, institution etc. (example Ic),
* for edited collections (articles by many authors), the record starts from the title, followed by the abbreviation ed. and the name of the editor (example Id).

1. the title (and subtitle),
2. volume number (if a particular volume is referred to – example Ie),
3. the name of the editor (of a collection),
4. edition details,
5. place of the publication,
6. year of the publication,
7. number of volumes for a multi-volume publication,
8. page number if a quotation is included,
9. name of the series and volume number,
10. examples:

* (Ia) Bachtin M., *Problemy poetyki Dostojewskiego*, Warszawa 1970.
* (Ib) Bieńkowski W., Lis S., *Konkurencyjność gospodarcza USA*, Warszawa– Kraków 1988, series „Folia Oeconomica Cracoviensia”, vol. XXXI.
* (Ic) Bank Narodowy, *Bilans za rok 1999*, Warszawa 2000.
* (Id) *Polityka społeczna*, ed. A. Kurzynowski, Warszawa 2000.
* (Ie) Lewis C. S., *Opowieści z Narni*, vol. 1, Warszawa 1991.
* (If) Lewis C. S., *Opowieści z Narni*, Warszawa 1991, 2 volumes.

1. Articles (papers) in non-serial publications (books) and serial publications (journals, publishing series etc.):
2. surname(s) and first name initial(s) of the author(s),
3. title of the paper,
4. description of the publication:

* if it is a book (non-serial publication), its description is preceded by the word [in:] (example IIa),
* if it is a serial (periodic) publication, such as a journal, its description should follow example IIb,

1. title of the journal in quotation marks,
2. name of the institution – necessary in the case of newsletters, reviews, etc. (example IIc),
3. place of the publication,
4. date,
5. indication of the part (volume),
6. page number(s),
7. examples:

* (IIa) Kowalski N., *Grupy społeczne*, [in:] *Wprowadzenie do socjologii*, vol. 2, ed. M. Gniewosz, Kielce 2002, p. 170-201.
* (IIb) Auerbach R. D., *Bilans za rok 1999*, „Zeszyty ekonomiczne” 2000, no. 2, p. 25-37.
* (IIc) Budnikowski A., *Globalizacja a integracja europejska*, „Zeszyty Naukowe” Kolegium Gospodarki Światowej SGH, Warszawa 2001, No. 10, p. 6-17.

**Chapter 7. Copyright**

§ 9

1. Jacob of Paradies University Press emphasizes the necessity to indicate the source whenever somebody else’s intellectual property in the form of drawings, photographs, tables or text is used in the submitted paper. The source must be indicated in the caption under the drawing, photograph, table etc., and also listed in the bibliography. It is the author’s responsibility to obtain any permissions required.
2. The author must obtain the copyright owner’s permission to use the text, illustrations or tables copied verbatim from their work.
3. The lack of required permission and not mentioning the source is considered  
   a violation of copyright and has legal consequences. These copyright-related provisions relate to drawing on Polish and foreign works alike (legal basis – Polish Act of 4 February 1994 on Copyright and Related Rights, Journal of Laws 2006, No. 90, item 631 later amended).