

## Editorial Requirements – CMQ 2020

### **Article length and format**

All submitted manuscripts should not exceed the recommended size in accordance with established rules

**Paper should be about 20,000 (with spaces) characters in length (up to 24,000) including tables and figures, graphs, appendices, etc.**

The articles should be prepared in accordance with rules adopted by the Editorial Board. The editors reserve the right to reject texts not meeting these rules. Only editable formats of text can be sent (\*.docx - MS Word 2010 or latest). We do not accept uneditable formats (e.g. \*.pdf).

### **Template and Technical Issues**

#### **Template**

**The article must be prepared in the template, which is available on the conference website.**

#### **Text**

1. The text of the article should be **editable**, prepared in MS Word (format: \*.doc, \*.docx or latest).

Note: PDF files are not accepted!

2. Spelling and Grammar (F7): British English / English (United Kingdom)
3. Page Setup (standard for A4 Format):

##### **Page Setup – Paper Size:**

Page Format (Paper Size): **Net A4: 21 x 29.7 cm (210x297 mm)**,

Page Orientation: **portrait**

##### **Page Setup – Margins:**

top: **2.5 cm**

bottom: **2.5 cm**

left: **2.5 cm**

right: **2.5 cm**

gutter (*na oprawę*): **0 cm**

##### **Page Setup – Layout:**

Footer **1.25 cm** from edge

Header **1.25 cm** from edge

Footnotes: bottom of the page, Time New Roman 10pt, regular, numbering: continuous, start at: 1

#### **4. Font**

The text should be prepared according to the following rules:

a) font:

- title of a paper: **Time New Roman 14pt.**, bold, center (18 points space before and 18 points space after the title -> REMEMBER that each word starts with a capital letter (excluding conjunctions))

- authors: *Time New Roman 14pt.*, italic, right (18 points space before and 18 points space after the author) -> If there is more than one author PLEASE mention it in the same line, separate them with comma
  - main text: Time New Roman 12pt., regular, justify
  - footnotes: Time New Roman 10pt, regular
  - tables: Time New Roman 10pt, regular
  - figures: Time New Roman 10pt, regular
- b) Font Effects:
- All headings are typed in bold, **12 points**, Times New Roman with numbering.
  - Additionally there are second level headings with *italic, 12 points*, Times New Roman with numbering.
  - There's a 12 points space before and 6 points space after the heading.
  - DO NOT leave empty line before and after the headings.
5. **Spacing**
- a) general alignments: **justify** (to both sides – left and right).
  - b) character spacing: normal
  - c) line spacing: **single / 1.5 cm** , before: 0 pt., after: 0 pt.
  - d) indentation (*wcięcie*): **1.25 cm** left
6. **Bullets and Numbering** are accepted only in two formats:

*Bullets:*

Main factors are (Smith, 1999, p. 2):

- education,
- training,
- consulting.

*Numbering:*

Following Kowalski (2014, p. 22) we applied the following procedures:

1. Execution of the significance test for individual random effects, allowing to choose between the pooled model, and the model with fixed effects (FE).
2. Execution of the BP test, allowing to choose between the pooled model, and the model with random effects (RE).
3. Execution of the Hausman test, allowing to choose between the FE model and RE.

Use comma (,) after each line of bullets, start each line with the small letter and dot (.) after the last one.

Use numbering only if you introduce numbers (e.g. Four factors ....). In most cases please use bullets instead of numbering!

For full sentences, use (.) after each line and start with the capital letter.

**Please remember to provide with references for each bullets and/or numbering before, not after them!**

## **Other Editorial Requirements**

7. Authors are requested to limit formatting commands to *italics* for non-English words (including Latin).
8. In the case of **literal citation** - please insert quotation marks (English "..."; do NOT use italic for this purpose)
9. Authors are requested **NOT** to use underline or **bold** words at al.

