Instructions for Authors

Articles inconsistent with these rules will be returned for the improvement in the first phase of editorial work (before review)..

Rules on publication

1. The received article is subjected to the initial review in terms of form and content by the editors of the journal and if found to be incompatible with the rules, it is returned to the author.
2. The Editor reserves the right to reject texts and revise the received works.
3. The final decision on acceptance for publication, acceptance after the correction or in the case of comments about rejecting the work is not subject to appeal.
4. The author is obliged to take into account the Editor’s critical remarks and the comments contained in the review. The author is obliged to make author’s correction. After the correction, the author is obliged to submit a revised version of the material. If the author, after two callings, will not do so, the work will be returned to the author and will not be published.
5. The author is responsible for the technical quality, the style and the grammar of submitted text.
6. The accuracy of information, opinions and statements contained in published material is the sole responsibility of the author. The editors are not responsible for the consequences of possible unreliability.
7. The main author submitting the multi-authors material takes primary responsibility for published work. His duty is to reveal the contribution of individual authors in the creation of the publication. All co-authors are required to submit a written declaration about the reliability of disclosed contribution of individual authors, in which they confirm that, according to their knowledge, in the submitted material, the contributors of co-authors were indicated fairly and truthfully

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Technical instruction for the authors:

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| Format | A4 vertical orientation  \*.doc or \*.docx |
| The volume of the text | 12000-30000 characters with spaces (with title page, an abstract, keywords and a list of literature); minimum ½ publishing sheet |
| Font | Times New Roman |
| Font size | 11 pkt |
| Spacing | 1,5 |
| Tabulating | 1,25 |
| Margins | 2,5 |
| Text alignment | according to the width |
| Automatic hyphenation | no |
| Numeracja stron | no |
| Numbering style in the text | the Arabic numerals only. |
| Figures and tables | Maximum size - 10x17 cm. Font size - 8-11 points. In the vertical orientation, without shading, the number and title of the above explanations and the source below. They should fall immediately after the text in which they are mentioned for the first time, or on the next page. All tables, figures and photographs should be created and edited in Microsoft Word format using the "Create drawing" (or "Create table") |
| Formula | They should be written using the formula editor (internal formula editor in MicrosoftWordforWindows) |
| References in the text | In brackets the name of the author or authors, the year of publication and the pages, from which quoted or paraphrased passage were taken. Example: (Massai, 2011, p. 238-245). Bibliography at the end of the article. Do not use footnotes |
| Number of sources used | Not less than 20. Of these, at least 25% of the items should be from journals scored in Scopus and Web of Science. |

The structure of the article:

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| --- | --- | --- |
| Name of item | Technical rules | Comments |
| The full name of the author (authors) | on the left side, bold | none |
| Affiliation | on the left side | In English language and in article’s language |
| E-mail address | on the left side |  |
| Title of the article | Lowercase, centred, bold | In English language and in article’s language |
| Abstract | 900-1800 characters with spaces; in English language and below in the article’s language. The structure of abstracts Purpose: … Methods: … Results: … Discussion: … | Abstract – it is the independent source of information. The summary must describe the main purpose of the study, explain, without the methodological details, how the study was conducted. It must summarize the most important results and their significance. Do not exceed 300 words. The abstract should not include: citations, abbreviations (if possible). |
| Keywords | 5-7 words | In English language and below in the article’s language. The keywords should reflect the main content of the article: the terms contained in the text, as well as terms that define the range of topics |
| The text of the article: - Introduction - Research methods - Chapters (chapters 2-3) - Conclusions | Introduction, Research methods, names of chapters (do not use the numbering), Conclusions – bold Distinguish between dash (–) and a hyphen (-). The words "ul. Sienkiewicz” use the non-breaking space (while Ctrl + Shift + Space). Abbreviations such as 70-go - hard hyphen (while Ctrl + Shift + space + hyphen). | Introduction - it is the justification for the issue of the topic, review the achievements in the topic. Hypothesis and aim. Conclusion – the summary, the comparison of performance in relation to the achievements of science, suggestions for future, the research directions. |
| References | 1. The alphabetical order. 2. The structure of bibliographic description: Surname of the author, name’s initial (year of publication). Title. City of publication: Publisher, Pages. Example: Zaręba, M. (2010). Metody rozwiązywania sporów na arenie międzynarodowej w XIX wieku.Warszawa: Wydawnictwo Naukowe, s.7-10. 3. For sources written in Cyrillic – it is necessary to use transliteration. | The article with serious bibliography presents a the extent of professional knowledge and quality of research. |

