

GUIDELINES FOR AUTHORS

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3. The paper is reviewed by two reviewers from outside the authors' institutions keeping the principle of mutual anonymity, the so-called double-blind review process.
4. The review is provided in a written format.
5. The editor forwards reviewer's remarks to the author.
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7. The editorial office reserves a right to make cuts and corrections, and to suggest changes and substantive supplementations.

Technical requirements for the elaboration of papers:

1. Size of the paper including tables, figures and photographs should not exceed 12 pages of A-4 format (standard margins 2.5 cm).
2. Style of documents – the text of the paper should be typed with *Times New Roman* font 12 points, 1.5 l of space between the lines, setting parts of the text in special typeface is allowed, e.g. italics or bold, but without underlining letters, words and sentences.
3. Tables and figures – size cannot exceed 12.5 cm × 19.5 cm, table format – .doc or .rtf. Numbers of tables and figures – Arabic numerals. The manuscript should be saved in one file. Tables should be included at the end of the manuscript file. In addition, drawing and photographs should be sent as a separate files (.jpg, .tif) – illustration best to be sent also in authentic source files, e.g. if a drawing has been created in Corel Draw, Excel, Photoshop, you are kindly asked to attach it in the files of these programs.

The following paper setting is binding:

1. Title of the article in English and Polish.
2. Name and last name of author (authors); last name – CAPITALIZED.
3. Affiliations of all authors in the language of the article (department or faculty, university, address, country).
4. Corresponding address – postal and e-mail.
5. Paper abstract in English and Polish (from 600 to 1000 characters).
6. Key words in English and Polish – 6 words useful when indexing and searching, from the general to specific ones.
7. The main text of the research paper should include: INTRODUCTION with the aim and research hypothesis, MATERIAL AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS (or SUMMARY) and REFERENCES.
8. Titles of tables and their contents as well as captions of the figures, photos and explanations are to be provided in Polish and English, while the numbers of tables and figures are to be given in Arabic numerals.
9. Units – the international SI system is binding.
10. References.

Literature references in text: when referring to the publications of other authors in the text of the paper, a surname and a year should be provided in brackets [Zalewski i in. 2001, Lewandowski 2007, Kowalski and Lewandowski 2008, Patkowska and Konopiński 2008a, 2008b] or ...according to Kowalski [2000]... All literature data mentioned in the text must be given in the list of references (and *vice versa*). Other examples of references: [<https://sjp.pwn.pl>], [PN-90/A-75101/03:1990], [Farmakopea Polska IX 2011], [Commission Regulation 2015], [GUS 2018], [Ustawa... 2001].

The list of references should be presented in the alphabetical order in the following way: author's (authors') surname, initials of first names; year of publishing if there is more than one paper of the same author published in a given year, after the year it is necessary to mark particular items a, b, c, etc.; title of the paper; bibliographical abbreviation of the publishing house and place of publishing, numbers of pages (books) or No of volume, book and numbers of pages (articles).

DOI number for all references is required (if exist).

Examples:

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Sobczyk M., 2018. *Statystyka*. Wyd. Nauk. PWN, Warszawa, 11–31.

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<https://sjp.pwn.pl/> [access 20.10.2017].