

EDITORIAL REQUIREMENTS

The formatting of the text should conform to the following requirements:

- a. text editor: Winword, font: Times New Roman, size: 12
- b. line spacing: 1.5
- c. margins: 2.5 cm
- d. author's first and last name (font: Times New Roman, size: 12, left alignment)
- e. university (font: Times New Roman, size: 12, left alignment)
- f. title (font: Times New Roman, size: 14, bold, centered)
- g. subtitles (font: Times New Roman, size: 12, bold, centered)
- h. quotations should be marked by quotation marks (not italicized)
- i. italics in the text should be used only for the titles of books, papers, short expressions in a foreign language and names
- j. abstract in Polish and in English (up to 1,200 characters)
- k. key words: up to five key words
- l. biographical information in Polish (150-200 characters)

ANNOTATIONS

Bibliographic notes should follow Oxford standard where reference is made to a given item in the bibliography. A reference should be indicated in brackets next to the information, opinion, view concerned in the following manner (name, publication date, page), e.g.:

- (Nowak, 1999, p. 10) – when the work that is referred to has one author;
- (Nowak, Kowalski, 2000, pp. 145-150) – when the work that is referred to has two or more authors;
- (*Inquiry*) – the first word of the title is given when reference is made to a publication where there is no mention of the author;
- Fragment of a publication's title (two words or more) is given when the bibliography lists several titles beginning with the same words.

Explanatory notes should be placed at the bottom of the page.

BIBLIOGRAPHY

Please provide full bibliographical details in the list of references (bibliography) at the end of the paper. The list of references should be ordered alphabetically by author; in the case of several publications by the same author in the same year they should be ordered chronologically (using a small letter, e.g. 2003a, 2003b, 2003c).

Sample references:

Barber B. R. (2003), *Strong Democracy Participatory Politics for a New Age*, University of California Press, Berkeley-Los Angeles- London.

Friedent L. A. (1998), *New Citizenship*, „Media & Society”, vol. 18, nr 2.

Inquiry into Democracy. Report (2003), Parliament of Victoria,

<http://www.parliament.jhgiutigui.html>.

Konstytucja Rzeczypospolitej Polskiej z dnia 2 kwietnia 1997 r., Dz. U. 1997, nr 78 poz. 483.

Kowalski P. (2008), *Rozwój cywilizacji*, Wydawnictwo ABC, Warszawa.

Krasuski K. (2009), *Nowy pomysł na prywatyzację giełdy*, „Rzeczpospolita” z dnia 27.11.2009 r.

Miserez M.-A., *Switzerland: a country of politicians*, 24.08.2009, Swissinfo.ch,

http://www.swissinfo.ch/eng/specials/switzerland_for_the_record/world_records/Switzerland:_a_country_of_politicians.html?cid=669352, 15.10.2012.

Nowak R. (1999), *Władza i demokracja*, [w:] *Demokracja i władza*, red. J. Kowalski, Wydawnictwo XYZ, Warszawa.

Rybińska A. „*Nie*” dla rozbrojenia narodu, 14.02.2011, „Rzeczpospolita”,

http://www.rp.pl/artykul/611851_-Nie--dla-rozbrojenia-narodu.html. 15.10.2012.

TABLES, GRAPHS AND FIGURES

Each graph, table, figure and so on should bear a title (Times New Roman, bold, 10) and indicate its source (Times New Roman, 10). The title should be placed above the graph, table, or figure concerned, whereas the source – below it.

The text should be accompanied by information about the author:

a. full first and last name

b. academic degree, title

c. exact correspondence address, including telephone number and e-mail