

# **Guidelines for preparing articles for publication in the Journal Zeszyty Naukowe PANS w Koszalinie**

The Editors of the Journal *Zeszyty Naukowe Państwowej Akademii Nauk Stosowanych w Koszalinie* ask authors intending to publish their texts to observe the following rules:

1. The Editors accept only original texts, not yet published and not intended for publication in other titles;
2. The manuscript must contain a title, abstract and keywords;
3. Bibliography at the end of the article (alphabetically by name);
4. Formatting:
  - Font, margins, spacing, formatting of footnotes:
    - ✓ font: 12 point, Times New Roman, bold and italics accepted, no underlining,
    - ✓ line spacing of 1.5 lines,
    - ✓ margins of 2.5 cm,
    - ✓ text of footnotes: 10 points, Times New Roman,
    - ✓ footnotes should be written in a uniform way throughout the paper,
    - ✓ do not: leave blank lines, split words, use special formatting;

## **5. General guidelines: text and footnotes**

- Before the title of the article, please give the name of the author(s) and their affiliation, I.e. the institution they represent (e.g. Adam Nowak, University of Gdańsk, Teacher Education Centre);
- Abbreviations should not be used in the title, they should be spelled out (also when first given in the text). In a footnote, it may be indicated that an abbreviation will be used later in the text;
- The article may be divided into chapters and subchapters. It is preferable to number the chapters (1.) and subchapters (1.1.);
- Source and literature citations - in inverted commas (font 12);
- Ranges, i.e. in dates, and hyphenated names – no spaces before and after the hyphen or the dash (Nowak-Kowalska, 1546–1563, not: Nowak – Kowalska, 1546 – 1563);
- Titles of cited books, sources, works (also in the case of collective works, except journals) - please write in italics (in the text and footnotes);
- Titles of journals should be written in inverted commas (no italics).