10. Use footnotes, only if needed to explain sth (footnotes can only have the form of explanation, polemics, comment or example form practice) - bottom of the page, Time New Roman 10pt, regular, numbering: continuous

### **Data Sources:**

11. Please remember to provide with the detailed source for each data you refer to! e.g. The population of Poland is 38,533,299 inhabitants (GUS, 2014, p. 4).
12. Never use general source (e.g. Eurostat), but make it as detailed and clear as it is possible, (GUS, 2014, p. 4); (Eurostat, htec\_trd\_tot4) – where 'htec\_trd\_tot4' is the code – used by Eurostat – to identify the exact data you refer to.
13. Never use unreliable sources! (e.g. Wikipedia is not a scientific source!)

### **Transliteration:**

14. Only **Latin characters** are accepted in both – the main text and the **list of references!**
15. Use transliteration to all non-Latin letters in the text (e.g. Cyrillic, Chinese, etc.) **including list of references** before submitting the manuscript. See: <http://www.loc.gov/catdir/cpsol/roman.html>

	<i>Original language</i>	<i>Latin alphabet (to be used in the article)</i>
<i>Japanese</i>	経済学	Keizai-gaku
<i>Russian</i>	Предпринимательство	Predprinimatel'stvo
<i>Ukrainian</i>	Підприємництво	Pidprijemnytstvo

### **Acknowledgement and Financial Disclosure**

16. If necessary acknowledgement should be given as a footnote to the title of the paper  
e.g.  
The publication was financed from the statutory research funds of the Department of Accountancy of the Cracow University of Economics

### **Authors data**

17. Under the bibliography Author(-s) data should be placed typed in 12 points Times New Roman, aligned left with 0,63 left indentation and 1,0 line spacing  
e.g. Author (-s) data:

Name Surname	Jon Snow
Academic Degree	Professor
University (Institution)	Cracow University of Economics*
Department (Institute, Chair)	Department of Trade and Market Institutions
Country	Poland

\*use full and official English name of your University

### **Graphics**

#### **Tables**

1. All Tables should be numbered in Arabic Numerals (Table 1) and should appear in the body of the manuscript (rather than at the end of the manuscript).
2. Tables should have their titles according to the rule "What/Who + where+ when" (e.g. Table 1. Inflation rate in the European Union in the years 2004-2010).

3. Table's captions should be typed in 12 points Times New Roman, bold, align left, 6 points space before.
4. All table numbers and titles should appear above each table, WITHOUT dot at the end.
5. **Use clear (white) background in all tables! Don't use any shadows.**
6. Font: Heading of each column – **Time New Roman 10pt, bold, center**  
Rest of the table - Time New Roman 10pt, regular, left
7. Tables should be **editable**, prepared in MS Word (format: doc or docx).
8. Tables should fit the Journal page – they cannot exceed the size **16.0x24.7 cm (160x247 mm) that is net A4 minus margins**
9. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.  
*For your own original ideas and concepts:*  
Source: own elaboration.  
Source: own study.  
*If you based your concept on the work of other authors:*  
Source: own elaboration based on ... .  
Source: own study based on... .  
Source: own compilation based on ... .  
Source: own calculations based on Eurostat data available at ..... .  
*If you slightly changed the original table please indicated that it is your adaptation:*  
Source: adapted from ..... .
10. Referencing sources to the tables should be placed directly below the table (Time New Roman 10pt., align left, 6 points space after).
11. Tables should be inserted and mentioned in the text e.g. (Tab. 1).
12. Always mention the measures (e.g. in %, in USD).

### **Figures (diagrams, charts, graphs and line drawings)**

1. Figures should be numbered in Arabic Numerals (Figure 1.) and should appear in the body of the manuscript (not at the end of the manuscript).
2. Figures should have their titles according to the rule "What/Who + where + when"  
(e.g. Figure 1. Inflation rate in the European Union in the years 2004-2010).
3. Figure's captions should be typed in 12 points Times New Roman, bold, align left, 6 points space before.
4. The numbers, titles of sources of all figures should be provided above each figure.
5. Please number all figures as Figure 1, Figure 2 etc. (don't use different names for graphs, schemes, maps etc.).
6. Figures should be inserted and mentioned in the text e.g. (Fig. 1).
7. The source should be provided to all figures at their bottom (Time New Roman 10pt., regular).
8. The notes or explanations of the figures should be placed at their bottom but before the source.
9. Figures should fit the Journal page – they cannot exceed the size **16.0x24.7 cm (160x247 mm) that is net A4 minus margins**

10. At the bottom of each table should be indicated the source from which it was taken, or information that it is developed by author.

