ARTICLE TEMPLATE
The Quarterly Journal
“Studia z Polityki Publicznej/Public Policy Studies”

**Contents**

[ARTICLE SUBMISSION TO THE EDITORIAL BOARD 1](#_Toc104015776)

[MANUSCRIPT FORMATTING 1](#_Toc104015777)

[RECOMMENDED FORMAL CONSTRUCTION OF THE ARTICLE 2](#_Toc104015778)

[OBLIGATORY STATEMENTS BY THE AUTHORS 5](#_Toc104015785)

[ADDITIONAL INFORMATION 7](#_Toc104015791)

[REFERENCES/BIBLIOGRAPHY IN THE APA STYLE 8](#_Toc104015794)

ARTICLE SUBMISSION TO THE EDITORIAL BOARD

**The authors should submit manuscripts of the papers to the journal
“Studia z Polityki Publicznej/Public Policy Studies” through our Open Journal Systems website (**[**https://econjournals.sgh.waw.pl/KSzPP**](https://econjournals.sgh.waw.pl/KSzPP)**).**

MANUSCRIPT FORMATTING

The manuscript should be submitted in **anonymized** form - without the name of the author(s) in the content and without metadata containing personal information.

A separate file should include:

- Author(s) contact information (name, affiliation, city, country, email address, ORCID ID);

- Title of the article (in Polish and English).

The full papers should be submitted in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format and consist of **up to a max of 40 000 characters – about 6 000 words** (calculated **with spaces** and **all items of the text,** including all notes, references, abstract, keywords, tables, figures, etc.).

The text should be formatted according to the following rules: single-space; a 12-point font; *italics*, rather than underlining (except with URL addresses); and all illustrations, figures, and tables should be placed within the text at the appropriate points rather than at the end.

Please use the **impersonal form** (e.g., “test results are presented”) or **tertiary pronouns and forms** (e.g., “the author has presented”) throughout the manuscript. **References and in-text citations/notes** should be formatted following the **APA style** (American Psychological Association). Where available, **URLs and DOIs for the references** should be provided. Please ensure to include in references all works that are cited in the article.

We strongly suggest using the reference management software to cite all sources correctly according to the rules of the APA style (e.g., [Citavi](https://www.citavi.com/), [EndNote](https://endnote.com/), [Mendeley](https://www.mendeley.com/), [RefWorks](https://www.refworks.com/), or [Zotero](https://www.zotero.org/)).

RECOMMENDED FORMAL CONSTRUCTION OF THE ARTICLE

**Article Title**

**Abstract**

The author presents the article’s subject (e.g., what public policy/intervention it concerns, what processes it focuses on) and its nature (e.g., review, discussion of new research, theoretical analysis, case study, book review). The author shows the thesis or hypothesis that is defended in the text. The author lists the main arguments in support of them; for example, indicates cause-and-effect mechanisms related to a given state of affairs, or indicates the resources of a specific type of knowledge/data that justify a specific process or situation. The description should contain up to 1500 characters with spaces (about 200 words). Times New Roman 12 point.

**Keywords:** 5-7 keywords

**JEL Classification Codes:** XXX, XXX, XXX, … 3-5 codes; codes are available [here](https://www.aeaweb.org/econlit/jelCodes.php)

**DOI:** written by the editors

**Article Title in Polish**

**Streszczenie**

Please provide a translation of the abstract (not necessary for non-Polish authors).

**Słowa kluczowe:** translation of 5-7 keywords (not necessary for non-Polish authors)

**Kody klasyfikacji JEL:** XXX, XXX, XXX, …

**Introduction**

In this section, the author describes the subject of the research/analysis and answers questions about the purpose of the research/analysis. The author argues that the conducted research/analysis broadened the knowledge about a given issue (problem) in a specific scope. The author describes the theoretical basis of the text. The author cites the most important scientific articles (most often cited). The author presents the structure of subsequent parts of the article.

First-level Heading

Second-level Heading

Third-level Heading

The author uses the number of headings and subtitles required by the nature of the text.
The headlines organize the content of the article. It is recommended that the key topics for the text have separate subtitles (so that it is known where the author begins and ends the topic/issue).

Notes **in the APA system are** used – these are notes in the main text, not in the footnotes. The reference to the literature should contain the following elements: (**author’s last name, year of publication: page number/numbers**). Examples:

1. Publication of two authors (Kowalski and Nowak, 1994: page number).
2. Publication of three authors (Malinowski, Kowalski, and Nowak, 1971: page number).
3. Publication of more than three authors (Smith et al., 2003).
4. Authors with the same name (Nowak A., 2003; Nowak W., 2003).
5. Publications of one author from the same year (Nowak, 1991a, 1991b, 1991c).
6. “Direct quote with page/pages” (Rook and Fisher, 1995: 306).
7. Reference to an unread source, e.g., Shapiro (quoted in: Bellenger, 1978: 15).
8. Citation of an organizational document, without the authors or editors given, e.g., (Central Statistical Office, 2009) or (CSO, 2009).

