

## ***Instruction for Authors***

The text should be written in English or in Polish, minimum 20.000 characters without spaces. Manuscripts should be submitted in MS Word. The title of the file should be the corresponding author's name (e.g. Kowalski\_manuscript).

### **Text Formatting**

- page size B5 (18.2 cm x 25.7 cm)
- margins: left – 3.0 cm, right – 2.0 cm, top – 2.5 cm, bottom – 2.5 cm,
- use a normal font (12-point Times New Roman) for text, interline 1, justified to left and right side,
- use the automatic page numbering function to number the pages,
- use the table function, not spreadsheets, to make tables,
- use the equation editor or MathType for equations,
- do not use own formats.

### **Headings**

Please use no more than three levels of displayed headings. 1<sup>st</sup> level: 14 points, bold capitals, left aligned; 2<sup>nd</sup> level: 12 points, bold, left aligned; 3<sup>rd</sup> level: 12 points, italic bold, left aligned.

### **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

### **Tables**

Please submit tables as editable text and not as images. All tables should be cited in text in consecutive numerical order (e.g. Table 1). Title (e.g. **Table 1. The effect of X on Y.**) should be above the table and left aligned, 12 points, bold. Place any table notes (e.g. source) below the table body (normal font 12 points). Font 10 points should be used in tables. Tables should be centred. Please avoid using vertical rules.

### **Figures**

All figures should be cited in text in consecutive numerical order (e.g. Fig. 1). Each illustration should have a caption. A caption (e.g. **Fig. 1. The effect of X on Y.**) should comprise a brief title (left aligned, below figure, not on the figure itself, font 12 points, bold). The explanation of the symbols and abbreviations used should be given below the figure. Avoid colour figures.

### **Images**

The Authors should have a permission of the rights owner's for using images printed elsewhere.

## **Citation**

Cite references in the text by name and year in parentheses, as shown below:

[Zorich 2016] – in the case of one author,

[Johnson and Ettlie 2011] – in the case of two authors,

[Kuiper-Goodman, Scott and Watanabe 2015] – in the case of three authors,

[Scott *et al.* 2009] – in the case of more than three authors.

[Kowalski 2018, Meyer 2017] – please use a comma to separate several works

## **Article structure:**

### **First Page**

The title page should include:

- A concise and informative title (bold capitals, 14 points, left aligned)
- A single line-space
- The name(s) of the author(s) (bold italic, 14 points and left aligned)
- The authors' institutional affiliations including institution, department, postal address (italic, 10 points, left aligned). The corresponding author email should then be given (italic, 10 points, left aligned, underlined).
- A single line-space

### **Abstract**

Please provide an abstract of 150 to 200 words (12 points). The abstract should not contain any undefined abbreviations or references.

**Key words:** please provide 4 to 8 keywords (12 points) and separate them with a comma.

### **Introduction**

The Introduction should state the purpose of the investigation, cite those publications that have been influential in determining the nature of the reported work, and give a short review of the pertinent literature.

### **Materials and methods**

The Materials and methods section should provide sufficient details to allow the work to be reproduced. Methods already published should be indicated by a reference, relevant modifications should be described.

### **Results and Discussion**

Results and Discussion may either be prepared as a combined section, or under separate headers, whatever the authors find more appropriate. Results should be clear and concise.

If appropriate, data should be presented in the form of tables or figures. The Discussion section should contain an interpretation of the results and their significance with reference to work by other authors.

## **Conclusions**

The main conclusions of the study should be presented in a short Conclusions section, which may stand alone or form a subsection of a Results and Discussion section.

## **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list.

## **References**

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

### Journal article:

Conte A.G., Gale M., 2018, Dietary fibre, *Journal of Food*, 58(2), 468–493.

### Book:

Smith C., Fletcher A., 2017, *Tourism principles*, Springer, Berlin.

### Book chapter

Olva J., 2002, Time temperature indicators. In: Eric R. (ed.) *Intelligent packaging*, Delta Press, Paris, 123–145.

### Conference materials

Walczak K., Wiza W.R., 2007, Designing behaviour-rich interactive virtual museum exhibitions. In: Arnold, D., Niccolucci, F., Chalmers, A. (eds.) *VAST 2007. The 8<sup>th</sup> International Symposium on Virtual Reality, Archaeology and Cultural Heritage. The 5th EUROGRAPHICS Workshop on Graphics and Cultural Heritage*. Brighton, UK 2007, November 26-30, Eurographics Association, Aire-la-Villes, 101–108.

### Reports of institutions (without author indicated)

European Commission, 2004, *First report on the implementation of the internal market strategy 2003–2006*, Office for Official Publications of the European Communities, Luxembourg.

### Online document

Cross P., Towle K., 1996, *A Guide to citing internet sources*, Bournemouth University, Poole, [http://www.bournemouth.ac.uk/servicedepts/lis/LIS\\_Pub/harvardsystint.html](http://www.bournemouth.ac.uk/servicedepts/lis/LIS_Pub/harvardsystint.html) [access: 23.03.2016].

The non-hub story, 2007, [http://www.pakh.de/docs/I\\_Tstory.pdf](http://www.pakh.de/docs/I_Tstory.pdf) [access: 28.07.2007].

**Abstract (in Polish if the text is written in English; in English if the text is written in Polish)**

It should be a translation of an English/Polish version (font 12 points).

**Key words (in Polish if the text is written in English; in English if the text is written in Polish):** it should be a translation of an English/Polish version (font 12 points).