

SUBMISSION GUIDELINES

Manuscripts submitted to “Olsztyn Economic Journal” should be prepared in accordance with the guidelines of the editorial board.

The first page of the article should contain:

- the title of the article,
- the author’s first name and last name,
- name of the research institution represented by the author (faculty, university),
- author’s ORCID number (Open Researcher and Contributor ID) written as follows:
ORCID: <https://orcid.org/0000-0001-6499-8242>,
- author’s e-mail address.

The following should be given below:

- JEL codes (2-4 codes), in accordance with the JEL Classification Codes Guide, available on the website <https://www.aeaweb.org/jel/guide/jel.php>,
- key words (no more than 5 words or phrases),
- abstract (up to 0,5 page), which should include information about the objective, subject, methodology and results of the study.

All this information should be provided first in English and then in Polish (sample first page of the article can be found on the journal's website).

Each article should have the following distinct sections:

- introduction with a clearly formulated objective,
- description of the research methodology,
- description and interpretation of the research results,
- summary or conclusions,
- references.

The length of the article, including the abstract, **should not exceed 12 pages.**

FORMATTING THE TEXT

- document Word, font Times New Roman, 12 pts, indentation 0,7 cm, line spacing 1,5, margins – 2,5 cm, text justified;
- intertitles centred, bold;
- references in the text should be written in parentheses, as follows:
 - a) if work by one author is cited: (Porter, 1999, p. 143) or according to Porter (1999, p. 143),
 - b) if work by two authors is cited: (Kozak & Ochnio, 2016, pp. 86-90) or according to Kozak and Ochnio (2016, pp. 86-90),
 - c) if work by three or more authors is cited: (Adamowicz et al., 2008, p. 12),
 - d) if a joint publication (publication with an editor or editors) is cited: (Jerzemowska (Ed.), 2013, pp. 27-35) or (Mathis & Tor (Eds.), 2019, p. 27),

- e) if more than one work by the same author(s) from the same year is cited, use the suffixes “a”, “b”, “c”, etc., to differentiate them, e.g., (Porter, 1999a, p. 143; Porter 1999b, p. 27),
- f) if the reference is made to work that has no author, instead of the author’s last name a full or shortened title of the work is provided, e.g., (*Aktywność ekonomiczna ludności...*, 2019, p. 18),
- g) if the reference is made to work that has no author and title, in parentheses should give the name of the website or database from which it comes and year of publication or update, e.g., (Local Data Bank, 2018),
- h) references to legal acts: the title of the legal act (all or part of it) and the year of its published should be provided, e.g., (Ustawa o promocji zatrudnienia, 2004);
- explanatory footnotes, font 10 pts, paragraph indentation 0,7 cm, single spacing, justified; footnote numbering in superscript, using Arabic numerals;
- continuous page numbering.

REFERENCES

- references should be prepared using the **APA style**¹;
- font size 10 pts, the first lines of each bibliographic entry should not be indented, while the second and the consecutive lines should be indented 0,4 cm;
- bibliography should be arranged in alphabetical order (without numbering);
- if in the given year more than one work by the same author was published, suffixes “a”, “b”, “c”, etc., should be used to differentiate them;
- works by one author should be arranged chronologically (from the oldest to the most recent ones);
- **description of monograph:** last name and initial(s) of the first name(s) of the author(s), year of publication (in parentheses), title (in italics), place of publication and publisher:

Adamowicz, E., Dudek, S., Pachucki, D., & Walczyk K. (2008). *Synchronizacja cyklu koniunkturalnego polskiej gospodarki z krajami strefy euro w kontekście struktury tych gospodarek*. Warszawa: Wydawnictwo IRG SGH.

Porter, M. E. (1999). *On Competition*. Boston: Harvard Business School Press.
- **description of a joint publication:** last name and initial(s) of the first name(s) of the editor(s), abbreviations Ed. or Eds. (in parentheses), year of publication (in parentheses), title (in italics), place of publication and publisher:

Jerzemowska, M. (Ed.). (2013). *Analiza ekonomiczna w przedsiębiorstwie*. Warszawa: PWE.

Mathis, K., & Tor, A. (Eds.). (2019). *New Developments in Competition Law and Economics Editors*. Switzerland: Springer.
- **description of a chapter in a monograph:** last names and initial(s) of the first name(s) of the author(s) of the chapter, year of publication (in parentheses), title of the chapter, abbreviation In, initials of the first name(s) and last names of author(s) of monographs or

¹ The APA style is a set of rules regarding citation, bibliography creation and editing of scientific texts, developed by the American Psychological Association. More information about the APA style is available at <http://www.apastyle.org/>.

editor(s) of joint publication, title of the monograph (in italics), place of publication and publisher:

Kleinman, M. (2003). The Economic Impact of Labour Migration. In S. Spencer (Ed.). *The Politics of Migration. Managing Opportunity, Conflict and Change*. Malden: Blackwell Publishing.

Kwiatkowski, E. (2013). Metodologiczne problemy analizy makroekonomicznych skutków emigracji ludności. Przypadek Polski. In A. Organiściak-Krzykowska, E. Kwiatkowski, J. Machnis-Walasek, A. Krajewska, K. Piłat, & S. Pieńkowska-Kamieniecka. *Powroty z migracji wobec sytuacji na rynku pracy w Polsce*. Olsztyn: Wydawnictwo UWM.

