POLISH ACADEMY OF SOCIAL
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All submissions must be in a Word format.

The title page is a separate Word file which includes:

— title of the article
— author's (and co-authors) full name, current position, affiliation, institutional and email address, ORCID number (in the upper right corner)
— up to five key words as it should appear if it were to be published (under abstract)

The article should be written using the following template:

— File type – Microsoft Word
— Font – Times New Roman, 12 point
— Line spacing – 1,5v Margins – 2,5
— Length including bibliography – up to 20 standard A4 printed pages
— Manuscripts must be written in English or in Polish

Structure of the theoretical text

The abstract should not exceed 250 words. It should offer a concise, yet comprehensive summary of the manuscript's contents. Footnotes are to be numbered and only used for author's notes.
Structure of the text:

(1) Introduction: presentation of the research problem based on the theoretical background.
(2) Subheading
(3) Conclusions.
(4) References.

Structure of the empirical text

The abstract should not exceed 250 words. It should offer a concise, yet comprehensive summary of the manuscript's contents. Footnotes are to be numbered and only used for author's notes.
Structure of the text:

(1) Introduction: a short presentation of the research problem based on the theoretical background.

(2) Method. Participants (including: sample size, demographic characteristics, sampling method). Measures (including basic reliability and validity scores). Procedure Data analysis procedure.

(3) Results: the most significant findings of the study.

(4) Conclusions.

(5) References.

Reviews and Reports

Up to five pages of standard manuscript.

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Tables should be embedded in the manuscript file. Table formatting should follow the 7th ed. APA standards and should be created using the appropriate functions of text editing programs (e.g., Microsoft Word). Tables should not be embedded as graphical files, or pictures nor should they be constructed using spaces, line breaks, etc. Tables should contain captions and table notes, where necessary (under the table). The table note should explicate all abbreviations and acronyms used in the table so that the table is legible without reference to the main text. Tables should be introduced in the main text (e.g., "Table 1 shows...").

Figures

Figures and figure captions should be embedded in the manuscript file. The figures should be prepared in appropriate graphical editing software. Figures should be introduced in the main text (e.g., "Figure 1 shows..."). Figures should have captions. The captions should explicate all abbreviations and acronyms used in the figure so that the figure is legible without reference to the main text. Figure numbers and captions should follow the 7th ed. APA standards.

References

— References should follow the guidelines indicated in the Publication Manual of the American Psychological Association (7th ed.). Note: Use endnotes rather than footnotes.

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