

The rules of publishing in „PiZ” – instruction for the authors

1. The editorial office accepts scientific texts in the forms of:
 - scientific articles (from 20 to 30 000 characters, including blank characters) and research reports (up to 15 000 characters, including blank characters);
 - book reviews (up to 15 000 characters, including blank characters);
 - information about new publications or conferences and scientific seminars concerning organization and management and as well about other important issues in scientific field and practice of management (up to 15 000 characters, including blank characters).

Articles shorter or longer than stated here would not be accepted!

2. Articles would be qualified **only** when all the authors deliver to the publishing house **two signed statements**: the statement about **ghostwriting** and the statement about **proprietary copyrights transfer**.
3. All the authors are obliged to deliver the article with proper layout (proof reading). Only the articles with no grammar and stylistic mistakes would be qualified. All the authors are obliged as well to introduce all the changes suggested by the editorial office during the process of language editing and typesetting.
4. All the authors are obliged to introduce all the suggestions proposed in a scientific review.
5. The article must be prepared as depicted below:
 - title;
 - the author's name and surname;
 - contact data (e-mail and phone number);
 - affiliation;
 - abstract (up to 200 words) in English;
 - key-words (5–7) in English;
 - the text of the article;
 - bibliography.
6. The article should be divided into clear parts (ex. introduction with stating the aim of the article and the methods used, approachable knowledge, the research outcome etc. and the conclusion).
7. All the articles should be delivered via e-mail. We kindly ask not to prepare text in a different editing programme than **Word** (type 12, space 1,5). Articles should not contain the hyperlinks or links to other programmes.
8. The bibliography should be prepared as depicted below:
 - the surname of the author, first letter of the name (or names), the year of publication, the title (in italic), publishing house and place of publishing;
 - between first letters of names of the authors we do not put the blank character;

- we put only the title of the magazine in quotation.

Examples:

- a book of one author:
Kowalski B. (1998), *Problemy współczesnej kultury*, PWN, Warszawa.
- a book of more than one author:
Kowalski B., Nowak E. (2000), *Zarządzanie międzykulturowe*, ExLibris, Kraków.
- two books with one author in the same year:
Nowak E. (2010a), *Bezpieczeństwo narodowe*, wyd. SAN, Łódź.
Nowak E. (2010b), *Zarządzanie bezpieczeństwem w kryzysie*, wyd. SAN, Łódź.
- a book with one editor:
Piasecki R. (ed.), (2008), *Polska i Unia Europejska w dobie globalizacji*, SAN, Łódź.
- a chapter from the book written by someone else than editor:
Świerzbicki M. (2009), *Zarządzanie strategiczne w obszarze rynków medycznych* [in:] R. Limanowski (ed.), *Zarządzanie w służbie zdrowia*, Akon, Gdańsk.
- articles from the magazines:
Dyżko S. (2012), *Zagrożenie kryzysem*, „Polityka”, no. 7, p. 4.
- Internet publications:
Bobiński M. (2001), *Ryzykowny kurs*, „Gazeta Prawna”, [online], www.gazetaprawna.pl.bobinskim364, date of access: 7.06.2001.

The bibliography should contain only the positions quoted in the article, it should also be prepared in the alphabetic order (without numbers).

9. The formulas must be created in Word (with the help of Microsoft Equation).
10. All the pictures and tables must have their number and title. The source of the table / picture must be shown below.
11. All the pictures must be black and white as we **do not publish in colour**.
12. We use **only** the Harvard system of referencing – in the text, as stated below:
 - [author's surname, the year of publishing, quoted page or pages]. The example: [Lange 1961, p. 30] or [Jones 2010, pp. 123–125].
13. We accept foot notes below the text **only** when it contains additional information, not the source of information.
14. We kindly ask **not to use** the hard space before conjunctives and prepositions.
15. The editorial office is entitled to shorten and adjust the articles or change the titles. If that may be necessary, the authors would receive such information.
16. The authors can receive **one copy** of the magazine for free.
17. The example page of the article is shown below:

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Title

Abstract (up to 200 words)
Key-words

Introduction

text
text
text

1. Chapter

1.1. The section of the chapter

text
text
text
text¹

Picture 1. The title of the picture

(the picture)

source:.....

2. Chapter

text
text
text [the author, year of publication, quoted pages].

3. Chapter etc.

Conclusion

Bibliography

¹ Foot note only when necessary, containing additional information. It must end with a full-stop.