

PRINCIPLES FOR PREPARING A SCIENTIFIC PUBLICATION

EDITORIAL GUIDELINES

Language of publication: English.

Size of publication: from 20 000 to 40 000 characters with spaces (including bibliography).

File format: .doc or .docx.

Text format: A4.

Margins: 2.5 cm.

Text layout: justified.

Line spacing: 1.5 lines.

Font: Times New Roman

- Title: 12 pt, antique, bold

- words "Abstract" and "Keywords" - 10 pt, antique, bold

- content for: "Abstract" and "Keywords" - 10 pt, antique

- body text - 12 pt, antique

- Midtitles - 12 pt, antique, bold

- texts in tables and figures, captions of tables and figures - 11 pt, antique

- source of tables and figures - 10 pt, antique

- word: BIBLIOGRAPHY - 11 pt, antique, capitals

- Bibliography entries - 11 pt, antique font.

Mid-titles - unnumbered, no period at the end.

Citation style: Taylor & Francis Harvard style footnotes (in the endnote, this style is designated as TF-V HarvardB - see Structure of Scientific Publication below for details).

Highlights - bold.

Citations - straight writing, enclosed in quotation marks.

Spelling of titles in the text of the article - titles of conferences, programs, etc. should be written in quotation marks. Titles of publications (books, journals, articles, etc.) should be italicized.

Tables: numbered, centered. Titles and numbers of tables should be placed above them (e.g. Table 1.), whereas explanations and sources - below the tables (Source: own elaboration). No dots should be placed at the end of titles and sources.

Table 1. Evaluation of the function of the indicator system in the logistics controlling according to the owner of the analyzed production enterprise

| No. | Functions analyzed | Scores | Severity coefficient | Assessment |
|-------|-------------------------------------|--------|----------------------|------------|
| 1 | optimisation function | 4 | 0.20 | 0.80 |
| 2 | steering, controlling function | 4 | 0.20 | 0.60 |
| 3 | information function | 5 | 0.15 | 0.75 |
| 4 | coordination function | 4 | 0.15 | 0.60 |
| 5 | cognitive, decision-making function | 5 | 0.15 | 0.75 |
| 6 | responsibilities | 4 | 0.15 | 0.60 |
| Total | | | 1 | 4.1 |

Source: own study

Illustration materials inserted in the text

Drawings - made in programs that create vector graphics, such as CorelDRAW. Numbered and centered. Titles and numbers of figures should be placed under them (e.g. Fig. 1. Organizational model of the company), similarly to explanations and sources (e.g. Source: Own work). Do not place periods at the end of titles and sources.

Photographs/scans - provided in a scannable form or as TIFF or JPG files, at a resolution of no less than 300 dpi.

Two-, three-, and four-digit numbers should be written together in the text (e.g. 2350), whereas five-digit numbers should be separated by a comma after the third digit, counting from the right (e.g. 12,680).

Use a period (not a comma) to separate decimals in numeric data (e.g., 2.14).

Mathematical formulas written in an equation editor, numbering formulas to the right in round brackets. SI units are preferred. Among other things, you should:

- italicize (italic font) variables and one- and two-letter indices,
- in plain type, numerals, physical units (such as m, s, kg), physical and mathematical constants (e.g. numbers e , π , imaginary unit i), function names (sin, cos, tg, log, ln, etc.), three or more letter abbreviations of words placed in indices (const, kryt), chemical formulae and symbols.

STRUCTURE OF A SCIENTIFIC PUBLICATION

ARTICLE STRUCTURE

- abstract,
- keywords,
- introduction/introduction, purpose, research problem/hypothesis, research methods,
- literature study,
- state of knowledge,
- own research,
- final conclusions,
- bibliography.

Publication title: centered.

Abstract : 200 - 250 words, with a period at the end.

The abstract must be a concise description of the article being created. It should contain: a short summary of the problem along with the justification for its implementation in a scientific article with an indication of the research niche (the research niche of this article is ...), the purpose of the research undertaken (using the words the purpose of the research was ... or the purpose of the article is ...), hypotheses, methodology (presentation of the methods and techniques used research), results (concise summary of the most important results obtained) and conclusions. The summary is published separately in many indexing databases, so it should be complete.

Keywords : 5 words that describe the content of the paper.

