



Warsaw University of Technology

BRANCH IN PLOCK

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EDITORIAL GUIDELINES FOR THE POST-CONFERENCE PUBLICATION

- Size of the article:** maximum 12 pages (with annex, photos, charts)) i.e. 0,5-0,6 publishing sheet (20.000 - 22.000 marks)
- Words processor:** MS Word
- File type:** *.doc; *.docx;
- Page size:** B5 (18,2x25,7)
- Page layout:** margins 2,5 cm (all)
- Hyphenation:** no
- Abstract:** in Polish and English
- Key words:** in Polish and English (maximum 6)
- Footnotes:** Harvard style:
- [Sobczak 2006: 10];
 - referring to several works by the same author published in one year, to distinguish them, a lowercase letter is added after the publication date "a", "b" etc., i.e. [Sobczak 2007a: 24] i [Sobczak 2007b: 20];
 - when a publication has up to three authors [Ziółkowski, Kowalski and Nowak 1996: 34],
 - when there are more than three authors, the name of the first one should be given, with abbreviation "et al." (and others), i.e. [Ziółkowski et al. 1997: 89];
 - documents with no author: [UN 2020]; [Ministry of Finance 2021: 10];
 - website: [Europa.eu]; [Europa.eu: a]
- Bibliography:**
- Book - one up to three authors: Sobczak E. (2006), Finance, PWN, Warsaw, p. 100; Sobczak E., Miłek Z. (2020), Finance, PWN, Warszawa;
 - Book - more than three authors: Sobczak E., Miłek Z., Mrozek B. et al. (2010), Finance, PWN, Warszawa;
 - Articles in non-serial publications: Kozłowski M. (2014), Corporate governance [in:] Staniszewski M. (ed.), Management, PWN, Warszawa;
 - Articles in serial publications: Kozłowski M. (2020), Corporate governance, *Economics*, No 5;
 - documents with no author: UN (2020), Sustainability development in 2019, New York;
 - e-documents/website: Nowak J. (2015), <http://www.studia.net/poradnik-kandydata/5387-gra-o-kandydata-czyli-pulapki-rekrutacyjne>; (*Please remove hyperlink*);
 - in case of e-documents which have a printed (PDF) version - it should be cited.
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