

Rules of F&M article preparation

1. Text:

- ✓ content consist 5000-8000 words (within abstract, figures, tables, references and notes)
- ✓ simple format in single-column format, without text justification and hyphenation words
- ✓ possible using bold face, italics, subscripts, superscripts etc.
- ✓ normal, plain font for text (12-point Times Roman), single interline
- ✓ do not insert line breaks in the text or special spacing for formatting
- ✓ paragraphs can break by an extra line space rather than an indentation at the beginning or ending of a paragraph
- ✓ for indents use tab stops or commands from formatting menu
- ✓ do not insert field and functions
- ✓ insert math equations as editable text (use the equation editor or MathType for equations), variables are to be presented in italic and equations should be numbered (after formulae or equation in bracket: (1), (2), etc.) and cited in the text

2. Tables

- ✓ size (width) should be close to the desired dimensions of the text (column)
- ✓ placed into the text and numbered using Arabic numerals (e.g.: Table 1., Table 2. etc.)
- ✓ to make table use the table function, not spreadsheets
- ✓ lines between rows and columns are allowed
- ✓ a brief table's title placed over the table (12-point font)
- ✓ give each column a short or an abbreviated heading
- ✓ any information, abbreviations, statistical symbols and sources should be placed under table (in 10-point font)

3. Illustrations, diagrams, graphs:

- ✓ all are referred to as Figures
- ✓ size should be close to the desired dimensions of the article (column)
- ✓ figures prepared in color will appear in the online version; in the printed version they will be in black and white
- ✓ should be numbered sequentially (Fig. 1., Fig. 2., etc.) in titles under the figure (in 12-point font)
- ✓ information and items explanations insert into legend
- ✓ statistical explanations and source (in 10-point font) should be placed under the figure
- ✓ avoid effects such as shading, outline letters, etc.
- ✓ created in a Microsoft Office application please supply the native document format, made in other applications should be insert into text regardless "Save as" or convert to the images format (EPS, TIFF or JPEG)
- ✓ scanned in bitmap format should have a minimum resolution of 600 dpi and TIFF (or JPEG) file format.
- ✓ should be placed into the text, but also submitted separately in an appropriate file with appropriate name, e.g. Fig1.tif



4. References:

- ✓ cite references in the text by name and year in parentheses e.g.:
 - Conversely, there are economists like Paul de Grauwe (2012)...
 - This effect has been widely studied (Ingram 2011; Milton and Sinclair 2011; Sanders et al. 2013).
 - “Anyone who says we’re in a recession, or heading into one – especially the worst since the Great Depression – is making up his own private definition of recession.” (Luskin 2010, p. 214).
- ✓ list of references should only include works that are cited in the text and that have been published or accepted for publication
- ✓ more than one reference from the same author(s) in the same year must be identified by the suffix letters e.g. (Stiglitz 1995a)
- ✓ references should first be arranged alphabetically and then further sorted chronologically, if necessary
- ✓ article’ titles from journal and book titles should be italicized
- ✓ journal titles should be given in full
- ✓ examples of references:

Journal article

Phelan M. J. 1997. *Probability and statistics applied to the practice of financial risk management: The case of JP Morgan's Risk Metrics*. Journal of Financial Services Research, 12, pp. 175-200.

Article by DOI

Guthrie G. 2007. *Missed opportunities: Optimal investment timing when information is costly*. Journal of Financial and Quantitative Analysis, 42(2), pp. 467-488. doi: 10.1017/S0022109000003355.

Book

Scott W. R. 1995. *Institutions and Organizations*. Sage, Thousand Oaks, CA.

Casson M. et al. (Eds.), 2006. *The Oxford Handbook of Entrepreneurship*. Oxford University Press, Oxford.

Book chapter

Weike H., Nelson M., Wu Y. 1997. *Understanding spot and forward exchange rate regressions*. In: Grossman H., Rogoff K. (Eds.), *Handbook of International Economics*, vol. 3., Elsevier, North-Holland, pp. 99-119.

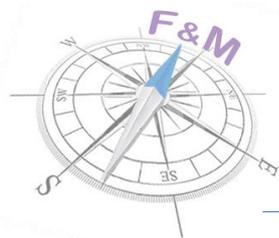
Reports

printed

Hawksworth J. 2006. *The World in 2050. How big will the major emerging market economies get and how can the OECD compete?* PricewaterhouseCoopers LLP.

online

Bringezu S. et al., 2014. *Assessing Global Land Use: Balancing Consumption with Sustainable Supply*. A Report of the Working Group on Land and Soils of the International Resource Panel. UNEP. http://issuu.com/unep/docs/full_report-assessingglobal_land_u. Accessed 18 Sep 2015.



Conference papers

unpublished

Castrén O., Takalo T. 2000. *Capital market development, corporate governance and the credibility of exchange rate pegs*. Paper Presented at the 1st International Research Forum on Monetary Policy, 18-21 June 2000, Frankfurt am Main, Germany.

published

Ferrando A., Mulier K. 2012. *Do firms use the trade credit channel to manage growth?* 2nd Workshop on “Financial Determinants of Exchange Rates”, 13 December 2012, Rome, Italy. Proceedings of European Central Bank, no 1502, December 2012, pp. 15-56.

Encyclopedia

Encyclopedia Britannica – Polish edition. Kurpisz, 2005, t. 15, p. 11.

Standards

International Organization for Standardization, 2008. ISO 9001:2008: *Quality management systems - Requirements*. Geneva, ISO.

Online document

Piterbarg V. 2003. *A practitioner's guide to pricing and hedging callable Libor exotics in forward Libor models*. Available on http://papers.ssrn.com/sol3/papers.cfm?abstract_id=427084. Accessed 26 June 2007.

Ebooks

Lowry R. 2009. *Concepts and Applications of Inferential Statistics* [online]. Vassar College, Poughkeepsie NY. <http://faculty.vassar.edu/lowry/intro.html>. Accessed 21 February 2009.

Blogs or web sites

Shah V., 2011. “Capitalism - what comes next?” Thought Economics [online] 1 September. <http://thoughteconomics.blogspot.com/2011/09/capitalism-what-comes-next.html>. Accessed 14 September 2011.

5. Units of measurement:

- ✓ in article use the international system of units (SI)
- ✓ if other units are mentioned, please give their equivalent in SI

6. Abbreviations and symbols:

- ✓ use only standard abbreviations, and the spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention
- ✓ avoid abbreviations in the title of the manuscript

7. Footnotes:

- ✓ can be used to give additional information, which may include the citation of a reference included in the reference list
- ✓ should also not contain any figures or tables
- ✓ numbered consecutively; those that refer to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data)
- ✓ refer to the title or the authors of the article are not given reference symbols
- ✓ always use footnotes instead of endnotes



8. Acknowledgments:

- ✓ - acknowledgments of people, grants, funds, etc. should be placed in a footnote on the first page
- ✓ - the names of funding organizations should be written in full

Article structure

On the first article page should be placed following parts:

1. Title
2. Author names and affiliations
3. Abstract (no more than 200 words)
4. Keywords (max. of 6 keywords)
5. JEL codes <http://www.aeaweb.org/jel/guide/>

The main body of the article should contain at least the following elements divided into numbered sections (please use the decimal system of headings with no more than three levels, e.g. 1., 2., etc. and subsection 1.1., 1.2., etc.):

1. Introduction
2. Methods
3. Results and Discussion
4. Conclusions
5. References
6. Appendices

A detailed information about article preparation is available on <http://www.uwm.edu.pl/wne/fm>