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**Authors[[1]](#footnote-1)**

**THE ARTICLE TITLE (TIMES 14, BOLD)**

**Abstract:**

The abstract should be concise and informative. It should not exceed 300 words in length. It should briefly describe the purpose of the work, techniques and methods used, major findings with important data and conclusions. Different sub-sections, as given below, should be used. No references should be cited in this part. Generally non-standard abbreviations should not be used, if necessary they should be clearly defined in the abstract, at first use

**Keywords***: [Put four to eight keywords] (Times, inclined, 10 font, justified)*

1. INTRODUCTION (TIMES, Bold, 11 font, left aligned, caps)

[(Times, normal, 12 font, justified) (Detailed instruction about this section is given below. After reading these instructions, please delete this paragraph and begin typing your text here. If you are using copy-paste option then select ‘match destination formatting’ in paste option OR use ‘paste special’ option and select ‘unformatted Unicode text’ option).

Provide a factual background, clearly defined problem, proposed solution, a brief literature survey and the scope and justification of the work done.]

2. material and methods / experimental details / methodology (TIMES, Bold, 11 font, left aligned, caps)

[(Times, normal, 12 font, justified) (Detailed instruction about this section is given below. After reading these instructions, please delete this paragraph and begin typing your text here. If you are using copy-paste option then select ‘match destination formatting’ in paste option OR use ‘paste special’ option and select ‘unformatted Unicode text’ option).

Give adequate information to allow the experiment to be reproduced. Already published methods should be mentioned with references. Significant modifications of published methods and new methods should be described in detail. This section will include sub-sections. Tables & figures should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text.

Tables should be explanatory enough to be understandable without any text reference. Double spacing should be maintained throughout the table, including table headings and footnotes. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters.

Each figure should have a caption. The caption should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures.

**2.1 Subheading Subheading (TIMES, BOLD, 12 FONT, LEFT ALIGNED)** - second level heading.

**2.1.1 Sub-subheading** (**TIMES**, BOLD, 12 FONT, LEFT ALIGNED, underlined)- third level heading.

*2.1.1.1 Sub-sub-subheading* **(TIMES, ITALICS, BOLD, 11 FONT, LEFT ALIGNED)** - fourth level heading.]

3. results and discussion

[(Detailed instruction about this section is given below. After reading these instructions, please delete this paragraph and begin typing your text here. If you are using copy-paste option then select ‘match destination formatting’ in paste option OR use ‘paste special’ option and select ‘unformatted Unicode text’ option).

Results should be clearly described in a concise manner. Results for different parameters should be described under subheadings or in separate paragraph. Table or figure numbers should be mentioned in parentheses for better understanding.

The discussion should not repeat the results, but provide detailed interpretation of data. This should interpret the significance of the findings of the work. Citations should be given in support of the findings. The results and discussion part can also be described as separate, if appropriate.

Tables & figures should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text.

Tables should be explanatory enough to be understandable without any text reference. Double spacing should be maintained throughout the table, including table headings and footnotes. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters. Sample table format is given below.

Tab. 1. The influences of foreign direct investors in the years 1999 - 2005

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rok** | **Dochody od kapitału** | | | **Dochody od wierzytelności** | **Dochody inwestorów bezpośrednich**  **łącznie** |
| **Dywidendy** | **Reinwestycje**  **zysków** | **Razem** | **Odsetki od kredytów inwestorów bezpośrednich** |
| 1999 | 404 | -425 | -21 | 393 | 372 |
| 2000 | 612 | -433 | 179 | 592 | 771 |
| 2001 | 1108 | -1162 | -54 | 860 | 806 |
| 2002 | 1429 | -1299 | 130 | 667 | 797 |
| 2003 | 1435 | -74 | 1361 | 483 | 1844 |
| 2004 | 2073 | 5085 | 7158 | 514 | 7672 |
| 2005 | 4139 | 2756 | 6895 | 585 | 7480 |

Source: Zagraniczne inwestycje bezpośrednie w Polsce w 2005 roku, Departament Statystyki, Warszawa 2006, p. 25.

