**EDITORIAL GUIDELINES FOR AUTHORS**

**Ms WORD**

Page layout: A4-sized paper

Margins:

Top- 5 cm; Bottom – 5.5 cm

Left – 4 cm; Right – 4 cm

Basic font – **Times New Roman 11,**

Titles and subheadings – **in bold**  and in the adequately bigger font

Text – left- and right-aligned.

Line space – **1.0**.

Paragraph indentation (the first line) – **0.5 cm**.

Automatic hyphenation

Words emphasized should be written **in bold** and *italics*

Charts and figures – font 10

Figure captions – font 10, with no full stop

Chart titles placed above the chart – font 10

**Footnotes – font 10**

Footnote (example):

M. Kowalski, *Tytuł pozycji*, Wydawnictwo, Radom 2017, s. 12.

Bibliography (example):

Kowalski M., *Tytuł pozycji*, Wydawnictwo, Radom 2017.

**Wykaz słów kluczowych**, **streszczenie in Polish**, and **the title, keywords and summary in English** should be located after the bibliography.

The article should consist of clearly distinguishable **introduction, chapters** and **conclusion.**

The text in an electronic form (**up to 10 pages long (20 000 characters)** together with drawings and charts) should be sent to the office of the conference.