Instructions for preparing a chapter for a monograph

Affiliation

The affiliation includes: name and surname of the author/authors, academic degree/title, name of the university, faculty and Institute/Department/Laboratory, ORCID number, e-mail address.

Example:

Jan Kowalski, PhD, Academy of Social Sciences, Faculty of Management, Institute of Management, https://orcid.org/0000-3456-1111-4841 , e-mail: jankowalski@wp.pl

Typeface and size

The text of the article should be submitted in Times New Roman font, size 12, with 1.5 spacing. Foreign language terms and expressions, as well as titles of articles and books, and individual chapters, should be written *in italics*. Do not use **bold** or underlining .

Figures

Figures, diagrams and photographs should be placed in the text in the appropriate place and with the appropriate numbering (together with the reference in the text) and provided by e-mail as separate files in one of the formats: jpg, *.tif or *.psd.

Figures taken from other works and subject to copyright protection should be accompanied by bibliographic information in the form of a reference to the source, placed in the caption of the drawing.

Tabels

Tables should be placed as close as possible to the reference and numbered consecutively. Tables are created using the command: *Table / Insert table* . It is advisable to avoid abbreviations in the headings (columns) of tables. Explanatory notes, if any, should be placed directly below the table, not in the table itself.

Footnotes

If a footnote is used in the publication, it should be placed at the bottom of the current page using the command: *Insert footnote*. Footnotes should be used in the form of writing used in the Bibliography and with the number of the referenced or quoted page. Unlike the Bibliography, in the footnotes we first enter the initial of the first name, and then the surname of the author, for example:

M. Bratnicki, J. Strużyna, W. Dyduch, *Kapitał intelektualny: odwieczne problemy a nowe propozycje metodologiczne*, [w:] *Kapitał intelektualny. Dylematy i Wyzwania*, red. A. Pocztowski, Wyższa Szkoła Zarządzania, Nowy Sącz 2001, s. 110.

Bibliography

A Bibliography should be placed at the end of the article, including all the publications used in alphabetical order. Individual bibliographic items should not be numbered.

For articles and chapters from collective works, the page range for the entire text should be given.

Examples:

Monographs

Bratnicki M., Strużyna J., Dyduch W., *Kapitał intelektualny: odwieczne problemy a nowe propozycje metodologiczne*, [w:] *Kapitał intelektualny. Dylematy i Wyzwania*, red. A. Pocztowski, Wyższa Szkoła Zarządzania, Nowy Sącz 2001, s. 90–127.

Fitz-Enz J., *Rentowność inwestycji w kapitał ludzki*, tłum. J. Kowalski, Dom Wydawniczy ABC, Kraków 2001.

Juchnowicz M., *Kultura zaufania wyzwaniem współczesnego zarządzania kapitałem ludzkim*, [w:] *Kulturowe uwarunkowania zarządzania kapitałem ludzkim*, red. M. Juchnowicz, Oficyna a Wolters Kluwer business, Kraków 2009, s. 173–182.

Journals

Steffensen D.S., Ellen B.P., Wang G., Ferris G.R., *Putting the "Management" Back in Human Resource Management: A Review and Agenda for Future Research*, „Journal of Management" 2019, vol. 45, no. 6, s. 2387–2418.

Viktória H., *Project management competence – definitions, models, standards and practical implications*, „*Vezetéstudomány*. Budapest Management Review" 2019, vol. 50, no. 11, s. 2–17.

Załoga W., *Model kompetencji menedżera w nowoczesnej organizacji*, „Zeszyty Naukowe Uniwersytetu Przyrodniczo-Humanistycznego w Siedlcach. Administracja i Zarządzanie" 2013, t. 97, s. 449–468.

Netography
It is forbidden to refer to a link without an appropriate description: title, publication date, page name, link, access date, e.g.:

TQM – Total Quality Management Kompleksowe zarządzanie przez jakość, 25.07.2012, centrum.jakosci.pl, https://centrum.jakosci.pl/podstawy-jakosci,zarzadzanie-przez-jakosc.html [access: 23.04.2021].

Abstract
Abstracts in Polish and English are to be included at the end of the paper, along with Polish and English keywords (a maximum of five each). The length of the abstract in Polish should not exceed 1300 characters with spaces.

Charts and tables: information for authors of papers

Charts[1] should be: legible, aesthetically pleasing and accurately produced. Complicated descriptions and excessive content should be avoided. Charts should give a simple and unambiguous picture of what the author wants to present to the reader.

Depending on the type of data presented, the appropriate type of chart (bar, pie, line, point, etc.) should be selected, e.g. a pie chart perfectly illustrates the structure of the studied phenomenon, but only when the number of categories is small.

Three-dimensional charts should be avoided due to their lower readability and color charts due to black and white printing.

Elements of charts and tables
Please number the tables and charts (the background should be transparent).
Font: headings and text in the table - 10 points

Title (caption) - all captions and descriptions should be placed under the charts, and in the case of tables - above the tables. The title "inside" the chart can only be used if it brings something new and is not a repetition of the caption.

Legend - should only be used when necessary (eg. the chart shows several different data).

Source - the full source of data must be given under each table and chart (form as in the bibliographic footnote). The following terms are acceptable: *own elaboration* or *own elaboration based on…*

Additional explanations – additional information necessary to understand the content should be placed below the chart (table).

Reference – each table/chart should be referenced to in the text, which allows the table/chart to be placed at the convenience of the author and the publishing house, while a short description is advisable below the chart.

---

[1] The terms *chart* , *figure* , *image* – despite semantic differences – will be treated as synonyms.