

FORMAL REQUIREMENTS REGARDING SUBMITTED SCIENTIFIC PAPERS

- Text must be written in .doc or .docx format or equivalent, up to 13 pages A4 format, margins of 2.5 cm (in relevant cases the editorial board allows a longer length of the paper – see details in “Information for Authors”);
- **Title of the text** in Times New Roman 14 size, in bold (not longer than 7 words), **subheadings** 12 size, in bold;
- subheadings are not numbered;
- the main body of the text - Times New Roman font 12 points, spaces between lines of 1,5 points, indentations – 10 points, text adjusted on both sides;
- **The paper has the structure of a scientific study**, for example:

Introduction (a brief introduction to the subject with bibliographic evidence / clearly stated purpose of the publication / presented one of the following elements: research thesis/research hypothesis, research enquiries / adopted research strategy together with the description and justification of paper’s structure)

Review of the literature on the subject (review of the most important research result in the relevant subject, considering papers published in renowned Polish journals, i.e. “Organisation Review” and foreign ones, in particular indexed in Scopus and/or Web of Science databases; the review has to include own assessment of the existent scientific achievements)

Research Method (comprehensive description of the research procedure, applied research methods, considering the adopted research rigour – method of data collection, its analysis and interpretation of results; in case of quantitative research it should be precise, among others, sample selection method and size; in case of qualitative research it should consider a detailed description of the case study or characterise interview participants)

Research Results (presentation of obtained results, if possible in tabular form or in charts, as well as their deepened discussion)

Summary (described most relevant conclusions, recommendations, limitations in research results application, further research prospects; new issues should be avoided in this part; it is necessary to indicate the contribution of the paper to the science and/or practice of management)

Bibliography (only references quoted in the paper)

Title of the Paper in English – in bold (compatible with the Polish title);

Summary (abstract in English – max 200 words – including purpose of the publication and most relevant, synthetically presented results of the research described in the publication)

Keywords (key words in English – max 4)

Abstract (in Polish, corresponding to the English abstract)

Keywords (max 4 in Polish corresponding to the English keywords)

Name, surname of the author, degrees;

Author's email address (address of author's office mailbox – at university or enterprise)

Author's ORCID;

Affiliation to university / research institute, etc.;

Country

Presented structure (in the substantive part: Introduction-Summary) is just an example. Depending on the type of the paper (empirical, review, methodological, etc) its modification can be applied. If literature analysis is applied as a primary research method, it must be unequivocally described – together with the applied procedure of choosing/selecting papers and their analysis;

- **references in the paper** to other publications should be placed in parenthesis, if possible with numbers of particular pages, following the presented examples:

(Głodziński, 2010, s. 337) – one author

(Nogalski, Ronkowski, 2007, s. 25) – two authors

(Szymański i in., 2010, s. 3) – three and more authors

(Skalik, 2009, s. 18) – collective books and other studies

(GUS, 2015) – office data

(Elsevier.com, 2017) – websites, if the author or publisher are unknown

NB: if in the text the authors are indicated directly, their surnames are omitted in the reference, e.g. „definiując problem Sudoł (2007, s. 5) wskazał na ...”

- drawings and tables must be editable or as image files of high resolution; the caption is used: under the figure marking it **Fig.**, above the table marking it **Table**; under the object the following information should be included: **Source**: text should be formatted writing: own elaboration / own elaboration based on...; references used should be formatted in the same way as references in the paper, but without parenthesis; in both cases the text should not end with a full stop
- **footnotes** are placed after the main text, as endnotes and should not include references to other publications but only relevant comments;
- **bullet points** according to the following examples (without paragraph indentation):

1. First point.	or	• first point,
2. Second point.		• second point.
- **bibliography** particular references are arranged in alphabetical order and numbered in square brackets; descriptions for Polish sources should be prepared in Polish, for foreign sources in the original language, if it's a congress language, otherwise in Polish language; bibliography must be prepared with due diligence, according to the following examples:

a) journals (the whole range of page numbers of the quoted article is specified):

- [1] Czakon W. (2012), *Strukturalne uwarunkowania zarządzania wiedzą w sieciach*, „Przeład Organizacji”, Nr 5, s. 7-10.
 [2] Davis P.S., Pett T.L. (2002), *Measuring Organizational Efficiency and Effectiveness*, “Journal of Management Research”, Vol. 2, No. 2, pp. 87-97.

b) chapters in monographs (the whole range of page numbers of the quoted chapter is specified):

