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Abstract (style: Abstract title)

**Motivation:** text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Aim:** text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Materials and methods:** text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Results:** text text text text text text text text text text text text text text text text text text (length of the abstract: 150–300 words). (style: Abstract)

**Keywords:** word1; word2; word3 (3–5 keywords) (style: keywords)

**JEL:** XX00; XX00; XX00 (3–5 JEL Codes) (styl: JEL)

1. Introduction (style: Title 1)

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text[[1]](#footnote-1).

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text. (style: Main text)

2. Literature review (style: Title 1)

Text text text text text text text text text text text text text text text text text text text text text text text text.

Text text text text text text text text text text text text text text text text text text text text text text text text.

2.1. Subsection title (style: Title 2)

Text text text text text text text text text text text text text text text text text text text text text text text text.

Text text text text text text text text text text text text text text text text text text text text text text text text.

3. Materials and methods (style: Title 1)

Text text text text text text text text text text text text text text text text text text text text text text text text.

Text text text text text text text text text text text text text text text text text text text text text text text text.

4. Results (style: Title 1)

Text text text text text text text text text text text text text text text text text text text text text text text text.

Text text text text text text text text text text text text text text text text text text text text text text text text.

5. Conclusion (style: Title 1)

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Text text text text text text text text text text text text text text text text text text text text text text text text.

References (style: Title 1)

List of references. List of references. List of references. List of references. List of references. List of references.

List of references. List of references. List of references. List of references. List of references. List of references. (style: References)

Acknowledgements (style: Title 2)

**Author contributions:** author/authors have given approval to the final version of the article. Authors contributed to this work as follows: X.X. developed the concept and designed the study, X.X. collected the data, X.X. analysed and interpreted the data, X.X. prepared draft of article, X.X. revised the article critically for important intellectual content. (style: Supplementary information)

**Funding:** this research was undertaken as part of the (insert project name) project and was fully/jointly funded by a grant (XX/XXX/X).

**Supplementary information:** author/authors acknowledge following people and institution for help with the preparation of the article: (name and last name or institution name).

**Note:** the results of this study were presented in another form, such as a poster/abstract at a conference.

Appendix (style: Title 1)

Table 1. (style: Figure number)

Table title (style: Figure title)

|  |  |  |  |
| --- | --- | --- | --- |
| Head 1 | Head 2 | Head 3 | Head 4 |
| text | text | text | text |
| text | (style: Table text) | text | text |
| text | text | text | text |

Additional information. (style: Figure info)

Source: Own preparation based on Author (Year, p. X). (style: Source)

Table 2. (style: Figure number)

Table title (style: Figure title)

|  |  |  |  |
| --- | --- | --- | --- |
| Head 1 | Head 2 | Head 3 | Head 4 |
| text | 12.0 | 2.5 | 5.8 |
| (style: Table text) | (style: Table number) | 3.4 | 25.7 |
| text | 11.0 | 9.5 | 103.5 |

Additional information. (style: Figure info)

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Scheme 1. (style: Figure number)

Scheme title (style: Figure title)

Additional information. (style: Figure info).

Source: Own preparation based on Author (Year, p. X). (style: Source)

Chart 1. (style: Figure number)

Chart title (style: Figure title)

Additional information. (style: Figure info)

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General information:

* the length of the article should be in the range of 20 000–25 000 marks (including spaces);
* this template is based on a few formatting styles. Detailed description of each of them can be found in style section;
* should be organized in the sequence: introduction, literature review, methods, results, conclusion, references, Acknowledgments and Appendix;
* the title of article and titles of chapters and subchapters should be **short and numbered**. Titles do not exceed two lines in print.

Page settings:

* publication will be printed in B5 format, which requires setting margins, headers and footers (see page settings section);
* pages should be numbered (style: Page number).

Main text:

* text of the article should be formatted with the style Main text;
* bulleted lists should be prepared using bullets: 1., a., –, e.g.:

1. xxx (style Bullet: 1.);
2. xxx (style Bullet: 1.);
3. xxx (style Bullet: a.);
4. xxx (style Bullet: a.);

* xxx (style Bullet: −);
* xxx (style Bullet: −);
* blank lines in text are not acceptable;
* automatic hyphenation is active;
* the **bold** text and *italics* text can be used, do not use the underlined text;
* **numbers** in all tables and in the text should be written using the dot as the decimal separator. The numbers in the table should be uniform, e.g. with the same number of decimal places (maximum number of places after the decimal point is 4).

