

Editorial requirements

Basic requirements

1. The texts of articles are accepted for publication within set limits. The volume of scientific articles should not exceed 0.5 standard unit of text length (app. 20000- 21000 characters).
2. The manuscript should meet the following requirements:
 - a. programme: Microsoft Word,
 - b. A4 sized paper should be used, margins: left - 20 mm, right - 35 mm, top and bottom margins - 25 mm,
 - c. font - Times New Roman, font size: main body text - 12 points, line spacing - 1.5,
 - d. highlights in the text should be avoided, typewritten pages should be numbered consecutively,
3. The written article should contain: the Author's name and surname with affiliation, the Author's e-mail address, the main title, introduction, body paragraphs with chapters, conclusion, bibliography, abstracts in Polish and English (app. 100 characters; it should contain: the purpose of research, identification of the subject of research, description of analysis methodology, main results and conclusions), key words (min. 3, max 5).
4. In the main body of the article notes should contain in the bracket: surname and initials of the Author and the year of publication, for example [Kowalski 2003], in case of joint publications the notes should contain in the bracket: the beginning of the title (in italics) and the year of publication, for example [*Badania marketingowe...* 2003].

Tables and drawings

1. Tables and drawings should be placed after the mention as close as possible.
2. In cases of tables and drawings please supply the source.
3. The recommended format for figures and tables is: 13 cm x 19 cm.
4. The drawings should be prepared on a white background.
5. The elements of the drawings should be prepared in a grayscale in which the text is clearly readable.
6. The font size used in drawings should be 9 pts., font - Times New Roman, line spacing-single.
7. The drawings should be constructed in Corel, Word or Excel (data included) in the form of ready-to-print with the possibility of editorial correction before publishing.
8. The drawings constructed in Word should be grouped.
9. In the Excel charts with a large number of colored data, the pattern fills colors should be used instead.

For writing text containing mathematical symbols and formulas the equation editor should always be used.

Notes on the Bibliography

1. Cited literature should be listed alphabetically.
2. Cited literature should be arranged as follows:
 - surname and initials of the Author,
 - the title of the work (in italics) and - if included - a subtitle, separated from the main title with a comma,
 - the name of the Publisher,
 - the place and year of publication.

Example:

Przytuła S., *Międzynarodowa kadra menedżerska*, Wyd. Uniwersytetu Ekonomicznego we Wrocławiu, Wrocław 2011.

In the case of manuscript written by more than three Authors or working Editor the notes should be given as follows:

Example:

Rynek pracy województwa dolnośląskiego w latach 1999-2009, edited by Z. Hasińska, K. Sipurzyńska-Rudnicka, Wyd. Uniwersytetu Ekonomicznego we Wrocławiu, Wrocław 2011.

or

Hasińska Z., Sipurzyńska-Rudnicka K. (edited by), *Rynek pracy województwa dolnośląskiego w latach 1999-2009*, Wyd. Uniwersytetu Ekonomicznego we Wrocławiu, Wrocław 2011.

Example:

Kaliciak Z., *Bezrobotni w układzie powiatów* [in:] *Rynek pracy województwa dolnośląskiego w latach 1999-2009*, edited by Z. Hasińska, K. Sipurzyńska-Rudnicka, Wyd. Uniwersytetu Ekonomicznego we Wrocławiu, Wrocław 2011.

Citations from articles in journals and series should be arranged as follows:

- surname and initials of the Author,
- the title of the article (in italics),
- the title of the journal or series (in quotes),
- the year of publication,
- number of journal or volume.

Example:

Solarz M., *Wykluczenie finansowe jako przejaw nierówności społecznych*, "Nauki o Finansach" 2011, nr 2(7).

Sus A., *Strategia jako proces dynamiczny* [in:] *Podjęcie procesowe w organizacjach*, edited by S. Nowosielski, Prace Naukowe Uniwersytetu Ekonomicznego we Wrocławiu nr 169, Wrocław 2011.