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**Title of the paper (Times New Roman, 14-point, bold, left aligned, line spacing: single)**

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# Abstract (Times New Roman, 12-point, bold, justified, line spacing: single) (150-300 words), 10-point type after one empty line following the abstract heading (Times New Roman, 10-point, justified, line spacing: single).

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**Aim/Purpose –** In a sentence or two, explain the purpose of your paper. What is the problem?

**Design/methodology/approach –** Mention for the reader the methods used in the paper.

Briefly describe research sample.

**Findings –** List the paper’s major findings.

**Research implications/limitations –** In a sentence or two, enter implications and limitations of your research.

**Originality/value/contribution –** Briefly describe the added value and the contribution of your paper.

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**Keywords:** maximum five keywords that capture the essence of your presented research (Times New Roman, 10-point, justified, line spacing: single).

**JEL Classification:** two to five JEL codes that apply to the issues of your presented research (Times New Roman, 10-point, justified, line spacing: single).

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# Introduction (Times New Roman, 12-point, bold, justified, line spacing: single)

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All papers should begin with an introduction. In this section you should **state more clearly the problem** (based on the literature and existing research), **the research gap, and the objectives of your study**. At the end of the introduction you should provide **an outline of the structure of your paper**.

**The total number of characters with spaces should not be less than 20,000 (i.e. about 10 pages) and exceed 40,000 (i.e. about 20 pages, max 8000 words).**

Papers submitted to JEM should **be divided into logical parts labelled as headlines** including:

* **Title** (preferably no more than 12 words);
* **Names and primary affiliations of the authors**; Authors' telephones numbers (just for editors information, not printed) and e-mail addresses; Full contact details for the corresponding author;
* **Abstract** (which includes such sections as: Aim/Purpose, Design/methodology/approach, Findings, Research limitations/implications, Originality/value/contribution);
* **Keywords** (maximum five keywords indicating the content of the paper);
* **JEL Classification codes** (maximum five JEL codes indicating the content of paper);
* **Main body**: (1) Introduction, (2) Theoretical background (or Literature review), (3) Research methods and procedure, (4) Research findings and discussion, and (5) Conclusions;
* **Acknowledgements** (if required); and
* **References** (APA style https://apastyle.apa.org/; preferably no less than 15 and no more than 40 literature items).

This is an example of text. Leave one empty line following the heading (Times New Roman, 11-point).

All text must be in Times New Roman font (Times New Roman, 11-point, justified; line spacing: at least 14.5-point; first line of each paragraph: 0.75 cm). After each section leave two empty lines (Times New Roman, 11-point).

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# Literature review (Times New Roman, 12-point, bold, left aligned, line spacing: single)

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Drawing on relevant international research, the literature review section should cover **the main concepts and research areas** discussed in the study.

This is an example of text. Leave one empty line following the heading (Times New Roman, 11-point).

This is an example of text and references (Liu & Liu, 2006). According to Mellor (2015) …… Examples from literature and practice (Barringer & Gresock, 2008; Schmidt & Lyle, 2005). Another definition (Gartner, 2007) describes ……….

This is an example of text and references of three, four or five authors. Cite all the authors the first time the reference appears. In a subsequent reference, use the first author's last name followed by et al. Examples: (First citation) A study of community college administrations highlight the role of politics (Douglas, Munster, French, & Cramer, 1997). (Subsequent citations) Patterns of intrigue have long plagued the internal politics of community college administration in Texas (Douglas et al., 1997).

If there is six or more authors use only the first author's name followed et al. in the first and all subsequent reference. Example: A recent study showed that the number of security attacks on business systems is increasing (Jones et al., 2004).

The only exception to these rules is when some confusion might result because of similar names or the same author being cited. In that case, cite as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al. Example: (Boyd, Cohen, et al., 2001; Boyd, Katz, et al., 2001).

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# Research methodology (Times New Roman, 12-point, bold, left aligned, line spacing: single)

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In this section, **the research methodology should be described** (i.e. research stages, methods, tools, research sample, etc.).

This is an example of text. Leave one empty line following the heading (Times New Roman, 11-point).

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# Research findings/results (Times New Roman, 12-point, bold, left aligned, line spacing: single)

In this section only **research findings and results** should be presented without recommendations and conclusions.