In-text citations:

* bibliographical references should be prepared in the **APA7 style** according to examples included in this template;
* information notes should be prepared with the use of footnotes (style: Footnotes).

Figures:

* figures (tables, charts, schemes) should be placed in the appendix;
* figures should be **editable** and have a uniform size (width 12 cm, height 6 cm);
* each figure should be numbered (Arabic numerals), have a title **above** the figure and the source **below** the figure;
* **schemes** should be prepared with Word tools (SmartArt) (style: Scheme text);
* **charts** should be prepared and submitted in Excel format. The charts can be in colour. The charts should have no frame and transparent chart area. Legend without the frame should be placed at the bottom of the charts. Axis without titles (style: Chart text);
* **tables:** should have a width 12 cm, be cantered and have the option to roll off the text disabled (the options available in the properties of the table).

Equqtions:

* should be prepared as a Microsoft Equation objects (font Cambria Math, 10 points) and numbered according to the following formula (style: Equation):

(1)

where:

— … (style: Equation where);

— …;

— ….

* the equation should contain a punctuation mark placed in the equation editor.

Reference list:

* the reference list should include all the sources cited in bibliographic references;
* complete **DOI** for each reference should be included (DOI searcher: http://search.crossref.org);
* the entries should appear alphabetically by author’s last name. If there are multiple entries by the same author, they should be arranged chronologically by publication date. If entries by the same author are published in the same year, place those in alphabetical order by title, and label them “a,” “b,” etc. following the year but still within the parentheses.

References and In-text citation:

1. **Books (print):**
2. Reference list:

* Template:

Author, A.A. (Year). *Title* (Edition). Publisher.

* Example:

Bindseil, U. (2004). *Monetary policy implementation: theory, past and present* (1st ed.). Oxford University Press.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Bindseil, 2004, pp. x–x)

1. **Books (online with or without DOI):**
2. Reference list:

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Author, A.A. (Year). *Title*. Publisher. [URL.](http://xxxx/) (without DOI)

Author, A.A. (Year). *Title*. Publisher. DOI. (with DOI)

* Example:

Hughes-Warrington, M. (2007). *History goes to the movies: studying history on film*. EPDF.PUB. https://epdf.pub/history-goes-to-the-movies-studying-history-on-film.html.

Tirole, J. (2002). *Financial crises, liquidity, and the international monetary system*. Princeton University Press. https://doi.org/10.1515/9781400828524.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Hughes-Warrington, 2007, pp. x–x).

(Tirole, 2002, pp. x–x)

1. **Edited books:**
2. Reference list:

* Template:

Editor, A.A., & Editor, A.A. (Ed. or Eds.). (Year). *Title*. Publisher.

* Example:

Grubb, M., & Neuhoff, K. (Eds.). (2006). *Emissions trading & competitiveness: Allocations, incentives and industrial competitiveness under the EU emissions trading scheme*. Earthscan.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Grubb & Neuhoff, 2006, pp. x–x)

1. **Chapter in an edited book:**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). Title of chapter. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. x–x: page range of chapter). Publisher. DOI/URL.

* Example:

Jacobs, G.M., & Hall, S. (2002). Implementing cooperative learning. In J.C. Richards & W.A. Renandya (Eds.), *Methodology in language teaching: an anthology of current practice* (pp. 52-58). Cambridge University Press. https://doi.org/10.1017/CBO9780511667190.009.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Jacobs & Hall, 2002, pp. x–x)

1. **Journal articles (with DOI)**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). Article title. *Title of journal*, volume number(issue number), page range. DOI.

* Example:

Bernanke, B., & Boivin, J. (2003). Monetary policy in a data-rich environment. *Journal of Monetary Economics*, 50(3), 525–246. https://doi.org/10.1016/s0304-3932(03)00024-2.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Bernanke & Boivin, 2003, pp. x–x)

1. **Journal articles (without DOI)**
2. Reference list:

* Template:
* Author, A.A., & Author, B.B. (Year). Article title. *Title of journal*, volume number(issue number), page range.
* Example:

MacLean, M. (2014). Truth and reality in screening sports’ pasts: Sports films, public history and truthfulness. *Journal of Sport History*, 41(1), 47–54.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(MacLean, 2014, pp. x–x)

1. **Journal articles (advance online publication)**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). Title of article. *Title of journal*. Advance online publication. DOI.

