1. General information

1.1. Language of the article: Polish, English, Russian

1.2. Volume: no less than 0.5 of the publishing sheet (no less than 20,000 characters with spaces)

1.3. Format: Word (docx, doc)

1.4. Page numbers: bottom of the page, Times New Roman, 10

1.5. Paragraphs: first verse indented (1.2 cm)

1.6. Main text: Times New Roman, 12, full justification, automated word splitting, leading 1.5

2. Article designations

2.1. Author's name and surname: first verse in the top left-hand corner, Times New Roman, 12, bold

2.2. Place of work/studies (affiliation): next verse (underneath the name and surname), Times New Roman, 12, bold. Note: place of work is to be understood as the affiliation of the text for the particular research institution.

2.3. Article title: next verse (under the author's affiliation), Times New Roman, 12, bold, centered

2.4. In case of **co-authors** the information should be for each author separately, as follows:

Name and surname

Place of work/studies

Name and surname

Place of work/studies

Title

3. Layout of the article and technical information

3.1. Sections inside the article (with or without the subheadings): sections should be limited to three levels, Times New Roman, 12, bold. There should be no indentation for a section. Example:

1. Subheading

1.1. Subheading 2

1.1.1. Subheading 3

1.1.2. Subheading 4

3.2. All quotations should be placed in quotation marks.

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Strona **1** z **3**

3.3. Foreign or loan words are written in *italics*. This also concerns foreign words which are integral part of the text. (e.g. The word *Gestalt* in psychology means….), as well as the words in the author's translation, providing technical term of the original text.

3.4. Part of the text can be highlighted by the use of **bold.**

3.5. Graphic representations (e.g. diagrams): should be submitted in a separate file (jpg only).

4. Parenthetical referencing:
Articles follow uniform Harvard Referencing System.

4.1. Referencing a person for the first time in the article, the name (names) and the surname should be given. Further referencing of the same person should be reduced to the surname.

4.2. In case of the surname convergence (two authors of the same surname), the first letter of the name (first letters of the names) should be added. Each letter should be followed by a full stop (period) and after a space full surname should be given (e.g. J. Kowalski, or J.S. Kowalski).

4.3. Harvard Referencing System

4.3.1. Referencing in the text should be done in square parentheses [Author's surname the year of publishing, p. …], according to the examples below:

4.3.2. Referencing the work of one author: [Kowalski 2013, p. 23].

4.3.3. Referencing the work of two authors: [Kowalski, Nowak 2013, p. 55]. Each time two names should be indicated.

4.3.4. Referencing the work of three or more authors, we use the abbreviation "et al.": [Kowalski et al., 2013, p. 33-44].

4.3.5. Referencing different works by different authors in one place in the main text:
[Kowalski, Nowak 2013, pp. 66-83; Wiśniewski 2013, p. 18; Wójcik 2013, p. 99].

4.3.6. Referencing different works of one author which were published in different years in one place in the main text: [Kowalczyk 2003, p.13; 2013, p. 31].

4.3.7. Referencing the work after another author:
[Nowak 2013, p. 10 after: Kowalski 2003, pp. 44-55], the item shall be indicated in the list of sources.

4.3.8. Whenever referencing a web page, we use a footnote with an Arabic numeral, as in the example: "The Ministry of Labour aims to promote active unemployment prevention." [2] The date of

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Strona **2** z **3**

the access should be indicated only with the first reference.

4.3.9. Referencing a document on a web page, we use a footnote with an Arabic numeral – next to the address of the file and the date of the access, in the content of the footnote, the web address of the electronic document should be indicated, as in the example below:

Eventually, according to the information submitted by the Ministry of Economy, "the agreement signed in the process of negotiations finishes the arbitrary procedures."[2]

Footnote:
[2]http://mg.gov.pl/pl/działalnosc/ugody/publikacje-akty-prawne/download,5671,1.html, p. 2 [access: 2nd Oct., 2013].

4.3.10. Referencing a legal act for the first time, square parentheses are not used. In the main text we indicate the full title of the act, after which in two round parentheses ( ) we indicate the abbreviation of the of the act in question and the legal state validity: art. 17 banking act of 23rd April 1964 – Civil Code (J.L. No. 16, item 93 with later amendments) (C.C.). When referencing the same acts further on we use only abbreviations accordingly. We follow the same procedures while referencing other legislative acts.

5. Literature

5.1. Literature will be at the very end of the article and it should include all the sources which have been cited in the text (scientific literature, web pages, etc.). In case of journals, the whole title should be indicated, not an abbreviation or an acronym.

5.2. Items should be in alphabetical order.

5.3. As in the example below:

Kowalski Jan, Wójcik Maria (2013), *Leisure Management*, Honolulu: PWN.

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Strona **3** z **3**