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TITLE OF THE PAPER  
(Cambria 14, bold, centered, uppercase, 18 pt. before and 12 pt. after paragraph spacing)

Name and Surname [[1]](#footnote-1)\*, Name and Surname [[2]](#footnote-2) (Cambria 10, bold, 6 pt. after paragraph spacing)

1 University Affiliation, Faculty or other main unit, Country

2 University Affiliation, Faculty or other main unit, Country (Cambria 9)

**Abstract:** The abstract should include: the premises for undertaking the research, clearly defined main aim of the research oscillating in the field of management sciences, applied research methods, main results and conclusions. After reading the abstract, the reader should be familiar with the content of the article. The length of the abstract should be in the range of 500-1500 characters with spaces. (Times New Roman (TNR) 9, justified alignment, single spacing, left and right indentation 0.75, 18 pt. before and 12 pt. after paragraph spacing)

**Keywords:** usually 3-5 keywords, in alphabetical order, comma separated

**JEL Classification:** 2-5 JEL codes. Please indicate the relevant JEL classification codes; <http://www.aeaweb.org/journal/jel_class_system.html>

Introduction (Cambria 12, bold, left alignment, 24 pt. before and 6 pt. after paragraph spacing)

The recommended structure of the article includes the following parts: Introduction; Literature Review; Research methodology; Results; Conclusion.

Articles are accepted, both theoretical, which are a review of the literature on the subject, and empirical, based on primary and / or secondary data. In each case, we suggest presenting the research methodology!

The article should be written in a Microsoft Word text editor, A4 format, margins: top 2.5 cm, bottom 7 cm, left and right 4 cm. Text in TNR 11, single line spacing, justified alignment, indentation of a paragraph 0.5 cm. Do not break words in the text, do not use the so-called hard spaces, soft enters and multiple spaces; do not use highlighting, bold and underline, do not use paragraph spaces.[[3]](#footnote-3) It is allowed to italicize borrowed phrases, e.g. *caeteris paribus*. Do not number consecutive parts of the text, do not number pages. The text should be from 20 000 to 40 000 characters with spaces according to the presented formatting.

First-level points (Cambria 12, bold, left alignment, 18 pt. before and 6 pt. after paragraph spacing)

If bullets are used in the text, use them according to the formula:

* Use dashes, single line spacing, indentation 0.63 cm.

1. When numbering, indentation 0.63 cm.
2. When numbering with letters, indentation 0.63 cm.

Second-level points (Cambria 11 bold, left alignment, 12 pt. before and 6 pt. after paragraph spacing)

Tables placed in the text centered. The title of the table in front of it. Font in TNR tables 10 points or, if necessary, smaller, not limiting the readability of the table, paragraph before and after 0 points, single spaces. Table headers bold.

Text centered vertically and horizontally in tables. Do not tone the interior of the table, do not leave empty cells. Each table must have a given source and be described in the text, e.g. (Table 1).

Table 1. Table title (above the table), TNR 10, bold, left alignment, 12 pt. before and 6 pt. after paragraph spacing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description (TNR 10, bold, vertically and horizontally centered) |  | Description | | Description |
| Text (TNR 10, bold, vertically and horizontally centered) |  | Text | - | Text |
| * in the case of bullets or numbering, vertically centered text, left alignment, indentation 0.5 cm  1. text, indentation 0.5 cm |  | Text | Text | Text |
| Text |  | Text | |  |

Source: (Jones, 2020) TNR 9, 6 pt. before and 12 pt. after paragraph spacing, left alignment. Provide it also, if it is own study, e.g. own study based on research.

The title of the drawing below the object. It is suggested to group complex schemas. Care should be taken to make the content of the drawing legible, axes described, units defined and indicated, etc. Drawings should be prepared in gray scale (not in color!). The author is responsible for correct descriptions and legibility of the drawing due to the colors, textures or line thickness used. Text inside the drawing TNR 10. We recommend drawings in an editable form. Each drawing must have its source and be described in the text, e.g. (Figure 1).

Figure 1. Figure title (below the figure), TNR 10, bold, left alignment, 6 pt. before and 6 pt. after paragraph spacing

Source: (Smith & Jones, 2020) TNR 9, left alignment, 6 pt. before and 12 pt. after paragraph spacing. Provide information if it is own study, e.g. own study based on research.

Tables and figures should not exceed the format of a magazine column, *i.e.*, 13x20 cm. Otherwise, they must be divided into 2 pages.

Equations: TNR 10, line spacing exactly 12 points, centered, variables in italics or with the use of the equation editor Microsoft Equation 3.0. Number the equations.

