



## **Basic editorial requirements for papers published by the Publishing House of the University of Economics in Katowice**

### **I. Main text**

In drafting text, it is necessary to maintain consistency in writing – this applies to every aspect of the publication:

- a) use of standardized abbreviations (or lack thereof);
- b) analogous descriptions/notation methods for recurring elements;
- c) uniform bibliographic description – Harvard or Oxford citation style throughout the entire paper.

### **2. Table of contents; numbering of chapters and subchapters.**

When preparing a table of contents that serves as the basis for the entire paper, should be used the following numbering: Chapter 1 – 1.1 (Subchapter) – 1.1.1 (Section) or Chapter I – 1. (Subchapter) – 1.1. (Section).

### **3. Tables:**

- a) the word „table’ should be given alongside the title of the table in the left top corner above the table, aligned to the left and numbered in Arabic numerals;
- b) if the table was borrowed or derived from another work, the source should be indicated below the table;
- c) footnotes to the table should be given directly below it, asterisk or lowercase letters are recommended as a reference mark;
- d) an organized List of Tables should be included at the end of the paper.

### **4. Figures:**

- a) the word „figure” or its abbreviation “fig.” should be placed below the figure, in the bottom left corner, aligned to the left and numbered in Arabic numerals;



- b) if the figure was borrowed or derived from another work, the source should be indicated below the title of the figure;
- c) figures should be prepared in Word or Excel (with data attached) and be editable;
- d) due to the default black and white printing, pattern fill or grayscale should be used on the figures instead of colors;
- e) an organized List of Figures should be included at the end of the paper.

## **II. Bibliographic description**

The Harvard citation style (preferred) or Oxford citation style should be used in papers published by the Publishing House. The most important rule is to maintain consistency in writing, both in the adopted citation style and in the scope of information provided and punctuation used in the description – footnotes and bibliography should be unified according to the selected system.

The final bibliography is always arranged alphabetically, individual items are not numbered.

The bibliography contains only works cited in the paper. All works listed in the bibliography must have their references in footnotes. In academic textbooks, it is acceptable to add uncited supplementary reading for students to the bibliography, but each citation in the main text must be given an appropriate bibliographic footnote.

Titles of papers should be written in italics, while titles of periodicals should be in quotes.

Page numbers should be added to each cited article or chapter.

The consistent comma or period notation should be used in the bibliographic description, i.e. individual elements of the description are separated by commas or periods.

The rules of preparing the bibliographic description using the Harvard or Oxford citation style are contained in the file “Detailed editorial requirements of the Publishing House of the University of Economics in Katowice”.

Please do not use any programs and/or functions to prepare the bibliographic description.



### **III. Standard technical requirements**

File format: .doc or .docx (A4 paper format).

Margins: upper 4 cm, lower 6,2 cm, left and right 4,2 cm; header and footer settings: header 2,85 cm, footer 5,2 cm.

Paragraph indentation (first line) 0,75 cm.

The text should be justified (both sides aligned to the right and left), split words should be enabled, and the appropriate language should be set for the given parts of the text.

Please do not use styles in the text.

Fonts:

- for the main text – Times New Roman 11 pt., line spacing 1,5 line, first lines indentation 0,75 cm,
- titles and subtitles – Times New Roman 12 pt.,
- bullets – font of the main text, dashes or dots with an indentation of 0,5 cm.
- for headings of tables and figures use 10 pt. font, for sources – 8 pt. font, for text depending on the amount of data – font from 5 to 9 pt.

Tables and figures (default: in gray), in editable versions, must fit into the specified column frame – maximum width of 12.6 cm (width for figures on pages in horizontal layout is a maximum of 19.6 cm).

Non-standard dimensions and features of graphic elements should be consulted with the employees of the Publishing House.