Each figure should have a title. The title should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures. A sample figure is given in figure 1.

**Fig. 1. The inflow of foreign direct investment into Polish, 1990-2005**

Source: Zagraniczne inwestycje bezpośrednie w Polsce w 2004 roku, NBP, Departament Statystyki, Warszawa 2005, p. 97.

4. Conclusions

[This should briefly state the major findings of the study. If you are using copy-paste option then select ‘match destination formatting’ in paste option OR use ‘paste special’ option and select ‘unformatted Unicode text’ option]

References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. We use the APA style citation system (American Psychological Association). You are referred to the “Publication Manual of the American Psychological Association”, and you may find relevant details at: [www.apa.org](http://www.apa.org/)

Details concerning the APA-style citation system can also be found at <http://linguistics.byu.edu/faculty/henrichsenl/apa/apa01.html>

1. ***Citations in the text***

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

In-text citations consist of the author’s name and year of publication inserted at an appropriate point in the text. **Examples below after T:**

Sternberg (1993) suggests results should be carefully analysed

OR

a discussion of results analysis (Sternberg, 1993)

• Page numbers are included in the in-text citation for direct quotations, such as

(Sternberg, 1993, p.59).

• Direct quotations 40 words or less should be typed within the text surrounded by quotation marks, while direct quotations more than 40 words should be included as a separate paragraph.

*Citing and listing of web references*

As a minimum, the full URL should be given. Any further information if known (author names, dates, reference to a source publication, etc.) should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

1. ***List of References***

In a list entitled References at the end of the main body of the text. **Examples below**

**after R:**

• A reference list entry includes information about the source such as author, publication date, title, place of publication and publisher, but may include additional information depending on the type of source.

• The reference list starts a new page and is arranged alphabetically by author’s last name.

• References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

• References are double spaced with the second and subsequent lines of each reference indented.

• Other sources consulted but not cited are listed separately under the heading Bibliography.

*DOIs in References*

The journal/publisher encourages authors to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references. The DOI persistent links should be the last elements in the references. The persistent links should be active.

Format of persistent link: http://dx.doi.org/+DOI (without “doi:”)

Example of persistent link: http://dx.doi.org/10.1109/2.901164

The authors or editors may retrieve articles’ DOIs at: http://www.crossref.org/SimpleTextQuery/

You can open a free account, to start retrieving articles’ DOIs. CrossRef allows you check multiple references. Please read this webpage very carefully. Only articles with assigned DOIs can be retrieved through the above mentioned webpage.

**Examples Reference to:**

1. **A book**

**T:** (Sternberg, 1993)

**R:** Sternberg, R. J. (1993). The psychologist's companion (2 ed.). Cambridge: Cambridge

University Press.

Multiple works by the same author in the same year are distinguished by adding a letter to

the date. For example (Priest, 1990a) (Priest, 1990b).

1. **A book with two authors**

**T**: (Smith & Jones, 1948)

**R**: Smith, F. J., & Jones, E. (1948). A scheme of qualitative organic analysis. London:

Blackie.

1. **A book with three to five authors**

**T**: (Fischer, Demetriou, & Dawson, 1992)

If citing for the second time list the first author and year (Fischer et al., 1992)

Then subsequently omit the year (Fischer et al.)

For works with six or more authors cite the first author only followed by et al. within the

text, however include all authors in the reference list entry.

**R**: Fischer, K., Demetriou, A., & Dawson, T. L. (1992). The development of mental

processing: efficiency, working memory and thinking. Boston: Blackwell Publishing.

1. **A book with six or more authors**

**T**: (Jones et al., 1992)

**R**: Jones, K. K., Peters, F., Ho, L., Wang, W., Reddy, F.P., & Smyth, R. (1992). Advances

in mental processing: Memory and thinking. Sydney: Apex.

