

Guidance for authors submitting papers to Wydawnictwo Uczelniane WSG

Scientific monographs, chapters (articles) in scientific monographs and articles in scientific journals

Written by: **Bożena Sowińska**

1. Affiliation

a) After the title of the article to be published in a journal, provide:

- the name of the research or higher education institution with which your paper is to be affiliated (you need to obtain written confirmation of the affiliation from our University).

E.g.: Jan Kowalski

Business tourism

Affiliation: University of Economy in Bydgoszcz

- the number of author's sheets: (one author's sheet is equivalent to 40,000 characters including spaces, 700 lines of verse material or 3,000 sq cm of printed graphic material).

b) After the title of the chapter (article) in a scientific monograph, provide:

- the name of the research or higher education institution with which your chapter (article) is to be affiliated (you need to obtain written confirmation of the affiliation from our University).

E.g.:

Adam Nowak¹

Ewa Kowalkowska²

The library strategy

Affiliation: ¹ University of Economy in Bydgoszcz

²WSB University of Toruń

- the number of author's sheets: (one author's sheet is equivalent to 40,000 characters including spaces, 700 lines of verse material or 3,000 sq cm of printed graphic material).

c) For scientific monographs, provide:

- (on the copyright page) the names of the publication's scientific editors and the name of the research or higher education institution with which the monograph is affiliated (you need to obtain written confirmation of the affiliation from our University).

E.g.:

Wiesław Maik (ed.)

Affiliation: University of Economy in Bydgoszcz

Marek Napierała (ed.)

Affiliation: Kazimierz Wielki University of Bydgoszcz

- the number of author's sheets: (one author's sheet is equivalent to 40,000 characters including spaces, 700 lines of verse material or 3,000 sq cm of printed graphic material).

2. Technical guidance on texts to be published

The following rules should be respected:

- Chapter headings: in block letters,
- Section headings: in bold,
- One blank line before each title/heading, and one blank line after,
- No full stops after titles and headings (of the work, chapters, sections, tables, illustrations)
- Interline spacing: 1.5,
- First line of each paragraph: 4-character indent,
- Font: 12- or 13-point Times New Roman,
- Margins: 3.5 cm for left margin, 2 cm for right margin, 2.5 cm for top and bottom margins,
- Page numbering: at the centre or at the outer margin of the footer area. No page number on the first page. If a so-called running head (a heading at the top of each page, above the first line of a column, e.g. the title of the work, the chapter heading or the like) is used, insert page numbering into the footer area margin.

3. Supplementary material to the main text

a) Printed graphic material (photographs, technical drawings, graphs, diagrams, maps or plans):

- should be inserted in the text as close to the point of reference as possible,
- should be captioned (captions are placed below each illustration),
- should be numbered across the whole work from 1 to n, independently of the chapters,
- beneath each illustration provide information on its source, e.g. Source: Author's own photograph.



Photo 1. WSG Campus

Source: Own photograph

NOTE:

If the author of a given photograph (or of another illustration) is not the same as the author of the publication, you need to obtain written consent for it to be published with a chosen publishing house.

b) Tables:

- should be inserted in the text as close to the point of reference as possible,
- should be captioned (captions are placed above each table),
- should be numbered across the whole work from 1 to n, independently of the chapters,
- each table column and line should have a heading,
- beneath each table, provide information on its source, e.g. Source: Statistical Yearbook 2008, p. 213. Source: Author's own calculations (In the case where all the tables are a result of the author's work and this is clear from his or her text, e.g. in Bachelor's dissertations where the author analyses the results of his or her own research, this element may be omitted).

Table 16. Amount of time in a week spent on using the Internet

Number of hours in a week spent on using the Internet	N	%
up to 5 hrs	192	40.4%
6-10 hrs	110	23.2%
21-30 hrs	53	11.2%
11-20 hrs	51	10.7%
≤ 41 hrs	39	8.2%
31-40 hrs	30	6.3%
Total	475	100%

Source: Own calculations.

4. Footnotes

Footnotes are explanatory notes, comments or remarks added to the work text at the bottom of the page. They make up an essential element of any scientific research paper and reflect, inter alia, the authors' knowledge of the relevant literature as well as their erudition, and give indication about their level of mastering the methodology of scientific work. Dependent on the content and character, footnotes are broken down into:

- a) **Matter-of-fact footnotes** that explain and comment on the relevant fragments of the main text. These are further broken down into:
 - polemical,
 - digressive,

- reference;
- b) **Dictionary footnotes** that explain the meaning of foreign or Polish terms etc.;
- c) **Bibliographic footnotes** that contain bibliographic details for the works cited. These features of a document (book, journal article, website etc.), listed in an established order, are particularly distinctive of it and distinguish it from other documents.

