

Technical & Layout Review (version of 2023-02-03)

1. How many signs with spaces are there in the article?

(Articles published in our journal must not exceed 50 000 signs / characters with spaces. If the limit is exceeded, Author/s must pay the fee. The fee for each additional 1800 characters (exceeding the first 50 000 characters) is **25 EUR** (or 115 PLN) respectively). *

2. LENGTH OF THE ARTICLE

(any payments can be done after the acceptance of the article)*

- is acceptable with no additional costs
- Author(s) must pay for exceeding the acceptable length of the article according to our policy and the fee list
- can not be accepted as it is much too long

3. Cross-Check Antiplagiarism Report

(The similarity index should be below 10%. In extreme but only justified cases we can accept it between 10-20%. If it **exceeds 30%** we must definitively reject the article).

4. SIMILARITY INDEX (in %) by Cross Check*

- the text is acceptable (up to 10% or 20% in same cases)
- the text must be improved by the Author (between 10% or 20% and 30%)
- the text must be rejected immediately as it is too high (exceeds 30%)

5. The article contains a structured abstract, as well as keywords and JEL codes on the first page of the article.*

- yes
- no (Author must correct it)

6. The article includes between 5 and 7 keywords and the keywords are proper for indexing in databases*

- yes
- no (Author must correct it)

7. The aim of the article is *explicite* mentioned in the introduction to the article and in the abstract. *

- yes
- no (Author must correct it)

8. Used research methods are described in the article. *

- yes
- no (Author must correct it)

9. The final bibliography includes at least 10 scientific references (research articles, research monographs). *

- yes
- no (Author must correct it)

10. NON-ENGLISH BIBLIOGRAPHY*

- This article includes no more than 4-5 references in other languages than English and we can accept it.
- Unfortunately the article includes too many references in other languages than English and we must REJECT this submission if you don't delete/replace non-English references.

11. Is the structure of the article proper?

Empirical articles: 1) Introduction, 2) Literature review [or Literature review and hypotheses development], 3) Research methodology, 4) Results and discussion, 5) Conclusions

Theoretical articles: 1) Introduction, 2) Material and methods, 3) Literature review and theory development, 4) Discussion, 5) Conclusions*

- yes (relevant headlines are used)
- no (the structure must be improved and required headlines must be used)

12. There are four obligatory elements in the final conclusions:

(a) general summary of results, (c) research limitations,
(b) recommendations and implications, (d) suggestions for further studies*

- yes
- no (Author must correct it)

13. In-text bibliographic references are prepared according to APA style. *

- yes, in 100%
- partially, they must be corrected
- no, they must be totally changed and corrected

14. The final list of bibliographic references is prepared according to APA style. *

- yes, in 100%
- partially, they must be corrected
- no, they must be totally changed and corrected

15. All tables and figures are titled according to the rule "WHAT + WHERE + WHEN". *

- yes
- no (Author must correct it)

16. Files with Editable sources (source files) for graphics (figures, diagrams, charts) were provided as supplementary files during the submission. *

- yes
- OK, as instead of them, the Author(s) provided 600dpi files of graphics as separate files
- NO, the Author(s) must send them to us!
- Not applicable

17a. AUTHOR'S BOX (at the end of the article):

a) Is the **contribution share** (for co-authored papers only) indicated at the end of the article? We do require that! *

- yes
- no (Author must correct it)

17b. AUTHOR'S BOX (at the end of the article):

b) Does the article includes a **biographic entry** of the Author(s)? Does it include the sentence: "His/Her research interests include" ?*

- yes
- no (Author must correct it)

17c. AUTHOR'S BOX (at the end of the article):

c) Does the article includes correspondence (**full postal**) addresses of EACH Author?*

- yes
- no (Author must correct it)

17d. AUTHOR'S BOX (at the end of the article):

d) Is the financial disclosure (grant no., agency financing the article) revealed and given at the end of the article? It is good to remind the Author if they didn't forget.*

- yes
- no (Author must correct it)

17e. AUTHOR'S BOX (at the end of the article):

e) Is **ORCID** number given for each author?*

- yes
- no (Author must correct it)

18. ENGLISH LANGUAGE AND ITS STYLE

We use **British English** (we accept exceptions only for native Americans).*

- Extensive editing of English language and style required (before the re-submission please send the article to copyediting / proofreading to a native speaker)
- Moderate English changes required (proofreading by a native speaker is recommended)
- English language and style are fine/minor spell check required

19. The additional following changes must be implemented in the article before publishing (if any):

20. Do you want to see the revised article again prior to the final acceptance for publication?*

- No
- Yes | RESUBMIT FOR REVIEW