

FORMAL REQUIREMENTS FOR STUDENT'S JOURNAL "OUR STUDIES" 2017:

The article should be written in **B5 (JIS) format**.

The size of the article should be **maximum 10 pages**, including keywords, references, abstract in English and summary in Polish added at the end of the article.

- In the upper left corner of the first page it should be included the affiliation: first name, last name, year, level and study specialization (ordinary letters, Times New Roman 12, line spacing 1.0)

For example:

Jan Kowalski

3rd year Part-time Doctoral Studies

Justyna Kowalska

1st year SS2 International Business

- Title of the article: bold, centred, Times New Roman 14, BLOCK LETTERS

The article should contain:

- key words (4-5) placed under the title
- an introduction describing the objectives and research methods
- the body of the article with subtitles
- a summary of the article, that should contain the extracted conclusions

In addition, at the end of the article it should be added:

- a summary in Polish language (approx. 150-250 words, max. 0.5 page)
- a title in English language
- summary in English language (approx. 150-250 words, max. 0.5 page)

The format and fonts

- a paper text should be written with font 12, Times New Roman, aligned on both sides, to left and right margin;
- spacing in the text: 1.0 line;
- do not put dots at the end of the titles of sections and subsections;
- margins of 2.5 cm (left, right, top, bottom);
- foreign words in a different language please write in italics;
- in the whole text, if there is indicated or mentioned any date, it should be used in a uniform date notation, such as:

14 September 2008 it occurred the bankruptcy of Lehman Brothers.

or:

On 14 September in the year 2008 it took place the bankruptcy of Lehman Brothers.

or:

14.09.2008 it occurred the bankruptcy of Lehman Brothers.

- the division of the text into parts should be labelled with Arabic numbers and subsection titles, for example:

1. Characteristics of the bonds market

- subsection titles without indentation, bold text, to the left, with a gap at the top and bottom, font size 12; sections and subsections always have a dot: 2.1. rather than 2.1 (for example)
- bullet in the text should be separated by a semicolon, in the whole article should be used a single bullet format.

Figures and Tables

- drawings/figures should be done in shades of white-gray-black, the texture may be used if needed,
- axes in the drawings/figures should be entitled and include a unit/measure/category
- sources should be placed under the figures and tables - Times New Roman 10, line spacing 10.

Figure description:

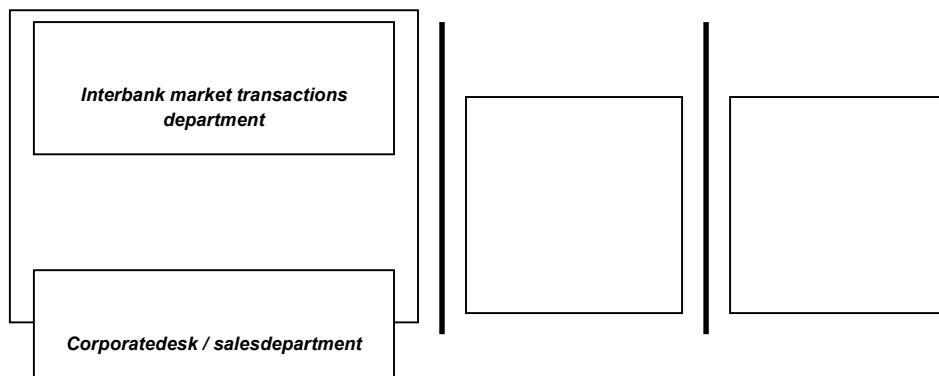


Fig. 1. Dealingroom structure

Source: Own elaboration based on M. Lubiński, *Economic analyses and market research*, Elipsa, Warszawa 2002, s. 53-54.

