

# **Society. Education. Language**

## **SUBMISSION GUIDELINES**

Authors are responsible for observing the laws of copyright when quoting or reproducing material:

1. The total length of the articles must not exceed 40 000 characters (not less than 20 000) , i.e. inclusive of everything from figures to list of references (use TNR 12, single-spaced text; margins 2,5 cm, 1 cm indentation in the first line of each paragraph, footnotes in TNR 10)

2. All quotations need be italicized, neither underlined nor in bold type.

3. Quotations longer than 3-lines should be written in a smaller font (Times New Roman 10), singlespaced and indented, preceded and followed with an extra line space.

4. Tables and Figures in black and white, clear, in TNR 10; separated from the main text by one line; with the source description above the Table and below the Figure.

5. Page numbers in the right hand corner at the bottom, in Arabic numbers.

6. Use the Chicago Manual of Style, e.g. [Gardner, 2009, s. 12]

a) Use “and,” not an ampersand, “&,” for multi-author entries.

- For two to three authors, write out all names, e.g. [Gardner and Simson, 2009]
- For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations, e.g. [Gardner et al., 2009,]

b) If there are multiple works by the same author identify them with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year, e.g. [Nowak, 2000a, 2000b, 2000c].

c) If an entire edited book with authored chapters is cited, the editor is listed as the author with the abbreviation "ed." after his name, or "eds." if there are more than one editor.

e.g. [Gardner, (ed.), 2009,], [Gardner and Simson, (eds.), 2009].

d) Order the citations of two or more works by different authors within the same parentheses chronologically in the same order in which they appear in the reference list, e.g.

[Gardner, 2009; Simon, 2011; Webber, 2015].

e) To Cite a Internet Website use the References which we rank pages alphabetically to give them abbreviation:

[www1]

[www2]

[www3]

e) To Cite a legal materials use the beginning of its official name, e.g. [Ustawa o rachunkowości], [Kodeks karny].

f). When a source has no identifiable author, cite it by the beginning of its title, e.g [Uchwała Komisji Krajowej NSZZ Solidarność w sprawie].

7. Place bibliography at the end of the text as follows:

#### REFERENCES (CAPITAL LETTERS)

- Books

Sawicka Katarzyna. 2010. *Socjoterapia*. Warszawa: Kompendium.

Michalski Tomasz, Pajewska Renata. 2001. *Ubezpieczenia gospodarcze*. Warszawa: Wydawnictwa Szkolne i Pedagogiczne.

- Articles

Kotliński Grzegorz. 2012. Dylematy marketingu banków spółdzielczych. In *Współczesna bankowość spółdzielcza*, ed. Anna Szelągowska. Warszawa: CeDeWu.

- Journals

Łoskot Małgorzata. 2011. „Zasady organizacji zajęć specjalistycznych dla uczniów o specjalnych potrzebach edukacyjnych”. *Głos Pedagogiczny* nr 2.

- Acts and regulations

Ustawa z dnia 16 września 1982 roku. Prawo spółdzielcze. Dz.U. 2003, nr 188, poz. 1848 z późn. zm.

- Internet sources

[www 1] Pavlenko Aneta. 2008. “Emotion and Emotion-laden Words in the Bilingual Lexicon”, *Language and Cognition* nr 11 (2), <http://journals.cambridge.org>. (accessed: 28 kwietnia 2009)

- Other documents

Uchwała Komisji Krajowej NSZZ Solidarność w sprawie strategii związku, 9.05.1991 r.

#### Layout

- Place your full name (in bold type) in the top left corner in TNR 14; in the next verse your affiliation (in TNR 12, regular type and letters)

- Leave two empty lines

- For the title, use both Polish and English (TNR 14, bold type, regular letters)

- All articles must be preceded by the abstract both in English (heading: Abstract) and in Polish (heading: Streszczenie) in TNR 10, up to 500 characters each
- Keywords (up to 7 single words in each language)
- Divide the main text into sections preceded with standardised numbered headings in bold, separated from the main text by a single line from above and beneath
- Use TNR 12 for the main text, single-spaced
- Bibliography in alphabetical order, unnumbered,

Information for the Authors of the publication:

1. Please send the articles by e-mail (in doc file) to the following addresses:  
[redakcja.sej@pwszplock.pl](mailto:redakcja.sej@pwszplock.pl)
2. Complete the attachments and send back in the form of scan.