References to the literature

(bibliographical notes for the works cited)

a) Books

MAJCHRZAK J., MENDEL T., *Metodyka pisania prac magisterskich i dyplomowych*, third edition, Poznań, Wydawnictwo Akademii Ekonomicznej, 1999.

b) Edited books (joint publications)

WYRZYKOWSKI J. (ed.), *Studia nad czasem wolnym mieszkańców dużych miast Polski i jego wykorzystaniem na rekreację ruchową i turystykę*, Wrocław, Wydawnictwo AWF, 2000.

c) Chapters (papers/articles) within joint publications

MAJ B., *Spółeczne uwarunkowania wychowania do rekreacji ruchowej dzieci i młodzieży* [in:] Wyrzykowski J. (ed.), *Studia nad czasem wolnym mieszkańców dużych miast Polski i jego wykorzystaniem na rekreację ruchową i turystykę*, Wrocław, Wydawnictwo AWF, 2000, pp. 191-196.

d) Articles in journals

HENSLER M., *Mniejsza Polska*, *Polityka*, 2012, vol. 35, pp. 20-23.

e) Laws, acts, directives etc.

Act of 25 June 1999 on Polish Tourism Organisation, Dz.U. of 1999, No. 62, item 689; amendments: of 2000, No. 22, item 273; of 2001, No. 22, item 249; of 2006, No. 170, item 1217 and No. 249, item 1832; of 2008, No. 227, item 1505.

f) Maps, street plans

Poznań. Plan Miasta [Street Plan of Poznań] 1:25,000, Warsaw, Polskie Przedsiębiorstwo Wydawnictw Kartograficznych im. E. Romera, 1999, 940 mm x 860 mm.

g) Books available online

Szkoły wyższe i ich finanse w 2013 roku, [online], Warsaw, GUS Department of Social Surveys and Living Conditions, 2014, <http://stat.gov.pl/obszary-tematyczne/edukacja/edukacja/szkoły-wyższe-i-ich-finance-w-2013-r-,2,10.html>, [Accessed: 8 Feb. 2016].

d) Articles in journals available online

HENSLER M., *Mniejsza Polska*, *Polityka*, [online], 2012, vol. 35, pp. 20-23, <http://archiwum.polityka.pl/art/mniejsza-polska,435575.html>, [Accessed: 8 Feb. 2016].

i) Self-contained documents available online

RYNKIEWICZ R. *Netykieta* [online], 13 May 2003, updated on 5 May 2006, <http://www.netykieta.dlawas.net/>, [Accessed: 8 Feb. 2016].

Abbreviations in references to the literature

- a) When referring to the same source twice in a row, use the abbreviation “ibid.” (or ib., of the Latin ‘ibidem’, meaning “in the first place”, in Polish: “tamże”) and provide the page number. If the reference is made to the same page as in the previous footnote, use just “ibid.”

EXAMPLE:

¹Kowalczyk A., *Walory turystyczne Pomorza*, Bydgoszcz, Wydawnictwo Uniwersytetu Kazimierza Wielkiego, 2007.

² Ibid., p. 35.

³ Ibid.

- b) When referring to a source mentioned in one of the previous footnotes and the source is not the only document of the author quoted in the work that is used in the work, repeat the name and first name (or the initial) of the author quoted, the title or its first words and the number of the relevant page.

EXAMPLE:

1 Sztumski J., *Wstęp do metod i technik badań społecznych*, fifth edition, amended and supplemented, Katowice, “Śląsk”, 1999.

2 Zaczyński W.P., *Poradnik autora prac seminaryjnych, dyplomowych i magisterskich*, Warsaw, Wydawnictwo “Żak”.

3 Sztumski J., *Wstęp do metod...*, p. 72.

- c) When referring to a source mentioned in one of the previous footnotes and the source is the only document of the author quoted in the work that is used in the work, write the name and first name (or the initial) of the author quoted, next, use the abbreviation “op. cit” (of the Latin ‘opus citatum’; meaning ‘the work cited’; Polish abbr.: dz. cyt.), “ed. cit.” (“editio citata”; meaning ‘the edition cited’; Polish abbr.: wyd. cyt.) or u.s. (short for the Latin “ut supra”, ‘as above’; Polish abbr.: j.w.).

EXAMPLE

1 Maik W., Podstawy teoretyczno-metodologiczne studiów geograficzno-miejskich, Bydgoszcz, Wydawnictwo Uczelniane WSG w Bydgoszczy, 2012.

2 Oliver P., Jak pisać prace uniwersyteckie, Kraków, Wydawnictwo Literackie, 1999.

3 Maik W., op. cit., p. 42.

- d) When referring to another work of the same author as in the preceding footnote, use the following abbreviations: idem (for a male author, meaning ‘the same’; Polish: tenże), eadem (for a female author, meaning ‘the same’; Polish: taż); eidem (plural for male authors; Polish: tychże) or eadem (plural for female authors; Polish: tychże).

EXAMPLE

1 Siwiński W., Współczesne problemy turystyki i rekreacji w badaniach empirycznych nauk społecznych, Warszawa, ALMAMER Wyższa Szkoła Ekonomiczna, 2007.

2 Idem, Wprowadzenie do teorii czasu wolnego i rekreacji ruchowej, Poznań, “Ławica”, 1996.

- e) If referring to a work cited by another author, provide a bibliographic note for the work from which the author has taken the quotation and use the phrase “quoted after” (or the Latin abbr. “cit. per”; Polish abbr.: cyt. za). Next, provide a bibliographic note for the work you directly quote from.

