



POLISH ACADEMY OF SOCIAL
SCIENCES AND HUMANITIES

PASSH

GUIDELINES FOR SUBMITTING SCIENTIFIC MONOGRAPHS TO PASHH PUBLISHING

1. General Document Format:

- **Font:** Use a readable font, preferably Times New Roman 12 pt or another APA 7-recommended font (e.g., Calibri 11 pt, Arial 11 pt).
- **Line Spacing:** Double-spacing throughout the text, including in the bibliography.
- **Margins:** 1 inch (2.54 cm) on all sides.
- **Paragraph Indentation:** First line indentation of 0.5 inches (1.27 cm).
- **Alignment:** Left-aligned, no justification.

2. Structure of the Work:

- **Title Page:** Should include the title of the work, author(s) name(s), affiliation, date, and any acknowledgments or notes.
- **Table of Contents:** Required for monographs.
- **Chapter and Subchapter Division:** Decimal numbering (e.g., 1, 1.1, 1.1.1) with headings formatted according to APA 7 standards:
 - Level 1: Bold, Centered.
 - Level 2: Bold, Left-Aligned.
 - Level 3: Bold and Italicized, Left-Aligned.

3. Text Style and Layout:

- **Headings:** Concise, descriptive, and reflective of the chapter or section's content.
- **Writing Style:** Use third-person, objective language, and avoid personal references.
- **Quotations:** Quotations shorter than 40 words in double quotation marks in the text, longer quotations as indented blocks without quotation marks.
- **Paraphrasing and Citations:** Provide author name and publication date (e.g., Smith, 2020) in in-text citations.

4. References:

- **Alphabetical Order:** At the end of the monograph, ordered by author's last name.
- **Entry Formatting:** APA 7 format requires hanging indent (0.5 inch from the second line onward).



POLISH ACADEMY OF SOCIAL
SCIENCES AND HUMANITIES

PASSH

- **Entry Elements:** Author name(s), date (in parentheses), title in italics, place of publication (for books), and publisher.

Example entry for a book:

Smith, J. (2020). *Book Title: Subtitle*. New York: Academic Press.

Example entry for a journal article:

Brown, L., & Green, S. (2019). Understanding resilience in urban environments.

Journal of Environmental Studies, 45(3), 204-215.

<https://doi.org/10.1016/j.jenv.2019.06.002>

Example entry for a book chapter:

Anderson, P. (2021). Social dynamics in rehabilitation. In L. Miller (Ed.), *The Psychology of Recovery* (pp. 115-140). Chicago: Science Press.

Example entry for a website:

American Psychological Association. (2022). Understanding APA citation format.

<https://www.apa.org/citation-guide> (accessed 12.11.23).

5. Illustrations, Charts, Tables:

- **Numbering:** In order of appearance in the text (e.g., Figure 1, Table 1).
- **Captions:** Each illustration and table should have a caption, placed above tables and below illustrations.
- **Sources:** Include sources under tables or figures, in APA 7 style (see entry elements).

6. Footnotes and Additional Materials:

- **Footnotes:** Use sparingly, only for additional explanations, not for citations.
- **Appendices:** Place after the references, with a separate table of contents if extensive.

Please adhere to these guidelines closely to ensure consistency and professionalism in publications adhering to APA 7th edition standards.