

International Scientific Conference  
**Innovations in Modern Organizations INO–2014**  
Economic and Social Aspects  
20th Anniversary of Malopolska School of Economics in Tarnow

## Preparation of texts for publication

Dear Authors,

Smooth running of the publishing process is largely conditioned by the correct preparation of the texts. Therefore we request, that all submitted materials for publishing are prepared in accordance with our guidelines with the use of the template that can be found on our website. Works prepared not in accordance with the applicable rules will not be accepted for publication.

### General information

1. Only original, previous unpublished papers shall be accepted.
2. The size of the abstract should not exceed more than 150-200 words.
3. Articles together with visual aids cannot contain more than 10 pages of text.
4. Applications are accepted only electronically.

### The preparation and text format

1. The text should be prepared on a shared template in Microsoft Office Word files (.doc, .docx) according to the following general principles:
  - Times New Roman font, size 12,
  - line spacing — 1,5,
  - margins – 2,5 cm on each side,
  - single spaces between characters,
  - justified text,
  - hyphenation option off
  - indentation of first paragraph introduced by the program's automatic function or single tab,

**Attention! The following should not be used in the text:**

- spaces before punctuation marks
- hard line breaks,
- multiply spaces due to intend indentation of the first paragraph,
- whitespaces to out-space text,\*
- dots after subtitles, tables and figures titles.

2. The text should have a fundamental breakdown. Particular parts of the text should be numbered (Arabic numerals) and titled. The numbering shall also include *Introduction* and *Summary*. It is acceptable to place a two-level structure of subtitles (1, 2, 3, ... 1.1, 2.1, 3.1).
3. Continuous page numbering throughout the whole paper.

## Symbols in the text

1. **Italic.** The use of italics is recommended for:
  - citing article titles, book titles and chapters,
  - citing the subtitles put in the work,
  - introducing the important concepts and terms
  - words and phrases in foreign languages (with the exception of those, that have been adopted and are widely used in English),
  - symbols in mathematical formulas and statistics.
2. **A double quotation mark** is used for direct quotations from other works. To highlight the text quoted, Chevron is used in the quoted passage:

“Quote quote quote quote quote «quote quote quote» quote quote” (Name, 2010, pp. 50-51).
3. It is acceptable to use **number** and **punktor** lists. Acceptable punktors: —, • (applied uniformly throughout the work).

## Notes and quotations

The recommended standard is the standard of the APA, ed. 6.

1. **Content footnotes** should be placed at the bottom of the same page on which they were referred to and where their digital links were placed. The use of this kind of notes is not recommended and should be kept to a minimum. The system used to place them should be continuous for the entire text of the work.
2. **Citing references in text.** References to literature in the text should be marked by placing the author's surname in parentheses (without name or initials) and the year of publication. If the name of the author of the cited work appears in the text, only the work's year of publication is to be put in parentheses. If a piece of another author's text is cited, it should be enclosed in quotation marks and, in parentheses next to the author's name and year of publication edition, the page number from which the text was taken should also be placed.

Text text text text text (Name, 2013).

“Text text text text text” (Name, 2013, p. 6).

If the work has got **several authors**, the following rules are applied:

In case of the two authors in reference, both names shall be given separated by a comma:

Text text text text text (Name1, Name2, 2013).

For three or four authors in the first reference, in the text should be mentioned all the names, separated by commas. In subsequent references of the same work should be given only the name of the first author, and the following names shall be replaced by the abbreviation: et al.

Text text text text text (Name1, Name2, Name3, Name4, 2013). Text text text text text text text text text text text text text text text (Name1 et al., 2013).

In case of publication, which has five or more authors, give only the name of the first one, and the other surnames replace with the abbreviation: et al. in both the first and subsequent references.

In published in the same year works of different authors holding the same surname, author's name initial should be added to the surname. This will help avoid ambiguity and will send the reader to the appropriate entry in the bibliographic reference.

Text text text text text (Smith A., 2010). Text text text text text (Smith B., 2010).

In the case of the reference in the same text to **more than one publication**, place all the references in one common parentheses, separated by semicolons, and arranging the reference in alphabetical order by author (first author in the case of joint publication).

Text text text text text text text text text text text text text text text (Abbott, 2010; Beck, 2012; Cello, Smith, 2009).

If two or more documents cited in the text have got **the same author** (the first element of the description) and **year of publication**, they are distinguished by adding small letters (a, b, c, etc.) after the year of edition (no spaces). The year with the attached letter should be included in the bibliographic reference.

Text text text text text (Smith, 2010a). Text text text text text (Smith, 2010b).

