PUBLICATIONS GUIDELINES

Only scientific articles that constitute the original work of the Author(s) and have not been published in other publications will be accepted for publication.

The language of publication is Polish. However, it is possible to publish in English (in such a case, a summary in Polish is required).

Submitted articles will undergo an initial substantive review conducted by selected members of the Scientific Committee and the thematic editor of the journal issue, and then a review following the "double-blind review process."

The full electronic version of the article in WORD format (as a text layout with figures, tables, and photographs named e.g., KowalskiA.doc/docx), along with a declaration of consent for publication in *Zeszyty Naukowe* and a statement confirming understanding of ghostwriting procedures and the percentage contribution of each author (if more than one author), should be sent to the editorial office at: wydawnictwo@akademiagornoslaska.pl.

Additionally, please provide the following files and folders:

- Article text with summaries in Polish and English (prepared according to the guidelines below, without figures, tables, and photographs – file named KowalskiA_tekst.doc/docx);
- File with captions for figures included in the text in Polish and English – file named KowalskiA_podpisy.doc/docx;
- File with tables along with their titles in Polish and English – KowalskiA_tabele.doc/docx;
- Folder with figures (KowalskiA_ryciny – each figure in a separate file);
- Folder with photographs (KowalskiA_fot).

TEXT STRUCTURE:

- Author's first and last name
- Affiliation: full name of the institution
- City, country

- Author's email
- ORCID
- TITLE OF THE PAPER
- TITLE OF THE PAPER IN ENGLISH

Keywords (in Polish and English): maximum 6 words, which should relate to the topic, research area, research method, and three others.

Abstract in Polish (max. 500 characters including spaces).
 Abstract in English (translation of the Polish abstract, also max. 500 characters).

Texts should be submitted in *.doc or *.docx format. The file name should start with the author's full surname and first initial, e.g., KowalskiA.doc. The total length of the article (including abstracts, graphics, and references) should be 12–14 pages.

Font: 12 pt Times New Roman, line spacing 1.5, margins 2.5 cm (approximately 1800 characters with spaces per page).

Do not number chapters. Chapter titles should be formatted as follows:

- CHAPTER
- Subchapter
- Sub-subchapter

Avoid excessive subdivision of text into subchapters.

The article should include:

- Introduction – including objectives, methods, and problem outline;
- Chapters with separate subtitles;
- Summary, conclusions, or discussion of results;
- Final remarks;
- Bibliography and webography.

Additional notes:

- Do not hyphenate words manually or automatically.

- Use spaces only to separate words, after periods, commas, exclamation marks, colons, semicolons, etc. (never before these marks).
- Do not place spaces inside parentheses unless separating words; parentheses are part of the first and last word enclosed.
- Quotations in text use ITALICS without quotation marks but must indicate the page number. Latin names should also be in italics.
- Indent paragraphs using the first-line indent function (0.7 cm).
- Hyphens (-) are used for numeric or time ranges (e.g., 1999–2000) or compound words (e.g., black-and-white, Bielsko-Biała).
- Dashes (–) are used as inter-word punctuation, not inside words.
- Italics are used for quotes (without quotation marks, including page reference) and Latin names.
- Use abbreviations correctly: rok – y., wiek – c., percent – %.

Footnotes:

Two types of footnotes are used:

1. Bibliographic footnotes – referencing works or quotations used in the text.
2. Explanatory footnotes – providing additional information in the main text.

Bibliographic footnotes should be in square brackets in the main text and contain: author(s) surname, year of publication, and page numbers:

Text, text, text [Surname, year, p.…]

If a source has 1–3 authors, list all authors separated by commas. If more than 3 authors:

[Kowalski et al., 2018, pp. 9–11]

For edited books, list the editor's name in the footnote and provide the full bibliographic entry in the bibliography:

[Kowalski, 2020, p. 167]

Legal acts in footnotes: provide as follows (full reference in bibliography):

[Journal of Laws 2011 No. 80, item 432]

When referencing multiple publications in one footnote, list alphabetically by author surname, separated by semicolons:

[Dobrodziej, 2014; Kowalski, 2006; Wiśniewski, 2019]

For multiple works by the same author in one footnote, list in chronological order, writing the surname once followed by years, e.g.:

[Kowalewski, 2009, 2014a, 2014b]

If one work is primary and others are supplementary, precede the latter with "see also":

[Kowalski, 2006; see also: Wiśniewski, 2018; Nowak, 1998]

Bibliography

Bibliography should follow this format:

Author's surname, initial, year of publication: *Title of the monograph*. Publisher, place of publication.

Entries should be in alphabetical order by the author's surname.

Examples:

1. Monograph:
   Starzeński O., 2011: *Analiza rynków finansowych*. C.H. Beck, Warsaw.
2. Edited monograph:
   Rokita J. (ed.), 2020: *Dylematy i wyzwania zarządzania strategicznego*. Górnośląska Wyższa Szkoła Handlowa im. Wojciecha Korfantego, Katowice.
3. Chapter in edited monograph:
   Starzeński O., 2020: Investing in tokens – ICO in anticipation of Brexit 2019. In: J. Rokita (ed.), *Dylematy i wyzwania zarządzania strategicznego*. Górnośląska Wyższa Szkoła Handlowa im. Wojciecha Korfantego, Katowice, pp. 187–196.
4. Article in scientific journal:
   Staszewska A., 2021: Sustainable development in urban management: the example of Sosnowiec. *Zeszyty Naukowe Wydziału Zarządzania GWSH*, 16/2021, pp. 123–136.

If the article has a DOI, include it at the end:

DOI: https://doi.org/10.53259/2021.16.14

5. Online sources:
- Article or report with author:

  Nicholson, S., 2015: Peeking behind the locked door: A survey of escape room facilities. White Paper. Retrieved from: http://scottnicholson.com/pubs/erfacwhite.pdf – access date: 25.06.2020.

- Material with no individual author or institutional author:

  Title. Institution, year. Retrieved from: URL – access date.

  Example: *Study on organization and work time distribution in Poland in 2015*. GUS, 2016. Retrieved from: http://stat.gov.pl/... – access date: 15.10.2019.

6. Legal acts:

   Act of 4 February 2011 – Private International Law. Journal of Laws 2011, No. 80, item 432.

Graphics:

- Captions must be in Polish and English, including map legends, table titles, and headers. Indicate the source of scientific information. Use separate numbering for figures, photos, and tables.
- Figures (charts, maps, drawings) – sequentially numbered, e.g., Fig.1, Fig.2, with caption and source in Polish and English below.
- Photos – digital format *.jpg, *.tif, or *.gif, in color and grayscale, 300 dpi, sequentially numbered, e.g., Photo 1, Photo 2, caption with source in Polish and English below.
- Tables – prepared in MS Word or Excel, numbered sequentially with concise titles in Polish and English above, data source below.

Note – graphics count toward total article length.

The editorial board reserves the right to shorten and stylistically correct texts and remove graphic material not meeting editorial requirements.

Articles prepared contrary to these guidelines will be returned to the authors for correction.