 (1)

All used equations should be captioned.

Conclusion (Cambria 12, bold, left alignment, 18 pt. before and 6 pt. after paragraph spacing)

References in the text should be consistent with the guidelines of the APA system, e.g.:

(Hill, 2020)

(Jones, 2021a)

(Jones, 2021b)

(Smith, 2020) or Smith (2020) pointed, that …

(Smith & Jones, 2020) or Smith i Jones (2020) pointed, that …

(European Commission, 2020) – for websites

(Jones et al., 2020) or Jones et al. (2020) pointed that … – when the number of authors exceeds two

(Jones, 1995; Smith, 2000; Williams, 2020) – chronological

(Community Action Act, 2020).

More examples of the use of the APA system can be found at: <https://libguides.newcastle.edu.au/ld.php?content_id=47712050>

At the end of the article, there must be placed, in alphabetical order, literature positions that have been referred to in the text or sources under tables and figures (only items cited in the article). Enter the DOI (Digital Object Identifier) number at the end of each reference that has it (you can check it at): <https://search.crossref.org/?fbclid=IwAR0wnIi1OAprtXhMO7m8eE4aTutEdMjJDezE-NYZ5Xw73sTacREbmCYSyFA>.

References (Cambria 12, bold, left alignment, 18 pt. before and 6 pt. after paragraph spacing)

Alphabetically ordered, numbered items, TNR 9, left alignment. Titles in the original language, in Latin transliteration.

Community Action Act, Va. Code Ann. § 2.2-5400 (2020).

Hill, M. R. (2020). *Title of a monograph*. Publishing house.

Hill, M. R., Smith, M. C., & Jones, A. (2020). *Title of a multi-author monograph publication*. Publishing house.

Hill, M. R., & Williams D. R. (2021). The title of the chapter in a monograph publication. In M. C. Smith, (Ed.), *Title of a monograph publication* (pp. 20-25). Publishing house.

Jones, A. (2020). Title of the chapter in a monograph publication. In M. C. Smith & D. R. Williams (Ed.), *The title of the monograph publication* (pp. 20-25). Publishing house. DOI: 00.0000/0000000000000

Jones, A., & Hill, M. R. (2020). Article title. *Journal Title*, *10*(6), 90-100. DOI: 00.0000/0000000000000

Jones, A., & Smith, M. C. (2021). Article title. *Journal Title*, *2*(7), 260-278.

Jones, A., Williams, D. R., & Hill, M. R. (2020). Conference paper title. In A. Jones & D. R. Williams (Eds.), *Conference* (pp. 20-25). Conference organizer. http://www.aaaaaaaaaaaaaa/aaaa

Smith, M. C. (2020). *Title of the article in electronic access*. http://www.aaaaaaaaaaaaaa/aaaa

Text title. (2020). *Website.* Retrieved November 16, 2019 from http://www.aaaaaaaaaaaaaa/aaaa

**Authors’ Contribution:** Indicate equal participation in the preparation of the article or the participation of individual authors (TNR 9, 24 pt. before and 6 pt. after paragraph spacing).

**Conflict of Interest:** Indicate no conflict of interest or a potential conflict of interest. (TNR 9, 0 pt. before and 6 pt. after paragraph spacing).

**Acknowledgements and Financial Disclosure:**  Indicate the lack of funding or sources of funding for the research used in this publication (TNR 9, 0 pt. before and 24 pt. after paragraph spacing).

TITLE TRANSLATED TO POLISH  
(Cambria 11, uppercase, centered, 18 pt. before and 12 pt. after paragraph spacing)

**Streszczenie:** Abstract of the article in Polish for English texts. Abstract font TNR 9, justified alignment, single spacing, left and right indentation 0.75, 6 pt. before and 0 pt. after paragraph spacing.

**Słowa kluczowe:** keywordstranslated by the author, identical to the ones presented earlier, separated by commas, 6 pt. before and 24 pt. after paragraph spacing



1. First author, title or academic degree (English notation), address, e-mail, orcid logo 16px<https://orcid.org/0000-0000-0000-0000> [↑](#footnote-ref-1)
2. Next author, title or academic degree (English notation), address, e-mail orcid logo 16px<https://orcid.org/0000-0000-0000-0000>

   \* Corresponding author: e-mail, phone (optional) [↑](#footnote-ref-2)
3. Necessary comments to the text at the bottom of the page in TNR 9, single spacing. Footnotes with references are not accepted. [↑](#footnote-ref-3)