

PAPER TEMPLATE

Title in Polish (font 16, Times New Roman, bold, center alignment, maximum 15 words)

Paper title (font 14, Times New Roman, bold, centre alignment)

Abstract (font 12, bold)

Abstract in Polish (font 12, regular, line spacing 1.5, no paragraph indentation). It must not exceed 250 words. It should be written according to the scheme: introduction to the problem, research purpose, methodology, results, and key conclusions. It should be written in one paragraph, in the present tense, in the third person singular. It should not contain citations, abbreviations, or repeat the title of the article

Keywords (font 12, bold, italics): word, word, word, word, word, word (font 12, regular). Provide 3 to 5 words, separated by a comma. They can be single words or phrases. Keywords will appear in various databases and search engines; to avoid overly general terms (e.g., education, quality, product) that will make the paper difficult to reach.

Introduction (font 12, bold)

The article should begin with an introduction, which should explain the research problem, the purpose of the study, and the thesis/hypothesis/research questions (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab, paragraph spacing 12 pt.).

MIDDLE TITLE OF THE FIRST CHAPTER (font 12, bold, left alignment, capital letters)

Chapter body (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Secondary subtitle (font 12, bold, left alignment)

Subsection content (font 12, regular, Times New Roman, line spacing 1.5, paragraphs indented - one default tab)

Third-degree subtitle. The third sub-heading is indented, bold, the first letter uppercase, subsequent letters lowercase, with a period in the end. The rest of the main text is on the same line (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Fourth-degree subtitle. The fourth sub-heading is indented, bold, italicized, the first letter uppercase, subsequent letters lowercase, with a period in the end. The rest of the main text is on the same line (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Fifth-degree subtitle. The fifth sub-heading is indented, italicized, the first letter uppercase, subsequent letters lowercase, with a period in the end. The rest of the main text is on the same line (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Discussion (font 12, bold, left alignment)

This is the part of the paper in which the author compares the similarities and differences of the obtained research results with the results of other authors (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Summary (font 12, bold)

Should contain conclusions, which should be based on (but not repeat) the research results presented. It should also include suggestions for future research (font 12, regular, Times New Roman, line spacing 1.5, indented paragraphs - one default tab)

Footnotes (font 12, bold) - If they exist, they must be placed in the article at the end before the bibliography. They should be numbered consecutively using the superscript.

1 Footnote text xxxxxxxxxxxxxxxxxxxx (font 10)

2 Footnote text xxxxxxxxxxxxxxxxxxxx (font 10)

Bibliography (font 12, bold) - The rules for preparing a bibliography are given below

DESCRIPTION AND FORMATTING OF TABLES

Example of a table: (we put the table number and title above the table)

Table 1 (font 12, bold)

Title of the table (font 12, italic)

Title of the column	Title of the column	% *	Title of the column
Xxxxxxxxxxxxx	135	12	673
Xxxxxxxxxxxxx	452	36	234
Xxxxxxxxxxxxx	812	93	574
Xxxxxxxxxxxxx	653	69	473
Xxxxxxxxxxxxx	389	32	134

Annotation: Absolute values are given in the table

Source: own elaboration

- Table headings should be centered, starting with capital letters; they may include abbreviations
- Annotations under the table (e.g., explanation of abbreviations included in the table, preceded by the word Annotation, font 9)
- Text inside cells aligned to the left, font 10, Times New Roman.
- Border - only horizontal outer lines and underline headings.
- Repeat the column headings on the second page if the table is divided into two pages.
- Source of the table underneath (font 9, the word "Source" in italics).
- If the source of the data in the table is external, cite it according to the following:

- Journal

Source: "Article Title", I. Name, Year, Journal *Title, volume*(issue number), p. (page number). URL

Book

Source: *Title of book* (p. page number), I. Name of author, year, Publisher.

Website:

Source: Title of material. Name of site, year (URL).

