

Submission Guidelines

Manuscripts submitted to “Olsztyn Economic Journal” should be prepared in accordance with the guidelines of the editorial board.

At the top of the first page of the article the following header should be placed:

OLSZTYN ECONOMIC JOURNAL

Underneath the title of the article should be provided as well as the author’s first name and last name, name of the research institution (department/unit, faculty, university) and e-mail address. Key words should also be provided (not more than 5) as well as abstract (up to 0,5 page), which should include information about the objective, subject, methodology and results of the study.

The title of the article, the author’s first name and last name, affiliation, key words and abstract should be provided **both in English and in Polish** (sample first page can be found in the tab on the right).

Each article should have the following distinct sections:

- Introduction with a clearly formulated objective,
- Description of the research methodology,
- Description and interpretation of the research results,
- Summary or conclusions,
- Bibliography.

The length of the article, including the abstract, **should not exceed 12 pages of the printed text.**

Formatting the text

- Word (format doc.), use Times New Roman font, 12 pts, indentation 0,7 cm, line spacing 1,5, right margin – 3 cm, other margins – 2,5 cm, text justified;
- Intertitles centred, bold;
- In-text references to bibliographic entries should be written in parentheses:
 - a) if work by one or two authors is cited: last name(s) of the author(s) (in small caps), year of publication and page numbers, e.g., (PORTER 1998, p. 143) or [...] according to PORTER (1998, p. 143) [...],
 - b) if work by three or more authors is cited: the first author’s last name (small caps) followed by et al., year of publication and page numbers, e.g., (ADAMOWICZ et al. 2008, p. 12),
 - c) if more than one work by the same author(s) from the same year is cited, use the suffixes “a”, “b”, “c”, etc., to differentiate them, e.g., (PORTER 1998a, p. 143),
 - d) if the in-text reference is made to collected volumes, reports or analyses, instead of the author’s last name a full or shortened title of the work is provided (in italics), the year of publication and page numbers, e.g., (*European Pork Chains* 2009, p. 27, 29), (*Informacja w sprawie zatrudnienia...* 2011, p. 5–10),

- e) references to legal acts: with the first reference full title of the legal act should be provided, together with the description of the Journal of Laws or Polish Monitor, and the shortened version of the title, which will be used further on, e.g., (Ustawa z 27 sierpnia 2009 r. o finansach publicznych, Journal of Laws of 2009, no 157, item 1240, from now on referred to as: ustawa o finansach); **the titles of Polish acts should not be translated into English,**
- f) references to electronic and Internet sources in accordance with the rules described in point a) to e). If the electronic and Internet sources has no author and title, in parentheses should give the name of the website or database and year of publication, update or access, e.g., (Local Data Bank 2016);
- Explanatory footnotes, font 10 pts, paragraph indentation 0,7 cm, single spacing, justified; footnote numbering in superscript, using Arabic numerals ;
- Continuous page numbering.

Bibliography

- bibliography should be prepared using the Harvard system;
- font size 10 pts, the first lines of each bibliographic entry should not be indented, while the second and the consecutive lines should be indented 0,7 cm;
- Sources should be arranged in alphabetical order (without numbering);
- if in the given year more than work by the same author was published, suffixes “a”, “b”, “c”, etc., should be used to differentiate them;
- works by one author should be arranged chronologically (from the oldest to the most recent ones);
- description of monograph: last name and initial(s) of the name (s) of the author(s), (small caps), year of publication, title (italics), publisher and place of publication, e.g.,:

ADAMOWICZ E., DUDEK S., PACHUCKI, D., WALCZYK K. 2008. *Synchronizacja cyklu koniunkturalnego polskiej gospodarki z krajami strefy euro w kontekście struktury tych gospodarek*. Wydawnictwo IRG SGH, Warszawa.

PORTER M. E. 1999. *On Competition*. Harvard Business School Press, Boston.

- description of a collected volume: title (in italics), year of publication, abbreviations Ed./Eds., initial(s) of the name and last name of editor(s), publisher and place of publication, e.g.,:

Analiza ekonomiczna w przedsiębiorstwie. 2013. Ed. M. Jerzemowska. PWE, Warszawa.

European Pork Chains. 2009. Eds. J. Trienekens, B. Pelersen, N. Wognum, D. Brinkmann. Wagenigen Academic Publishers, Wagenigen.

- description of a chapter in a monograph: last names and initial(s) of the first name(s) of the author(s) of the chapter (small caps), year of publication, title of the chapter (italics), abbreviation In: title of the monograph (in italics), initials of the first name(s) and last names of author(s) of monographs or editor(s) of collected volumes, publisher and the place of publication, e.g.,:

KLEINMAN M. 2003. *The Economic Impact of Labour Migration*. In: *The Politics of Migration. Managing Opportunity, Conflict and Change*. Ed. S. Spencer. Blackwell Publishing, Malden.