Note! Avoid **indirect citing**. Such quoting is acceptable when the work is difficult to find or available only in an unknown, to the author, language. In this case, the text should be referred the original work and secondary source is to be preceded by the preposition after: (with a colon). Only the secondary source shall be given in the bibliographic reference.

Text text text text text text text text text text text text text text text (Smith, 1967, after: Babbie, 2010).

### **Direct quotations**

Text must be quoted exactly with the original spelling and punctuation. The first letter of the quote first word can be changed on a large or small depending on the context. Any explanations which do not originate from the cited work (e.g. author's remarks), or indication of the missing part of the text should be placed in square brackets.

"Quote quote quote quote quote [author's comment] quote quote quote [...] quote quote" (Name, 2010, pp. 50-51).

**Attention!** Referring to the publication of another author, you must provide the name and surname/s of the named author.

3. **Footnotes relating to the contents of tables and illustrations** should be posted directly after the table/figure (before giving the source).

## Attachment bibliography

1. Bibliography should be prepared in alphabetical order by authors' surnames. The author's first name should be replaced by its initials.
2. The year of publication shall be posted after the author/s' name/s in parentheses.
3. The title of the publication should be highlighted in italics; in the description of the article in the publication closed in italics title of the original document should be distinguished, in case of an article in the journal, the journal title should be distinguished.
4. The obligatory elements of bibliographic description:

### Book

Name, I. (year). *Title of book*. Place of publication: Publisher. ISBN.

Name, I. (eds.). (year). *Title of book*. Place of publication: Publisher. ISBN.

### Article from a journal

Name, I. (year). Title of article. *Journal title*, no, p. from-to.

### Article in a collective work

Name, I. (year). Title of the article in a collective work. In: Name, I. (eds.). *Title of the collective work*. Place of publication: Publisher, p. from-to. ISBN.

### Electronic document

In the case of electronic documents at the end of bibliographic description should be given the electronic document identification number (Digital Object Identifier – DOI).

Name, I. (year). Title of article. *Journal title*, no, p. from-to. DOI:

If the text on the web page does not have a DOI number, it shall include the author, date of publication (if known), title, date of access [in square brackets] and address of the page from which the text was obtained.

Name, I. (year). *Title* [online, accessed: yyyy-mm-dd]. Available on the Internet: www address.

5. After each description and a dot should be placed.
6. Do not enter the division by types of publications (e.g. books, journal articles).
7. Do not include legislative acts to the bibliography – information about such documents should be placed in the text.

## Tables

For the verbal-numeral combinations you should adopt the name: **table**. Tables should be numbered with Arabic numerals (continuous numbering throughout the whole paper) and bear with title. Each column (also the first) must be applied to the headline written with a capital letter. In the tables you should not leave empty spaces.

In case of lack of data you should use conventional signs:

dash (—)	the phenomenon does not exist;
zero (0)	the phenomenon exists, although in smaller amounts than the numbers, which might be expressed with visible in the table digital characters;
dot (.)	total lack of information or the lack of authoritative information;
character X	the filling of the line is not possible or not applicable due to the layout of the table.

Under each table you should indicate the source. In the case of tables containing author's results following should be indicated: *Source: own calculations.*

Table 1

The title of the table (Times New Roman, size 10, centred without a dot at the end)

Column description	Column description	Column description
data	data	data
data	data	data
data	data	data

Source: own calculations.

## Figures

For drawings, charts, diagrams, schemes you should adopt the name: **figure**. The figures should be numbered with Arabic numerals (continuous numbering throughout the whole paper) and bare with title (placed under the figures). Under every figure, similar to the tables, you should place the information about the source.



Figure 1. Description of the figure (Times New Roman, size 10 without a dot at the end)

Source: own study.

Due to copyright law and low resolution, illustrations downloaded **from the Internet should not be attached.**

Minimum resolution of illustrations and photographs is **300 dpi.**

**Note!** If no more than three figures are presented enter them in the text of work, avoiding presenting them in the form of the drawing (pie chart, bar chart, etc.). If there are more than three numerical values, a table or figure should be taken into account.

**Formulas and equations** should be numbered with Arabic numerals placed in parentheses on the right side of the formula. Variables should be in italics. Constants and numbers – in roman type. The text explaining the meaning of the symbols used, should be placed directly under the formula in separate lines.

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Note! Organizers point out that the use by the author in their work illustrations (tables, figures, graphs, etc.) that originate from the work of another author 's is the use of part of another person's work and, therefore, it requires the consent of both the author and the publisher of this work. This applies to all works.