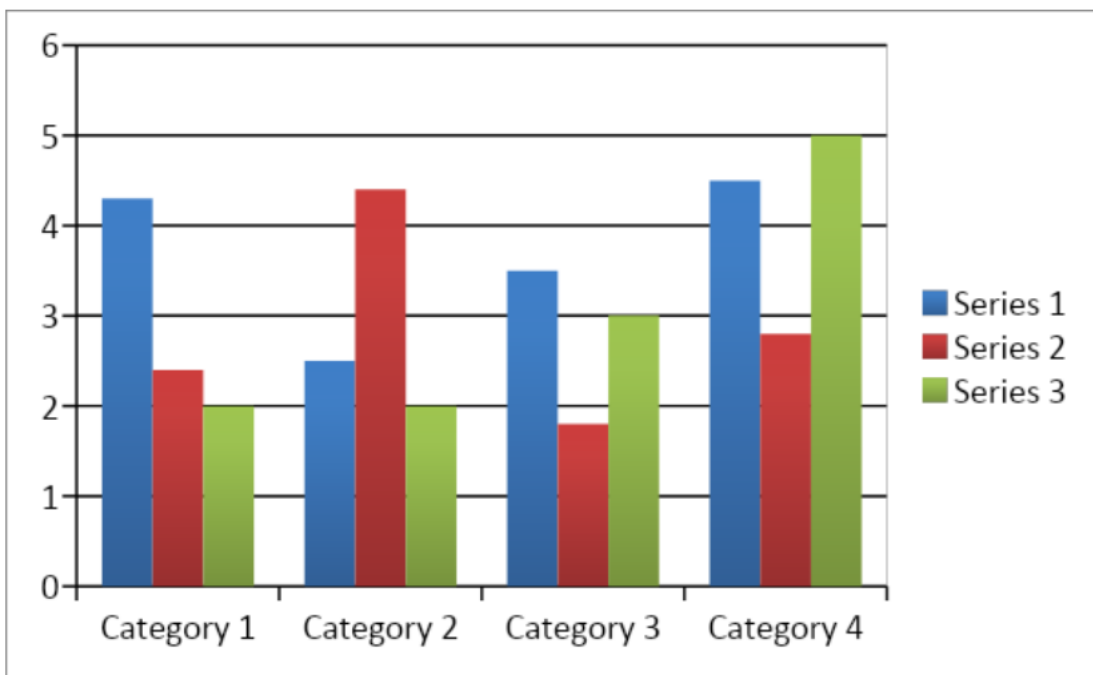
DESCRIPTION AND FORMATTING OF DRAWINGS

A drawing is any chart, diagram, schematic, photo, etc.

Example of a drawing: (we put the number and title of the drawing above the drawing)

Drawing 1 (font 12, bold)

Example drawing (font 12, italic)

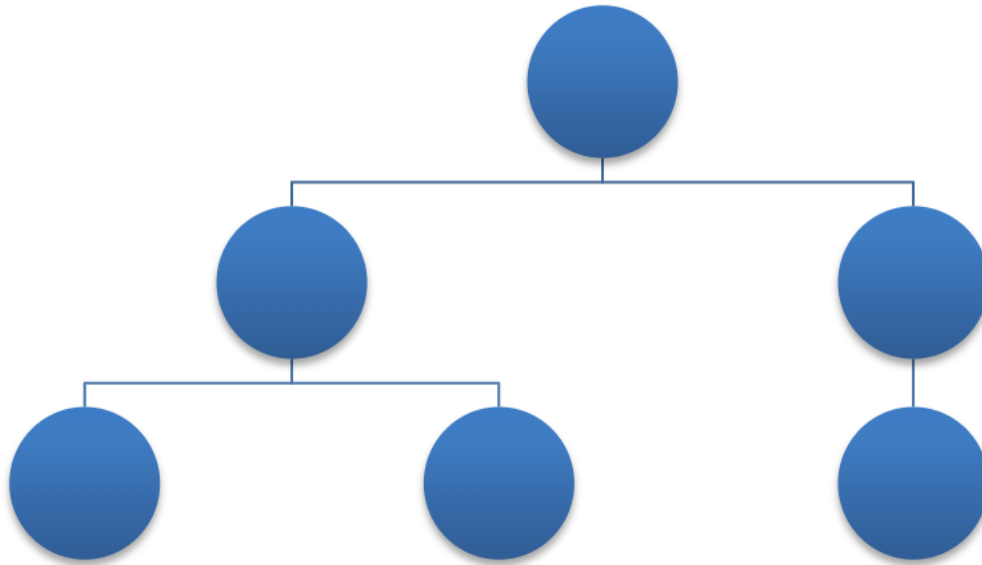


Source: own study or accurate source data in the same format as for tables.

- If necessary, include a legend (inside the figure or in the text below or above).
- Inside the figure, Times New Roman font, font size 10.
- No annotations are placed under the drawing.
- If the picture is copied from another publication, you must have permission to copy it from the publisher and include a copyright notice.
- If the drawing is adapted or prepared based on another publication, add the following information in parentheses in the title of the picture (adaptations based on Author's name, year, p. page). See example below

Figure 2

The management process of a small business (adaptation based on Marciniak, 2020, p. 85)



Source: Marciniak, 2020, s. 85

When referring to a table or figure in the text, the number of the table or figure should be given, e.g., "Table 1 shows..." or: "As shown in Figure 1...", do not use wording such as "below table", "above figure", as the positions of figures and tables may change during text composition.

Bibliography (font 12, bold, left alignment) - Should be relevant, sufficient, up-to-date, and diverse (national and international authors).

The bibliography should include all and only those items that are cited in the text of the article (see below for examples of citations). Items should be ordered alphabetically by the surname of the first author. If there are more items by the same author, they should be ordered chronologically by date of publication (oldest to newest).

The bibliography should be prepared according to APA standards version 7 (<https://apastyle.apa.org/>), with French indentation (0.5 cm.), font 12, without bold.

Example of ordering the bibliography:

Lipinski, J., Walczak, Z. & Okon, M. (2011). *Management in the digital age*. MAREN Publishing House.

Marciniak, R. (2018). Quality Assurance for Higher Education Online Programmes: Design and Validation of an Integrative Assessment Model Applicable to Spanish Universities. *The International Review of Research in Open and Distributed Learning*, 19(2), 126-154. <https://doi.org/10.19173/irrodl.v19i2.3443>

Rembielak, G & Marciniak, R. (2021). The Value of Postgraduate Students Opinions in the Quality Management of Academic E-Learning. *Foundations of Management*, 13, 183-194. <https://doi.org/10.2478/fman-2021-0014>

see also:

Citation rules

Principles of bibliography preparation