All references to literature should be provided in the text.
**The journal does not use footnotes and endnotes.**

**Presentation of Results**

The author presents the following information: a description of the applied techniques and research methods used, the way of conducting the research and/or the research procedure (including the research period), and the characteristics of the research entity (sample size, research group, organization, or other objects).

**Discussion/Analysis and Evaluation of Results**

The author presents the interpretation of the research results. Discusses what new was established as a result of the analysis of data from the study. It is also reasonable to compare the results of own research with other studies.

In addition, the question of what conclusions can be drawn from the studies, whether the results confirmed the initial hypotheses, and what further studies should be planned should be clearly answered.

Tables should be provided with titles and order numbers (Arabic numerals) and with sources explained below them. Text in the table – Times New Roman 9 points with single spacing, centered. Table titles above the tables, Times New Roman 10 point, justified. Full sources are explained below the table, Times New Roman 9 point.

**Table 1. Table Title**

|  |  |  |
| --- | --- | --- |
| **Title** | **Title** | **Title** |
| Text in table 9 points | Text in table 9 points | Text in table 9 points |
| Text in table 9 points | Text in table 9 points | Text in table 9 points |
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Note: the content of the note.

Source: own elaboration or comprehensive notes, e.g., (Kowalski and Nowak, 1994: page number).

Graphs, figures, charts, etc. should be placed in the text and also attached to separate source files in formats that enable object editing (e.g., Excel chart instead of JPG graphics). Titles and numbers of graphic elements should be provided with order numbers (Arabic numerals), placed above the graphic elements, 10-point font, justified.

**Figure 1. Figure Title**



Note: the content of the note.

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Mathematical formulas should be prepared in the Word formula editor. Formulas should be numbered (Arabic numerals written in round brackets, on the right, at the height of the formula) and must be editable.

$$f\_{S,W,ε}(x,a)=a+\sum\_{i=1}^{n}\left(\sum\_{k=1}^{n}w\_{k}Sw\_{k}^{T}\right)x\_{i}+ε \left(1\right)$$

Where:

**x** – vector, $x=\left(x\_{1},x\_{2},…,x\_{n}\right).$

*a* – number.

$w\_{k}$– vector with parameter $k$, $w\_{k}=\left(w\_{1k},w\_{2k},…,w\_{mk}\right)$, $k=1,2,…,n.$

**W** – matrix formed from vectors$w\_{k}$,$ k=1,2,…,n$, $W=\left[w\_{1}^{T}w\_{2}^{T}…w\_{k}^{T}\right].$

**S** – matrix with size *m* × *m.*

$ε$– random factor.

All variables should be explained under the formula, with information on which letters should be written in straight, italic, or bold. The reference to the formula in the main text should take the form of the designation number in round brackets.

**Conclusion**

This part of the article provides a brief presentation of the results of the analysis and potential implications for theory and practice (with an indication of potential entities for whose activities the results of the research may be relevant).

**Bibliography**

OBLIGATORY STATEMENTS BY THE AUTHORS
(in a separate text file/ document)

**Author Contributions
(mandatory for all articles, including articles by sole authors)**

The author(s) needs to provide information on what parts of the text were developed by individual co-authors or what other contributions they made to the article.

**- In the case of papers created by many authors. For example:**

“AG (author initials) designed research tools. CD (author initials) developed the research results. All authors prepared an analysis of the literature on the subject and conclusions from the research. All authors contributed to the article and approved the submitted version.”

“All authors listed have made a substantial, direct, and intellectual contribution to the work and approved it for publication.”

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The author(s) needs to provide information on a potential conflict of interest. For example, describe the commercial or financial links or the lack thereof.

**- In the case of no conflict of interest, the following statement may be used:**

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“The author(s) declare that the presented study received funding from [company/organization name]. The funder had the following involvement with the study: [description].”

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**Funding
(mandatory for articles with external financing)**

Please provide the name of the financing institution, name of the grant, contract number, and/or grant identifier. Also, please check the referencing rules of granting institution.

**Ethics Statement
(mandatory for articles with studies involving human participants)**

The journal requires the author(s) to certify that the research published in the text was conducted in accordance with the research ethics of the affiliated institution/university/research organization.

Authors can use the following examples of statements:

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“The author(s) certifies that the research published in the text was carried out in accordance with the research ethics of the affiliated institution/university/research organization.”

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The journal requires information about readers’ access to the research data used in the article. Authors can use the following examples of statements:

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**- When data has been obtained from a third party:**

“The data analyzed in this study was obtained from [source/organization] and the following licenses/restrictions apply [description]. Requests to access these datasets should be directed to [description, indication of contact to a third party].”

