

## 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](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](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.