KWIATKOWSKI E. 2013. *Metodologiczne problemy analizy makroekonomicznych skutków emigracji ludności. Przypadek Polski*. W: *Powroty z migracji wobec sytuacji na rynku pracy w Polsce*. A. Organiściak-Krzykowska, E. Kwiatkowski, J. Machnis-Walasek, A. Krajewska, K. Piłat, S. Pieńkowska-Kamieniecka. Wydawnictwo UWM, Olsztyn.

- description of an article in a research journal: initial(s) of the name and last name of the author(s) (small caps), year of publication, title of the article (in italics), title of the journal, volume (number): article pages, e.g.,:

STEAD D. 2014. *European Integration and Spatial Rescaling in the Baltic Region: Soft Spaces, Soft Planning and Soft Security*. *European Planning Studies*, 22(4): 680–693.

JARMOŁOWICZ W. 2013. *Rynek pracy i polityka państwa na rynku pracy w Polsce okresu transformacji i integracji gospodarczej*. *Acta Universitatis Lodzianensis. Folia Oeconomica*, 281: 139–153.

- description of electronic and Internet sources (documents):

a) description of a book on CD or a chapter from a book should be the same as in the paper version, indicating the type of electronic carrier, e.g.,:

KOPALIŃSKI W. 1998. *Słownik wyrazów obcych i zwrotów obcojęzycznych*. PRO-media CD, Łódź [CD-ROM].

b) article in electronic journal: author's last name and first name initial (small caps), year of publication, title of the article (in italics), title of the journal, volume (number): article pages (if they are specified), online address or DOI, date of access, e.g.,:

KOZAK S., OCHNIO E. 2016. *Did the financial crisis impact the level of investment efficiency of equity investment funds in Poland?* *EJPAU*, 19(2), <http://www.ejpau.media.pl/volume19/issue2/art-03.html> (access: 3.02.2016).

c) Internet sources (documents) including from Eurostat or GUS: title of the source (documents), date of publication, name of the portal, online address, date of access, e.g.,:

Aktywność ekonomiczna ludności Polski w latach 2010-2012. 2014. Główny Urząd Statystyczny, http://stat.gov.pl/download/gfx/portalinformacyjny/pl/defaultaktualnosci/5475/5/3/5/pw_aktywnosc_ekonomiczna_ludnosci_2010-2012.pdf (access: 3.02.2016).

Population on 1 January by five years age group, sex and NUTS 2 region. 2016. Eurostat, http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=demo_r_pjangroup&lang=en (access: 19.09.2016).

If the Internet sources has no title: name of the portal or database, date of publication or update, online address, date of access, e.g.,:

Local Data Bank. 2016, <https://bdl.stat.gov.pl/BDL/dane/podgrup/tablica> (access: 1.08.2016).

- description of reports, analyses, legal acts:

Informacja w sprawie zatrudnienia obywateli polskich w państwach Europejskiego Obszaru Gospodarczego i Szwajcarii oraz obywateli państw EOG w Polsce. 2011. Ministerstwo Pracy i Polityki Społecznej, Warszawa.

Ustawa z 20 kwietnia 2004 r. o promocji zatrudnienia i instytucjach rynku pracy, *Journal of Laws of 2004*, no 99, item 1001.

- description of unpublished works:

Tables and drawings

Tables and drawings should be numbered using Arabic numerals .

Tables should be marked using:

- number (e.g., Table 1) – written to the right, over the table, font size 10 pts,
- title – placed over the table, centred, font size 10 pts,
- source – written underneath the table, font size 10 pts, in the form of a bibliographic reference, e.g.,:

Source: PORTER (1998, s. 143).

Source: *European Pork Chains* (2009, s. 27, 29).

Or if the table was elaborated by the author:

Source: own elaboration on the basis of PORTER (1998, p. 143).

Source: own elaboration on the basis of *European Pork Chains* (2009, p. 27, 29).

Illustrations, charts, maps, diagrams, etc., which are captioned as “Drawing” should be marked using:

- number (e.g., Fig. 1.) – placed underneath the drawing, font size 10 pts,
- title – placed after the number of the drawing, centred, font size 10 pts,
- source – provided underneath the caption of the drawing (analogously to the sources underneath tables).

References to drawings and tables in the text should be made in the 1 to *n* sequence (in accordance with the numbering).

We do not accept handmade drawings, photocopies, scans and online materials.

Drawings should be prepared using software working in the Windows environment (e.g., Excel, Corel Draw). Drawings prepared using other specialist software should be saved in the Windows Metafile format (.wmf), which allows importing to Corel.

Units of measurement should be given according to the international SI system.

Mathematical formulas should be written using the formula editor for MS Word. They can be numbered (using Arabic numerals in parentheses, to the right, alongside the formula) and they have to be editable. All variables have to be explained underneath the formula, indicating which letter-based symbols are supposed to be normal, italicized or bold. Reference to a specific formula in the main body of the text should be made by placing the number of the formula in parentheses.