- [3] Głodziński E. (2010), *Pozyskiwanie informacji w fazie realizacji projektów budowlanych*, [w:] R. Borowiecki, J. Czekaj (red.), *Zarządzanie zasobami informacyjnymi w warunkach nowej gospodarki*, Difin, Warszawa, s. 337-350.
 [4] Söderlund J. (2012), *Theoretical Foundations of Project Management: Suggestions for a Pluralistic Understanding*, [in:] P. Morris, J. Pinto, J. Söderlund (eds.), *The Oxford Handbook of Project Management*, Oxford University Press, Oxford, pp. 37-64.

c) chapters in Conference proceedings (the whole range of page numbers of the quoted chapter is specified):

- [5] Głodziński E. (2013), *Design of Controlling Supported Sustainability of Manufacturing Enterprises*, [in:] C. Emmanouilidis, M. Taisch, D. Kiritsis (eds.), *Competitive Manufacturing for Innovative Products and Services*, Proceedings of the APMS 2012 Conference, Advances in Production Management Systems, Springer Verlag, Heidelberg, pp. 240-249.
 [6] Głodziński E. (2015), *External Financial Audit in Project-Based Companies. Support Of Internal Control System in the Assessment of Entity's Going Concern*, [in:] *Project Management Development – Practice and Perspectives*, Proceedings of Fourth International Conference on Project Management in the Baltic Countries, University of Riga, Riga, pp. 106-116.

d) author and co-author monographs

- [7] Nogalski B., Ronkowski R. (2007), *Współczesne przedsiębiorstwo – problemy funkcjonowania i zatrudniania*, Wyd. DOM Organizatora, Toruń.
 [8] Turner J.R. (2009), *The Handbook of Project-Based Management. Leading Strategic Change in Organizations*, McGrawHill, London.
 [9] Skalik J. (red.), (2009), *Zarządzanie projektami*, Wyd. UE we Wrocławiu, Wrocław.
 [10] Morris P., Pinto J., Söderlund J. (eds.), (2012), *The Oxford Handbook of Project Management*, Oxford University Press, Oxford.

d) websites (title of the study from the website always needs to be included)

*if the author is specified:

- [11] Blanchard O. (2015), *Greece: A Credible Deal Will Require Difficult Decisions By All Sides*, <http://blog-imfdirect.imf.org/2015/06/14/greece-a-credible-deal-will-require-difficult-decisions-by-all-sides/>, access date: 22.06.2015.

*if the institutional author (publisher) is specified:

- [12] GUS (2015), *Koniunktura w przemyśle, budownictwie, handlu i usługach w czerwcu 2015 r.*, <http://stat.gov.pl/obszary-tematyczne/koniunktura/koniunktura/koniunktura-w-przemysle-budownictwie-handlu-i-uslugach-w-czerwcu-2015-r-,3,31.html>, data dostępu: 22.06.2015 r.

[13] Eurostat (2015), *Smarter, Greener, More Inclusive - Indicators to Support the Europe 2020 Strategy*, http://ec.europa.eu/eurostat/statisticsexplained_indicators_to_support_the_Europe_2020_strategy, data dostępu: 22.06.2015 r.

*if neither author nor publisher are specified, primary URL domain address should be provided at the beginning:

[13] Elsevier.com (2018), Scopus: Access and use Support Center, https://service.elsevier.com/app/answers/detail/a_id/14799/supporthub/scopus/#search, data dostępu: 23.06.2019 r.

e) online access (they begin with the abbreviation of the institution – even if surnames of journalists are provided)

[14] OECD (2019), OECD Economic Outlook May 2019; <https://www.oecd.org/economy/economic-outlook/>, data dostępu: 23.05.2019 r.

NB: journals available online are quoted according to the principles specified above, not as websites.

ATTENTION: for publications included in the bibliography in congress languages (English/German/etc.) the following abbreviations are used, for example:

s. is replaced with pp. or p.

w: is replaced with in:

red. is replaced with eds. or ed.

Nr. is replaced with No.

data dostępu: is replaced with access date:

**FORMAL REQUIREMENTS CONCERNING SUBMITTED REVIEWS,
REPORTS FROM SCIENTIFIC CONFERENCES OR OTHER EVENTS OF
SCIENTIFIC NATURE**

Submitted reviews, reports from scientific conferences, seminars, etc, must follow the same editorial requirements as scientific papers. They should not exceed 4 pages.