Introduction is a brief introduction to the paper with reference to the existing state of research. It should include a scientific justification for the issues addressed in the paper, a precisely described purpose of the publication and a presentation of the research strategy including the research questions, hypothesis and the scope of the considerations undertaken.

Literature review consists of presenting the most important research results in the presented topic, which includes articles published in recognized Polish and foreign journals, especially those indexed in SCOPUS, Web of Science, ERIH PLUS databases. The verification must take into account the own assessment of the existing scientific output.

Research methodology refers to the indication of the research perspective (theory), a detailed description of the research procedure with an explanation of the quantitative or qualitative methods used and the definition of research instruments.

Substantive part of the article

Results - presentation of obtained results, if possible in graphical (charts) or tabular form).

Discussion - in-depth discussion in relation to the current state of the research.

Conclusions - reference to the purpose of the article stated in the introduction and the research problem/hypothesis (indicating the result of its verification).

Bibliography should include only scientific publications cited in the article. References should be current and complete (at least 50% of entries should be cited in SCOPUS, Web of Science, ERIH PLUS max. 2 author's own citations).

Bibliography and citation of the literature used in the scientific publication

Bibliography:

- Should include only items cited in the paper.
- It should be written in alphabetical order, starting with the author's last name.
- Websites referenced by the author should also be listed.
- Each entry should include: author's full name and first name initials, year of publication, full title of the paper, for edited items, title and names of editors, publisher, and place of publication.
- For articles, the journal title should be in italics; the year of publication, volume, and page numbers should also be listed.
- If the article has an electronic document identifier (DOI), it should be cited.
- If web pages are used, the date of access should be given in square brackets: [Accessed: 12 August 2013]. hyperlinks should be removed.
- Literature references in the scientific publication placed directly in the text in round brackets according to the Taylor & Francis Harvard footnotes style (author's name, year of publication, page numbers).

| | |
|---|--|
| Article in journal | Author, A. and Author, B., Year. Title. Journal, Volume (issue), pages. <i>Example:</i> Evans, W.A., 1994. Approaches to intelligent information retrieval. Information Processing and Management, 1 (2), 147-168. |
| Book | Author, A., Year. Title. Place of publication: Publisher. <i>Example:</i> Mercer, P.A. and Smith, G., 1993. Private viewdata in the UK. 2nd ed. London: Longman. |
| Chapter | Author, A., Year. Title. In: A. Editor and B. Editor, ed. Title. Place of publication: Publisher, pages. <i>Example:</i> Bantz, C.R., 1995. Social dimensions of software development. In: J.A. Anderson, ed. Annual review of software management and development. Newbury Park, CA: 502-510. |
| Published conferences, seminars and meetings | Autor, A. A., Autor, & Autor, C., Year. Title. W: A. Editor, B. Editor & C. Editor (ed.), Title of conference:. Place of conference, date, pages. <i>Example:</i> Eidenberger, H., Breitenender, C. and Hitz, M., 2002. A Frameworks for Visual Information Retrieval. In S-K. Chang, Z. Chen and S-Y. Lee (eds), Recent advances in visual information systems: 5th International conference, VISUAL 2002 proceedings. Hsin Chu, Taiwan, 11-13 March 2002r., 105-116. |
| Internet Document | Author, A., Year. Title of the document [online]. Source. Available at: URL [Date]. <i>Example:</i> Holland, M., 2004. Guide to citing Internet sources [online]. Poole, Bournemouth University. Available at: http://www.bournemouth.ac.uk/library/using/guide_to_citing_intemet_sourc.html [Accessed: 4 December 2004]. |
| Article in the paper | Author, A. (or Title of Newspaper), Year. Title of article. Title of Newspaper, day Month, page, column. <i>Example:</i> Independent, 1992. Picking up the bills. Independent, 4 June, str. 28a. |
| Thesis | Author, Year. Title. Type of work (degree). University. <i>Example:</i> Agutter, A.J., 1995. The linguistic significance of current British slang. Thesis (PhD). Edinburgh University. |
| Normative acts | <i>Example:</i> Commonwealth of Australia, A., 2001. Corporations Act 2001 [online]. Available at: https://www.legislation.gov.au/Details/C2017C00328/Html/Volume_1 , http://www.legislation.gov.au/Details/C2017C00328 [Accessed: 30 May 2018]. |