In the reference list single authors go before multiple authors, for example:

Fischer, K. W., (1992)… before Fischer, K., Demetriou, A., & Dawson, T. L. (1992)….

1. **Edited book**

**T**: (Hartman, 1994)

The editor’s name occupies the author position for the in-text citation.

**R**: Hartman, G. H. E. (Ed.). (1994). Holocaust remembrance: The shapes of memory.

Cambridge, MA: Blackwell.

1. **Chapter in an edited or non-edited collection**

**T**: (Bjork, 1989)

**R**: Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In

H. L. Roediger & F.I.M. Craik (Eds.), Varieties of memory and consciousness (pp.

309-330). Hillsdale, NJ: Erlbaum.

For a non-edited collection include the word ‘In’ prior to the book title and omit the

editor information.

1. **Journal article**

**T**: (Kornack & Rakic, 2001)

**R**: Kornack, D. Rakic, P. (2001). Cell Proliferation Without Neurogenesis in Adult Primate Neocortex. *Science*. 294 (5549). 2127-2130. <http://dx.doi.org/10.1126/science.1065467>

Note: Only include the journal or magazine issue number if each issue has separate

pagination, for example:

**R**: Lawson, W. (2004). A mental roadblock. Psychology Today, 37(5), 24.

1. **Encyclopaedia or dictionary**

**T**: (Squire, 1992)

**R**: Squire, L. R. (1992). Encyclopedia of learning and memory. New York: Macmillan.

For major works with a large number of editors list the lead editor, followed by et al. The

title serves in the author/editor position if this information is absent.

1. **Conference proceedings**

**T**: (Deci & Ryan, 1991)

**R**: Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in

personality. In R. Dienstbier (Ed.), Nebraska Symposium on Motivation: Vol. 38.

Perspectives on motivation (pp. 237-288). Lincoln: University of Nebraska Press.

**ELECTRONIC SOURCES**

References for electronic sources end in a retrieval statement consisting of the

following basic information:

Retrieved month, day, year, from electronic address (do not include a full stop at the end of

the URL as this might be mistaken as part of the electronic address).

When resources are accessed via databases such as ProQuest or PsycINFO include a

retrieval statement that consists of the date of retrieval and the name of the database.

1. **Web pages**

If referring to a particular page within a large website give the precise URL for that page

rather than home or menu pages. If there are no page numbers use paragraph number

(use the abbreviation “para” e.g. para.16) or cite the chapter or heading and the number of

the paragraph. Use (n.d.) in the date position for sources with no apparent date.

**T**: (Benton Foundation, 1998)

**R**: Benton Foundation. (1998, July 7). Barriers to closing the gap. In Losing ground bit by

bit: Low-income communities in the information age (chap. 2). Retrieved August 18,

2001, from http://www.benton.org/library?low-Income/two.html

For a webpage that has no author begin the reference with the document title

**T**: (“Expenditures for Health Care Plans,” 1998)

**R**: Expenditures for health care plans for employers and employees. (1998, December 7).

Washington, DC: Bureau of Labor Statistics. Retrieved February 17, 2002, from

http://stats.bls.gov

1. **Journal articles - originally published in electronic form**

**T**: (Fredrickson, 2000, March 7)

**R**: Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and

well-being. Prevention & Treatment, 3 Article 0001a. Retrieved November 20,

2000, from http://journals.apa.org/prevention/volume3/pre0030001a.html

1. **Newspaper or magazine article-online version**

**T**: (Rodriguez, 2001)

**R**: Rodriguez, C. (2001, January 9). Amid, dispute, plight of illegal workers revisited.

Boston Globe. Retrieved January 10, 2002, from

http://www.boston.com/dailyglobe2/010/nation/Amid\_dispute\_plight\_of\_illegal\_work

ers\_revisted+.shtml

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1. Author Affiliation and mailing address [↑](#footnote-ref-1)