- **description of an article in a journal:** last names and initial(s) of the first name(s) of the author(s), year of publication (in parentheses), title of the article, title of the journal (in italics), volume (in italics) and number (in parentheses), article pages, DOI (Digital Object Identifier) number:

Bernanke, B., & Boivin, J. (2010). Monetary policy in a data-rich environment. *Journal of Monetary Economics*, 50(3), 525-546. [https://doi.org/10.1016/S0304-3932\(03\)00024-2](https://doi.org/10.1016/S0304-3932(03)00024-2).

Wierzbicka, W. (2018). Information infrastructure as a pillar of the knowledge-based economy – an analysis of regional differentiation in Poland. *EQUILIBRIUM Quarterly Journal of Economics and Economic Policy*, 13(1), 123-139. <https://doi.org/10.24136/eq.2018.007>.

IMPORTANT! The authors must check all the articles that are included in the bibliography of the submitted paper whether the articles have DOI numbers. To check it, go to the website: <http://www.crossref.org/guestquery/>.

When an article has the DOI number it should be added in the bibliography as described above.

- **description of an article in electronic version, which has no DOI number:** last names and initial(s) of the first name(s) of the author(s), year of publication (in parentheses), title of the article, title of the journal (in italics), volume (in italics) and number (in parentheses), article pages (if they are specified), phrase: Retrieved from, online address, date of download (in parentheses):

Kozak, S., & Ochnio, E. (2016). Did the financial crisis impact the level of investment efficiency of equity investment funds in Poland? *Electronic Journal of Polish Agricultural Universities*, 19(2). Retrieved from <http://www.ejpau.media.pl/volume19/issue2/art-03.html> (8.07.2019).

- **description of reports, analyses and other internet sources (documents) which has no author:** title of the document (in italics), date of publication (in parentheses), document publisher or database name, phrase: Retrieved from, online address, date of download (in parentheses):

Aktywność ekonomiczna ludności Polski IV kwartał 2018 r. (2019). Główny Urząd Statystyczny. Retrieved from <https://stat.gov.pl/obszary-tematyczne/rynek-pracy/pracujacy-bezrobotni-bierni-zawodowo-wg-bael/aktywnosc-ekonomiczna-ludnosci-polski-iv-kwartal-2018-roku,4,32.html> (8.07.2019).

Population on 1 January by five years age group, sex and NUTS 2 region. (2016). Eurostat. Retrieved from http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=demo_r_pjangroup&lang=en (19.09.2016).

- **description of internet sources which has no author and title:** name or publisher of the portal or database, date of publication (in parentheses), phrase: Retrieved from, online address, date of download (in parentheses):

Local Data Bank. (2018). Retrieved from <https://bdl.stat.gov.pl/BDL/dane/podgrup/tablica> (25.06.2018).

- **description of legal acts:** the title of the legal act and description of the Journal of Laws in which it was published; titles of Polish laws should not be translated into English,

Ustawa z 20 kwietnia 2004 r. o promocji zatrudnienia i instytucjach rynku pracy. Dz. U. z 2004 r., Nr 99, poz. 1001.

- **description of unpublished works (eg doctoral dissertations):**

Wierzejski, T. (2010). *Makroekonomiczne determinanty internacjonalizacji sektora rolno-spożywczego w Polsce* (Unpublished doctoral dissertation). Olsztyn: Uniwersytet Warmińsko-Mazurski w Olsztynie.

IMPORTANT! Of the cited bibliographic positions **at least 5** must be indexed in the **Web of Science** database. We also ask authors to include in the bibliography articles from previous issues of the "Olsztyn Economic Journal" on a similar topic.

Tables and figures

Tables and figures should be numbered using Arabic numerals. References to figures and tables in the text should be made in the 1 to *n* sequence (in accordance with the numbering). Do not use the terms in the table/in the figure below/above.

Tables should be marked using:

- number (e.g., Table 1) – written to the right, over the table, font size 10 pts,
- title – placed over the table, centred, font size 10 pts,
- source – written underneath the table, font size 10 pts, in the form of a bibliographic reference, e.g.,:

Source: Porter (1999, p. 143), *Aktywność ekonomiczna ludności...* (2019, p. 18-20), own elaboration on the basis of Kozak & Ochnio (2016).

Illustrations, charts, maps, diagrams, etc., which are captioned as “Figures” should be marked using:

- number (e.g., Fig. 1.) – placed underneath the drawing, font size 10 pts,
- title – placed after the number of the figure, centred, font size 10 pts,
- source – provided underneath the caption of the drawing (analogously to the sources underneath tables), font size 10 pts.

Figures should be prepared using software working in the Windows environment (e.g., Excel, Corel Draw). Figures prepared using other specialist software should be saved in the Windows Metafile format (.wmf), which allows importing to Corel.

Mathematical formulas should be written using the formula editor for MS Word. They can be numbered (using Arabic numerals in parentheses, to the right, alongside the formula) and they have to be editable. All variables have to be explained underneath the formula, indicating which letter-based symbols are supposed to be normal, italicized or bold. Reference to a specific formula in the main body of the text should be made by placing the number of the formula in parentheses. Units of measurement should be given according to the international SI system.