



Instructions for using the paper formatting template

General formatting requirements

Word Processor – MS Word.

Maximum paper length – 23 000 characters, including spaces, acknowledgements and references.

Graphical elements - all graphical elements should be embedded in the paper. All graphics should be black and white or gray scale with sufficient contrast. Minimal resolution of all figures, drawings and photographs should be 600 dpi. Do not use figures downloaded from the Internet unless they are of sufficient resolution for printing.

Working with paper formatting template

The paper formatting template has been designed for authors preparing manuscripts for publication. The template supports MS Word 2000 and 2003 but can also be used with Word 2007. The template contains predefined style formats which can be quickly accessed by authors by using buttons on the special toolbar **Paper.Formatting.Tools** (shown below).

Getting started

1. Open Word and from the "**Tools**" menu select the options **Macro** ⇒ **Security**.
2. Click the "**Medium**" radio button and then **OK**. Exit Word.
3. Copy the template **Paper.Template[EN].dot** into the directory where you want to save your manuscript.
4. Open My Computer or Windows Explorer and then double click on the template **Paper.Template[EN].dot** to create a new document. If the warning appears telling you that the template contains macros, click on the "**Activate macros**" button. Do not open the template in Word through File ⇒ Open.

- Save the document and name it with your surname and the paper title (e.g., Johnson - Risk management in crisis times). If the paper title is long, you may use an abbreviated title. You may also use the template with a document you have already created.

The special toolbar **Paper.Formatting.Tools**



The following descriptions show you how each of these buttons can be used.

Paper title	Formats paper title.
Acknowledgements	Entered or selected text is formatted as sub-title.
Author	Formats the author's name and surname.
Affiliation	Formats author's affiliation.
Abstract	Entered or selected text is formatted as paper abstract.
Acknowledgements	Acknowledgments of people, grants, funds, etc. Acknowledgements should be placed after the paper and before the reference list.
Paper text	Entered or selected text is formatted as the paper main text.
Footnote	Inserts and formats footnotes
In-text reference	Inserts parentheses to insert in-text references, for example (Kwiatkowski, 2012). The button inserts the round brackets and places the cursor between them so that only the in-text reference needs to be entered. The following section shows examples of in-text references.

References	The button formats entries in the reference list. All entries in the list should be sorted in alphabetical order manually.
H1 ... H3	H1 formats first level heading H2 formats second level heading H3 formats third level heading
Table title	Selected text is formatted as table title, figure title or chart title
Format table	Formats table borders and text in tables
Source	Source of information, e.g., below tables, figures and charts

REFERENCES

References should be in alphabetical order sorted by the first author's surname.

	In-text reference	References
Book – one author	(Drucker, 1974) Drucker (1974) claims that... "all quotations should be in quotation marks" (Drucker, 1974, p. 64).	DRUCKER, P.F. (1974) <i>The Frontiers of Management</i> . New York: Willey.
Book – two authors	(Gierszewska & Romanowska, 2009) Gierszewska & Romanowska (2009) claim that... "all quotations should be in quotation marks" (Gierszewska & Romanowska, 2009, p. 64).	GIERSZEWSKA, G., ROMANOWSKA, M. (2009) <i>Analiza strategiczna przedsiębiorstwa</i> . 4 th ed. Warsaw: PWE.
Book – three authors	(Gordon, Smith & Brown, 2013) Gordon, Smith & Brown (2013) argue that... "all quotations should be in quotation marks" (Gordon, Smith & Brown, 2013, p. 264).	GORDON, A., SMITH, C., BROWN, K. (2013) <i>How To Avoid Plagiarism and Lawsuit</i> . London: Bricker House Publishing.

	In-text reference	References
Book – four and more authors	(Coogar et al., 2010) Coogar et al. (2010) claim that... "all quotations should be in quotation marks" (Coogar et al., 2010, p. 325).	COOGAR, B. et al. (2010) <i>Polluting the Earth</i> . London: Pearson.
Book – chapter in a book	(Marshall, 2000) Marshall (2000) claim that... "all quotations should be in quotation marks" (Marshall, 2000, p. 1325).	MARSHALL, C. (2000) How To Avoid Plagiarism and Lawsuit. In: Brown, P., Smith, K.S. (eds). <i>Copyright Law of the State of Maryland</i> . New York: Watson Publishers Ltd.
Book – editor(s)	(Perry, 2010) (Perry & Smiths, 2012)	PERRY, G. (ed.) (2010) <i>The Global Village</i> . London: Brenner Publishers. PERRY, S. & SMITHS, A. (eds.) (2012) <i>The Global Currency</i> . London: Brenner Publishers.
Book – several works of the same author published in the same year	(Meaddley, 2010a) (Meaddley, 2010b) (Meaddley, 2010a, p. 27)	MEADDLEY C. (2010a) <i>The Foundations of Clinical Psychiatry</i> . Boston: Pearson Ltd. MEADDLEY C. (2010b) <i>Criminal Behaviours of Recidivists</i> . Boston: Pearson Ltd.
Book – electronic edition	(Smith, 2002)	SMITH, P. (2002) <i>Introduction to Strategic Management</i> . Viewed on 23 February 2003, http://www.library.net/578372.pdf
Journal article – printed	(Blake, 2006)	BLAKE, G. (2006) "Management of social behaviours – specificity, needs, challenges". <i>Journal of Sociology</i> . Vol. 3(13), p. 345-355.
Journal article – online/electronic journal article	(Blake, 2004)	BLAKE, G. (2004) "Capital markets in Spain". <i>Economic Review</i> . [online] Vol. 2(10), p. 123-134, viewed 14 March 2007, http://www.erum.edu/articles/38375232.pdf
Internet document	(MG 2013)	Ministry of Economy 2013, <i>Prime Minister in Japan is talking with businessmen on possible cooperation in steel sector</i> , ME, Warsaw, viewed 25 October 2013, http://www.mg.gov.pl/node/19352

Should you have any questions or need assistance, please contact:

j.kuterek@pollub.pl