* Example:

Diecklemann, S., Buchel, C., Born, J., & Rasch, B. (2011). Labile or stable: opposing consequences for memory when reactivated during waking and sleep. *Nature Neuroscience*. Advance online publication. http://doi.org/10.1038/nn.2744.

1. In-text citation:

* Template:

(Author, Year)

* Example:

(Diecklemann et al., 2011)

1. **Web documents and sites**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). *Title of work*. Retrieved 01.01.2016 from URL.

* Example:

Allen, D. (2004). *Dealing with your meeting notes*. Retrieved 30.08.2016 from [http://www.](http://www/) effectivemeetings.com/meetingbasics/notes.asp.

1. In-text citation:

* Template:

(Author, Year)

* Example:

(Allen, 2004)

1. **Reports:**
2. Reference list:

* Template:

Institution. (Year). *Title of work*. Retrieved 01.01.2016 from URL.

* Example:

UNCTAD. (2016). *World investment report 2016*. Retrieved 30.08.2016 from http://unctad.org/en/PublicationsLibrary/wir2016\_en.pdf.

1. In-text citation:

* Template:

(Institution, Year, p. x) or (Institution, Year, pp. x–x)

* Example:

(UNCTAD, 2016, pp. x–x)

1. **Legistation:**
2. Reference list:

* Template:

Full title of the statute/regulation/treaty [translated title in English] (abbreviation of official journal> <year>, <volume number >, <item number>) (Country).

* Example:

Ustawa z dnia 23 kwietnia 1964 r. ― Kodeks cywilny [Civil Code of April 23, 1964] (Dz.U. 1964 vol. 16 item 93) (Poland).

Ustawa z dnia 27 lipca 2005 r. ― Prawo o szkolnictwie wyższym [Higher Education Act of July 27, 2005] (Dz.U. 2005, vol. 164, item 1365) (Poland).

Council Directive 2001/29/EC on the harmonization of certain aspects of copyright and related rights in the information society (OJ L167/10).

1. In-text citation:

* Template:

(Short form, Year)

* Example:

(Civil Code, 1964)

(Higher Education Act, 2005)

(Council Directive, 2001)

1. **Unpublished works:**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). *Title of work* [Unpublished materials/doctoral dissertations/article]. Name of institution issuing degree.

* Example:

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: normal-weight and obese*. [Unpublished doctoral dissertation]. University of Missouri, Columbia.

1. In-text citation:

* Template:

(Author, Year, p. x) or (Author, Year, pp. x–x)

* Example:

(Wilfley, 1989, pp. x–x)

1. **Conference proceedings (published)**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year). Article title. In A. Editor, & B. Editor (Eds.), *Conference proceedings title* (pp. x–x, page range). Publisher.

Author, A.A., & Author, B.B. (Year). Article title. *Conference proceedings title* (pp. x–x, page range). Publisher. DOI/URL.

* Example:

Hughes, H. (2002). Information literacy with an international focus. In K. Appleton, C. Macpherson, & D. Orr (Eds.), *International Lifelong Learning Conference: refereed papers from the 2nd International Lifelong Learning Conference* (pp. 208-213). Central Queensland University Press.

Kozkovski, O., & Van Strien, S. (2009). Local connectivity and quasi-conformal rigidity of non-renormalizable polynomials. *Proceedings of the London Mathematical Society*, 99, 275-296. https://doi.org/10.1112/plms/pdn055.

1. In-text citation:

* Template:

(Author, Year)

* Example:

(Hughes, 2002)

(Kozkovski & Van Strien, 2009)

1. **Conference proceedings (unpublished papers and posters)**
2. Reference list:

* Template:

Author, A.A., & Author, B.B. (Year, Month, Date Range). *Title of paper* [format]. Conference Title, Conference Location. DOI/URL

* Example:

Liu, C., Wu, D., Fan, J., & Nauta, M. M. (2008, November, 12-14). D*oes job complexity predict job strains*. [Paper presentation]. 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.

1. In-text citation:

* Template:

(Author, Year)

* Example:

(Liu et al., 2008)

1. Text text text (style: Footnotes). [↑](#footnote-ref-1)