**- When datasets are available on request:**

“The raw data supporting the conclusions of this paper will be made available by the author(s), without undue reservation.”

ADDITIONAL INFORMATION

**Supplementary Material (additional information)**

The journal recommends authors to self-share research data related to articles published in the journal with taking into account the requirements of other entities, including scientific publishers, grant agreements, employers, and codes of ethics related to scientific activity.

If needed, Supplementary Material should be uploaded online separately before the submission of the article manuscript to the journal. Authors can also deposit any additional data and/or graphic representations (e.g., figures and/or tables) as additional files in open repositories, such as [Zenodo](https://zenodo.org), [FigShare](https://figshare.com), [RepOD](https://repod.pon.edu.pl), or [Polish Social Data Archive](https://pads.org.pl/). This way, they can receive permanent data storage and DOI or another identifier for deposited data.

A list of data repositories is available in the [Open Access Directory](http://oad.simmons.edu/oadwiki/Data_repositories).

Please include adequate information about the stored Supplementary Material in the manuscript. For example:

“The supplementary data [generated/analyzed] for this [article/paper/study] can be found in the [name of repository]: [link]. [DOI or another identifier].”

**Acknowledgments (additional information)**

We recommend thanking entities such as:

* Persons who gave the author(s) scientific advice or assisted in the research.
* Participants in scientific discussions, thanks to which the author’s/authors’ interests developed in a given research topic.
* People who commented on draft versions of the text.
* Persons who helped during scientific research.
* Technical staff.

REFERENCES/BIBLIOGRAPHY IN THE APA STYLE

**References**

Items included in the references list should be sorted in alphabetical order according to the authors’ surnames, and in the case of collective works – by the surnames of scientific editors or by titles of publication. The works of one author should be sorted chronologically (from oldest to newest). Times New Roman 10-point, indent: left: 0 cm, hanging: 0.9 cm.

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**- Book**

Last name, X., Last name, X.Y. (year). *Book’s title*. Place of publication: Publisher.

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Kowalski, A., Nowak, B.C. (2017). *Rules for correct citation*. Warsaw: SGH Publishing House.

OWES (Ośrodki Wsparcia Ekonomii Społecznej) (2020). *Przedsiębiorstwa społeczne a kryzys wywołany epidemią wirusa SARS-CoV-2 – badania ogólnopolskie*. Poznań: Ośrodki Wsparcia Ekonomii Społecznej.

OECD (Organisation for Economic Co-operation and Development) (2009). *Improving social inclusion at the local level through the social economy: Report for Poland*. Paris: OECD Publishing.

**- Edited volume/book**

Last name, X. (ed.). (year). *Book’s title*. Place of publication: Publisher.

Kowalski, A. (ed.). (2017). *Rules for correct citation*. Warsaw: SGH Publishing House.

Kowalski, A., Nowak, B.C. (eds.) (2018). *Rules for correct citation*. Warsaw: Random Publisher.

**- Chapter in an edited volume/book**

Last name, X. (year). Chapter title. In: *Book title* (pp. the beginning page – the final page), Y. Last name, Z. Last name (ed.). Place of publication: Publisher.

Nowak, G. (2017). How to make footnotes. In: *Principles of correct citation* (28–39), A. Kowalski (ed.). Warsaw: SGH Publishing House.

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**- in which each consecutive issue of the same year has a separate page numbering (in each issue the first page is numbered 1):**

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Kowalski, A., Nowak, B.C., Różański, Z. (2017). Bibliografia bez tajemnic, *Czasopismo Miłośników Poprawnej Polszczyzny*, 26(15): 26–42.

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Kowalski, A., Różański, Z. (2021). Nowoczesna numeracja artykułów, *Czasopismo Miłośników Poprawnej Polszczyzny*, 27(16): article e257868. DOI: 10.1000/e257868.

**- Legal acts, bills, regulations**

Act/bill/regulation of dd.mm.yyyy regarding the document title, country, identification numbers, if any.

*Act of 27 April 2006 on social cooperatives*, Journal of Laws of 2006, No. 94, item 651, Poland.

*Health and Disability Commissioner Act 1994*, New Zealand.

**- Internet sources**

Last name, X. (year). *Text title*, website address (accessed: DD.MM.YYYY).

Institution abbreviation (full name of the institution). (year). *Text title*, website address (accessed: DD.MM.YYYY).

Nowak, A. (2020). *Poprawna polszczyzna*, http://poprawnapolszczyzna.com (accessed: 31.01.2020).

EC (European Commission) (2021). *Working Groups of the EEA strategic framework*, https://education.ec.europa.eu/about-eea/working-groups (accessed: 20.04.2021).

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**For more reference examples, please check:**[***Publication Manual of the American Psychological Association (7th ed.)***](https://apastyle.apa.org/style-grammar-guidelines/references/examples)**.**

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