*For your own original ideas and concepts:*

Source: own elaboration.

Source: own study.

*If you based your concept on the work of other authors:*

Source: own elaboration based on ... .

Source: own study based on... .

Source: own compilation based on ... .

Source: own calculations based on Eurostat data available at ..... .

*If you slightly changed the original table please indicated that it is your adaptation:*

Source: adapted from ..... .

11. Referencing sources to the tables should be placed directly below the table (Time New Roman 10pt., align left, 6 points space after).
12. Always mention the measures (e.g. in %, in USD).
13. All Figures should be of clear quality, in **monochrome** (mono-color e.i. black, white). **Do not use colors!**
14. **Use clear (white) background in all figures! Don't use any shadows!**
15. **Do not use spatial (3D) charts or diagrams, only simple ones (2D) are accepted.**
16. If you insert charts from MS Excel, use the export option (**DO NOT insert print screen**).
17. If prepared in MS Word, should be made in the module of drawing (not drawn on the side of the document).

## **Numbers, Formulas and Calculations**

### **Mathematical formulas**

1. Mathematical dependences, their notations in the text and other symbols should be typed in **MS Word 2010 – The Equation Tools Design Tab** (tzw. **wbudowany edytor równań**):

#### **The Equation Tools Design Tab**



The Equation Tools Design tab is divided into three groups: *Tools, Symbols and Structures.*

2. Formulas are centered and numbered, font 12p. (in the Equation Tools settings NOT in general page setting) by Arabic numerals in round brackets and aligned right. There should be single spacing of one line between the formula and the text.

**All formulas must be numbered**, e.g. (1), at the right side.

$$\alpha + \beta = \varepsilon \quad (1)$$

3. Matrices are written in square brackets, vectors by bold-regular typeface.
4. All the numerals, including index numbers, are presented in regular typeface.

5. Work with a large number of formulas to be prepared as follows:
  - simple formulas (one-level) typed with keyboard,
  - complex formulas, (multi-level) should be entered using the equation tools design tab.

### **Mathematical numbers and money**

#### **6. Use New British English (i.e. American English):**

a thousand million (10<sup>9</sup>) is a billion (not 'a milliard' as it used to be in Old British English!).

For details please see: <http://mathworld.wolfram.com/Milliard.html>

7. **USE** comas to separate thousands, millions, etc. (e.g. 32,046; 45,263,721; 741,592,438 526)

#### **8. Money**

- a) Do not use graphic signs for currencies. Always use international codes (e.g. USD – American dollar, GBP – pound sterling, EUR – euro, PLN – Polish zloty, LTL – Lithuanian litas, RUB – Russianrouble).
- b) The currency codes placed after the numerical value: 4.99 EUR, 100 USD etc. Always make clear what currency you're referring to.
- c) Millions are often abbreviated to m. – for example: 7m EUR = 7 million euros, 4.7m USD = 4.7 million American dollars.  
However, we advise to use full names (million, billion ....)

### **References Style**

#### ***Please use APA style for referring literature.***

For detailed guidelines visit: [http://www.lib.usm.edu/help/style\\_guides.html](http://www.lib.usm.edu/help/style_guides.html)

**Text:** All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication, as demonstrated (Alan & Jones, 2010);
3. *Three or more authors:* first author's name followed by "et al." and the year of publication. Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan & Jones, 1995). Kramer et al. (2000) have recently shown ...."

**List:** References should be arranged first alphabetically, then further sorted chronologically if necessary, numbered and follow the introduced style (References - 12 points, Line spacing – 1.0, Justified). . More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

*Examples:*

#### **Reference to a journal publication:**

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232.

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295.

**Reference to a book:**

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

**Reference to a chapter in an edited book:**

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

If you have any doubts how to cite the source use **automatic citation maker for references:** automatic APA citation maker – link: <http://citationmachine.net/index2.php?reqstyleid=2&newstyle=2&stylebox=2>).