

## GUIDE FOR AUTHORS

1. The article must be in 11-point type, Times New Roman, justify, interval between lines 13,5 points. Article should be typed using A4 format (margin from the top should be 55 mm, from the bottom – 55 mm, from the left side – 40 mm and from the right side – 40 mm).
2. **Full paper should not exceed 10-12 pages.**
3. Manuscript should be divided into chapters (non-numbered) and organized in the following order: introduction with justification of the taken research, goal and methods, results and conclusions.
4. References to the bibliography in text e.g.: [Kowalski 2005, p. 75].
5. Order of article:

***Surname and Name (font Arial, italic, bold, size 11 points, justify)***

Chair XXX University XXX (font Arial, size 11 points, justify)

**Title of article (font Arial, 16 points, bold, justify, interval before 40 points, interval between lines 18 points)**

**Title of chapter (font Arial, 14 points, bold, justify, interval before 28 points and after 14 points, interval between lines 16 points)**

6. Title of figures 9,5 points, font Arial, interval before 6 points, illustration should not be a scan. Illustration should be in gray tone.
7. Title of tables 9,5 points, font Arial, interval before 11 points and after 3 points, tables should be fill in with 9-points Arial font type.
8. Source: size 9,5 points, Arial, interval: before 6 points, after 12 points, between lines 11 points.
9. ENTER button shall be used only in the end of paragraph (all titles, chapters are counted as separated paragraphs), a new paragraph should be indented with 7 mm tabulator key.
10. Literature - font Times New Roman, 10 points, e.g.:  
KOWALSKI M., MARCHLEWSKI T.: *Ekonomiczna ocena przedsiębiorstw*. Wydawnictwo Naukowe PWN, Warszawa 2011.
11. Summary – in English – 1/3 of page each (font Times New Roman, 10 points) and obligatory key words (4-6 words)

**Please send the article the following e-mail address:**

**magdalena\_madra@sggw.pl**