EXAMPLE

¹ Kamiński A., Czas wolny i jego problematyka społeczno-wychowawcza, Wrocław, Zakł. Nar. im. Ossolińskich, 1965, p. 127, quoted after: Pięta J., Pedagogika czasu wolnego, Warsaw, ALMAMER Wyższa Szkoła Ekonomiczna, 2008, p. 49.

5. Methods of combining bibliographical notes and appendix references

a) Principles for the production of notes and appendix references in the field of humanities and social sciences

Numbers in superscript refer to the footnotes numbered in accordance with the order of appearance in the text. Repeated references to the same information resource should have separate superscript numbering. A footnote may refer to more than one source. It is recommended that footnotes be numbered in numerical order. Footnotes should be at the bottom of the page.

EXAMPLE

A PASSAGE FROM A TEXT CONTAINING SUPERSCRIPIT REFERENCES

Before undertaking research, you have to set its aim. This requires you to realize what the reason for research is. Tadeusz Pilch¹ believes that the reason for which research is undertaken is cognition allowing people to act effectively.

In the conceptual design phase of research, the student must also formulate research problems. According to Janusz Sztumski, “what involves research efforts, or, simply, what orients our cognitive undertakings is called a research problem”². In T. Pilch’s opinion, however, “a research problem is a question about the nature of the phenomenon to be examined, about the essence of the relationships between events and the nature and features of processes or phenomena; in other words, it is realizing to have problems explaining and understanding a certain fragment of reality, and in yet other words, it is a declaration about our ignorance, contained in the grammatical form of a question”³. This issue is a bit more concisely defined by Mieczysław Łobocki who says that “research problems are questions, the answers to which we are looking for through research”⁴.

EXAMPLE (footnotes at the bottom of the page)

¹ Pilch T., Bauman T., *Zasady badań pedagogicznych. Strategie ilościowe i jakościowe*, Wyd. 2 popr. i rozszerz., Warszawa, Wydawnictwo Akademickie “Żak”, 1998, p. 35.

² Sztumski J., *Wstęp do metod i technik badań społecznych*, fifth edition, amended and supplemented., Katowice, “Śląsk” Wydawnictwo Naukowe, 1999, p. 41.

³ Pilch T., Bauman T., op. cit., p. 43.

⁴ Łobocki M., *Wprowadzenie do metodologii badań pedagogicznych*, Krakow, Oficyna Wydawnicza “Impuls”, 2003, p. 110.

LIST OF FOOTNOTES = APPENDIX REFERENCES (at the end of the work; alphabetical order; unnumbered items)

Łobocki M., *Wprowadzenie do metodologii badań pedagogicznych*, Krakow, Oficyna Wydawnicza “Impuls”, 2003.

Pilch T., Bauman T., *Zasady badań pedagogicznych. Strategie ilościowe i jakościowe*, second edition, corrected and extended, Warsaw, Wydawnictwo Akademickie “Żak”, 1998.

Sztumski J., *Wstęp do metod i technik badań społecznych*, fifth edition, amended and supplemented., Katowice, “Śląsk” Wydawnictwo Naukowe, 1999.

b) Principles for the production of footnotes and appendix references in the field of technical, medical, health and physical culture sciences

Numbers in (round or square) brackets in the texts refer to information resources in the order in which they are first mentioned in the text. The next references to the same information resource should have the same number as the first reference. For references to particular parts of a document, the relevant page numbers can be put after the item numbers. Footnotes should be listed in the order in which they appear in the work.

EXAMPLE

A PASSAGE FROM A TEXT CONTAINING REFERENCES IN BRACKETS

Before undertaking research, you have to set its aim. This requires you to realize what the reason for research is. Tadeusz Pilch [1] believes that the reason for which research is undertaken is cognition allowing people to act effectively.

In the conceptual design phase of research, the student must also formulate research problems. According to Janusz Sztumski, “what involves research efforts, or, simply, what orients our cognitive undertakings is called a research problem” [2, p. 41]. In T. Pilch’s opinion, however, “a research problem is a question about the nature of the phenomenon to be examined, about the essence of the relationships between events and the nature and features of processes or phenomena; in other words, it is realizing to have problems explaining and understanding a certain fragment of reality, and in yet other words, it is a declaration about our ignorance, contained in the grammatical form of a question” [1, p. 43]. This issue is a bit more concisely defined by Mieczysław Łobocki who says that “research problems are questions, the answers to which we are looking for through research” [3, p. 110].

LIST OF ENDNOTES = APPENDIX REFERENCES (at the end of the work; items listed in the order of appearance in the text)

1. Pilch T., Bauman T., *Zasady badań pedagogicznych. Strategie ilościowe i jakościowe*, second edition, corrected and extended, Warsaw, Wydawnictwo Akademickie “Żak”, 1998.
2. Sztumski J., *Wstęp do metod i technik badań społecznych*, fifth edition, amended and supplemented., Katowice, “Śląsk” Wydawnictwo Naukowe, 1999.
3. Łobocki M., *Wprowadzenie do metodologii badań pedagogicznych*, Krakow, Oficyna Wydawnicza “Impuls”, 2003.