

## **Instruction for Authors Preparing Academic Reviews and Polemics**

1. Text files should be created in the Word 6.0–XP editor in DOC format.
2. Page setup:
  - paper size: A4;
  - margins: all margins 2.5 cm;
  - line spacing: 1.5.
3. Name of each Author: use 12-point Times New Roman font, bold. Insert a 12-point line of space following the name(s).
4. Provide each Author’s academic degree or title, affiliation (i.e. name of the institution represented by the Author, in this order: university, faculty, department, etc.), phone number, and e-mail in a footnote. Footnote formatting: use 10-point Times New Roman font and 1.0 line spacing.
5. Samples of title formatting:
  1. REVIEW OF “INTERNATIONAL TOURIST ORGANIZATIONS” BY WIESŁAW ALEJZIAK AND TOMASZ MARCINIEC.
  2. AN OPINION ABOUT “POLAND’S MARKETING STRATEGY IN THE TOURISM SECTOR FOR 2012–2020”.
  3. RESPONSE TO THE OPINION... etc.
6. Title: use 14-point Times New Roman font, bold. Capitalize the entire title. Below the title, provide a full bibliographic reference for your article, including ISBN and the date of submission to the Editorial Board.
7. Format the titles of responses to reviews or other forms of academic polemics according to the guidelines above (e.g. Response to the Opinion...).
8. Insert a 14-point line of space following the title.
9. Headings of each part of the review (if appropriate): use 12-point Times New Roman font, bold, centered. Number the parts with Arabic numerals. Insert a 12-point line of space following each heading.
10. Running text: use 12-point Times New Roman font and 1.5 line spacing. First line indent: 1 cm. Use tools available in the editor to format the text rather than the space bar, as using space bar makes markup and typesetting difficult.
11. Do not use the bold face, capitals, and underlining in the text. Italics should only be used for titles listed in the footnotes and the References section and for letter symbols in the running text. Insert a space after punctuation marks, not before them.
12. Use an en dash (–) to indicate breaks in a sentence and between numbers that denote close values not provided precisely (such as time periods); do not use a hyphen (-) or an em dash (—). Examples of use:
  - “Secondly – as tradition dictates – every student should wear formal attire tomorrow”.
  - “The years 1914–1918, or the times of World War I, is an extremely important period in the history of Europe”.
  - “Relevant information can found on pages 12–24 of the aforementioned publication”.
  - “Most waters in the area of Wysowa belong to the sodium-bicarbonate type and have a high concentration of carbon dioxide”.
13. Footnotes can be used (sparingly) to complement the running text: use 10-point Times New Roman font with 1.0 line spacing.

14. Illustrative materials (tables and figures) should be formatted according to the same guidelines as academic articles (see **“Instructions for authors preparing academic articles”**).
15. References in the running text should be formatted according to the Harvard System (i.e., provide the last name of the quoted or referenced publication, the year of publication, and the page or pages you refer to in square brackets within the running text. Do not place a comma between the name and the year. If two or more publications are referenced in the same parentheses, separate them with a semicolon.
16. The References section, located at the end of the article, should only include texts that are quoted or referred to in the review. References should be given in an alphabetical order with full bibliographic descriptions, prepared according to the same guidelines as for academic articles (see **“Instructions for authors preparing academic articles”**).