Basics of transliteration:  
For the sources written in the system of Cyrillic, the Romanization of alphabet according to the scheme must be used:  
- Authors (transliteration)  
- Year of publication  
- Transliteration of the article’s title  
- [Translation of the article title into English in square brackets]  
- Transliteration of the title’s source  
- [Translation source title into English - paraphrase]  
- Information about the issue with the expressions in the English language  
- Indications to the article (in Ukrainian, in Russian)   
  
The editorial staff uses the transliteration BGN/PCGN (1965).  
We suggest to use these sites for automatic transliteration::  
- from Ukrainian language – <http://translit.kh.ua/?bgn>  
- from Russian language – <http://www.translitteration.com/transliteration/en/russian/bgn-pcgn/>  
  
The example of transliteration:  
Nesterenko, G. (2015). Systema upravlins'kykh kompetentsiy vykladacha vyshchoyi shkoly. [System of the managerial competences of a high school teacher]. Upravlins'ki kompetentsiyi u profesiyniy diyal'nosti vykladacha. [Managerial competences in professional teacher’s activity]. Kyiv: Agrar Media Group, pp. 89-105. (In Ukrainian).

Guidance on the preparation of bibliographic descriptions:   
  
The compact publication of one author:  
Zaręba, M. (2010). Metody rozwiązywania sporów na arenie międzynarodowej w XXI wieku. Warszawa: Wydawnictwo Naukowe.   
  
The compact publication of many authors:  
Adamczyk, M. i Zaręba, Z. (2010). Zarządzanie zasobami ludzkimi organizacji w okresie transformacji. Bielsko-Biała: Wydawnictwo Nowa Nauka Polska.   
  
The chapter / fragment / section of compact publication:  
Adamczyk, M. i Zaręba, Z. (2010). Teoretyczne i funkcjonalne aspekty karier w okresie transformacji. w: A. Adamczyk (red.), Zarządzanie zasobami ludzkimi organizacji w okresie transformacji (ss. 112165). Bielsko-Biała: Wydawnictwo Nowa Nauka Polska.   
  
The entry (article) in the encyclopedia / dictionary:  
Włodarczyk, B. (2013) Jurysprudencja. w: M. Zaręba (red.) Encyklopedia XXI wieku (wyd. 1, s. 117). Warszawa: Wydawnictwo Nowa Nauka Polska.   
  
The entry (article) in the on-line encyclopedia / dictionary:  
Włodarczyk, B. (2013) Jurysprudencja. w: M. Zaręba (red.) Encyklopedia XXI wieku. Warszawa: Wydawnictwo Nowa Nauka Polska. Pozyskano: (10.01.2013) Źródło: www.encyklopediaXXI.pl/hasla/jurysprudencja   
  
The article in journal:  
Witkowicz, A. (2013). Zapobieganie przemocy w szkole – zmiany w prawie i programie kształcenia pedagogów. Polski Przegląd Naukowy 12 (4), ss. 34-57.   
Witkowicz, A. (2012, 25 czerwca). Zielona rewolucja, Gazeta Prawna, ss. 34-57.   
Witkowicz, A. (2012). Zapobieganie przemocy w szkole – zmiany w prawie i programie kształcenia pedagogów. Polski Przegląd Naukowy 12 (4), ss. 34-57, Pozyskano (20.05.2012) z http://ppn.com.pl/publ2012/witkowicz\_badanie.pfd   
  
Legislation:  
Ustawa z dnia 26 października 1982 r. o postępowaniu w sprawach nieletnich. Dz.U.2002.11.109, tekst jednolity.   
Ustawa z dnia 26 października 1982 r. o postępowaniu w sprawach nieletnich. Dz.U.2002.11.109, tekst jednolity. Pozyskano (20.05.2012) z http://www.abc.com.pl/du-akt/-/akt/dz-u-02-11-109   
  
Internet sources:  
Zaręba, W. Teoretyczne i funkcjonalne aspekty karier w okresie transformacji. Pozyskano (20.05.2012) z http://www.wsge.edu.pl/pl/wydania-journal-of-modern-science-tom-1-12-2012