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## Title of the subsection (Times New Roman, 12-point, bold, left aligned, line spacing: single)

This is an example of text. Leave one empty line following the heading (Times New Roman, 11-point).

The enumeration is as follows:

1. First item (Times New Roman, 11-point, justified; line spacing: at least 14.5-point; hanging: 0.5 cm).
2. Second item.
3. Next item.
4. Next item.
5. Next item:
* bullet text (hanging: 0.5 cm; left indentation: 0.5 cm),
* bullet text
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Each figure or table must be numbered and have a brief caption that describes it. Every figure or table **must be referenced** in the body of the paper. Table 1 is an example of a table and Figure 1 is an example of a figure.

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**Table 1.** Heading (Times New Roman, 10-point, left aligned; single- spaced; hanging: 1.4 cm; with 5-point after the table heading)

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| text (8-point; line spacing:exactly 12-point) |  |  |  |  |
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Source: Text (Times New Roman, 8-point, justified; single- spaced; with 5-point before the table heading).

Table description insert here.

This is an example of text. Leave one empty line following the table (Times New Roman, 11-point). All text must be in Times New Roman font, justified; line spacing: at least 14.5-point; first line of each paragraph: 0.75 cm[[1]](#footnote-1).

**Figure 1.** Heading (Times New Roman, 10-point, left aligned; single- spaced; hanging: 1.4 cm; with 5-point after the table heading). The maximum width of the figure must not exceed 12.5 cm.



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Figure description insert here.

# Discussion (Times New Roman, 12-point, bold, left aligned, line spacing: single)

This section is the pivotal section of the paper. It discusses **the relevance of the research findings to the existing knowledge in the field, evaluates how the findings meet the aims of the study, answer the research questions, and corroborate the hypotheses underlying the research**.

# Conclusions (Times New Roman, 12-point, bold, left aligned, line spacing: single)

This section summarizes the research findings in a few paragraphs. It should emphasize how **the study contributes to current research and practice in the field, specify its limitations, and indicate directions for future research**.

 All text must be in Times New Roman font, justified; line spacing: at least 14.5-point; first line of each paragraph: 0.75 cm [[2]](#footnote-2). After each section leave two empty lines (Times New Roman, 11-point).

# Acknowledgements (Times New Roman, 12-point, bold, left aligned, line spacing: single)

If needed (Times New Roman font, justified; line spacing: at least 14.5-point; first line of each paragraph: 0.75 cm). After each section leave two empty lines (Times New Roman, 11-point).

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The References (in alphabetical order) list contains **only** works cited in the paper and **all** works cited in the paper must be listed in the References section. **Please refer to** <https://apastyle.apa.org/>for complete APA Reference.

If you have more than one work by the same author (or authors in the exact same order), list them in order by the year of publication, starting with the earliest.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author or the last name of the third if the first and second authors are the same.

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter (excluding A or The). Then assign letter suffixes to the year.

If the author uses a suffix, such as Jr. or III, put it after the author’s initials, as in the following example for Dain. The suffix is not included in the parenthetical citation within the text.

Surname, A. (date). Title of the publication [all not-English titles must be translated into English and put in brackets like in the example below]. *Journal Name in italic style, X*(XX), 00-00. https://doi.org/.............. (Times New Roman, 10-point, justified; single-spaced; hanging: 0.75 cm; with 5-point after each reference). If it is possible, add full DOI address to references, please.

Author1, A., & Author2, B. (2016). Analiza wykorzystania kanałów komunikacji online w dzieleniu się wiedzą prosumentów [An analysis of online communication channels using for prosumers knowledge sharing]. *Przegląd Organizacji, 11*, 42-50.

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**Page numbers should be added to each paper and chapter**

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## Online document example

Devi, S.S.E., & Ramachandran, V. (2002). *Agent based control for embedded applications*. Retrieved May 12, 2010, from <http://www.hipc.org/hipc2002/2002Posters/AgentControl.pdf>

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University of Economics in Katowice. (n.d.). In *Wikipedia*. Retrieved November 13, 2017 from <https://en.wikipedia.org/wiki/University_of_Economics_in_Katowice>

## Full-Text Database (i.e., book, magazine, newspaper article or report)

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