Table description:

Tab. 1. Measures of economic situation

Production measures	<ul style="list-style-type: none"> - gross domestic product - potential output - manufacturing - simple representation measures
Measures of production factors use	<ul style="list-style-type: none"> - unemployment rate - capacity utilization
Price measures	<ul style="list-style-type: none"> - GDP deflator - consumer price index - production price index
Money market indicators	<ul style="list-style-type: none"> - money supply - interest rate

Source: M. Lubiński, *Economic analyses and market research*, Elipsa, Warszawa 2002, s. 53-54.

- try not to leave empty spaces on the page when inserting figures or tables; the figures and tables cannot be partly on one page and partly on the other page; please do not finish the chapter or subchapter with a figure or a table, but with a text;
- do not insert dots at the end of the table or in the title of the figure.

For each figure and table, comments should be included in the text, indicating the most important conclusions. When introducing a reference in the text to a table or figure, it should be done in the following way:

- „Turnover increased by 25% (Tab.7).”
- „Turnover increased by 25% (Fig.7).”
- „Fig. 9 shows...”

Footnotes

Format footnotes - Times New Roman 10, line spacing 10.

In Internet sources it should not appear hyperlinks, please remove them.

- create footnotes in the form of sentences, which begin with a capital letter and end with a dot, font 10, Times New Roman;
- footnotes should be aligned (justified paragraphs) - do this in the end of writing the work;
- in case that footnotes refer to books, the example is:

D. Marciniak-Neider, *Rozliczenia w handlu zagranicznym*, PWE, Warszawa 2004, p. 7.

J. Pelkmans, *European Integration, Methods and Economic Analysis*, 3 ed., FT Prentice Hall, London 2006, p. 2.

(in the case of English literature, sometimes there is no place of issue; where there are several places of publication, any can be chosen)

- in case that footnotes refer to a collective work, the example is:

U. Opacka, M. Markiewicz, *Bankowość inwestycyjna*, [w:] *Finanse, bankowość i rynki finansowe*, red. E. Pietrzak, M. Markiewicz, Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 2006, p. 55.

- in case that footnotes refer to articles, the example is:

P. Przewrocki, *Import paliw płynnych bez ryzyka! – Analiza przypadku firmy Slovanafit Polska*, „Rynek Terminowy” 1999, nr 3/5 (name, year and number of the quoted journal)

- in case that footnotes refer to legal acts, example:

Regulation of the Minister of Finance dated 15 October 2008, regarding the establishment of a model chart of accounts for banks, OJ 2008, No. 195, item. 1202.

The Act of 29 August 1997. Banking Law, unified text: OJ 2012, pos. 1376, as amended.

Directive No 48/2008 of the European Parliament and of the Council of 23 April 2008 concerning consumer credit, OJ EU nr 133, 22.05.2008.

- in case of online sources – please specify the name of the institution; give the home website address; remove the hyperlink, indicate the date when you used the page, for example:
- Official website of Polish National Bank, www.nbp.pl, access date: 15.09.2016.

How to use „op. cit.” and „Ibidem” (do not use for them italic):

E. Najlepszy, *Zarządzanie finansami międzynarodowymi*, PWE, Warszawa 2000, p. 120.
Ibidem, p. 102.

D. Bennet, *Ryzyko walutowe*, Dom Wydawniczy ABC, Kraków 2000, p. 34.

E. Najlepszy, *Zarządzanie...*, op. cit., p. 88.

E. Najlepszy, K. Sobański, *Niestabilność równowagi zewnętrznej krajów rozwijających się*, PWE, Warszawa 2010, p. 55.

Ibidem, p. 10.

References

- references (arranged alphabetically): after the word "**References**" do not use a colon;
- keep in mind that you should start with a name or a title (in case it is a collective work or there is no author), for example:

McDougall A., *Swapy*, Oficyna Ekonomiczna, Kraków 2001.

Meissner G., *Credit Derivatives Application, Pricing, and Risk Management*, Blackwell Publishing, 2005.

Najlepszy E., Sobański K., *Niestabilność równowagi zewnętrznej krajów rozwijających się*, PWE, Warszawa 2010.