



## PUBLISHING GUIDELINES

### Editorial Requirements for Authors and Scientific Editors of Collective Works

1. A manuscript submitted to the Publishing House should include the following elements (in the order listed below):
  - title page containing the title and the author's/scientific editor's full name;
  - table of contents;
  - list of abbreviations and symbols (optional);
  - introduction/preface (optional);
  - main text with footnotes;
  - annexes (optional);
  - bibliography;
  - glossaries (optional);
  - indexes (optional);
  - lists of illustrations, tables, etc. (optional).
2. The manuscript must be accompanied by a separate file containing:
  - abstracts in Polish and English (in the case of an edited volume: abstracts of all chapters);
  - keywords in Polish and English (in the case of an edited volume: keywords for each chapter).
3. The following information is mandatory:
  - ORCID number of the author(s) and scientific editor(s);
  - current affiliation of the author(s) and scientific editor(s).
4. Technical requirements for materials submitted to the Publishing House:
  - text file in \*.doc or \*.docx format;
  - line spacing: 1.5; margins: 2.5 cm;
  - do not insert empty lines, hyphenate words, or use any special formatting;
  - for edited volumes, it is not necessary to merge all chapters into one file; it is sufficient to number individual files (according to their order in the table of contents) and name each file using a fragment of the chapter title;
  - in merged files, page numbering must be consistent and continuous;
  - abbreviations must be used consistently throughout the entire work;
  - in edited volumes, chapter titles, footnotes, bibliographies, and citations must follow a unified formatting style throughout the entire monograph;
  - footnotes must be uniform throughout the volume (footnotes at the bottom of the page, 10-point font size, single spacing); in footnotes, the initial of the author's given name must precede the surname;

- bibliographic entries must follow a consistent citation style; ISO 690 is the preferred style;
  - items in the bibliography should be arranged alphabetically by authors' surnames, or – in the case of edited volumes – by scientific editors' surnames or by titles; in the bibliography, the initial of the author's given name follows the surname;
  - all tables must be fully editable;
  - tables must be numbered and provided with titles (title placed above the table);
  - charts, diagrams, figures, and photographs (hereafter: figures) must be numbered and captioned (caption placed below the figures);
  - in edited volumes, numbering of tables and figures must be continuous within each chapter;
  - equations must be editable and created with Microsoft Equation Editor;
  - illustrations intended for publication must be of high quality and have consistent formatting and captions; each illustration should be submitted as a separate file:
    - photographs and drawings: \*.jpg files with a resolution of at least 300 dpi,
    - if charts require editing during the editorial process, they must be created in Adobe Illustrator, CorelDRAW, or Microsoft Excel;
  - table titles and CDFP captions must be placed directly in the text in an editable format (Word), not as \*.jpg files;
  - for texts written in English, decimal numbers must follow the English notation (example: PL 0,3 but EN 0.3).
5. Typesetting, editorial work, and graphic design are commissioned exclusively by the Publishing House.
6. If the manuscript does not meet the above editorial requirements, the Publishing House may return the materials to the author and set a deadline for preparing them in accordance with these Guidelines.