



Guidelines for Authors

Basic rules

The articles must be prepared **with accordance to our technical requirements** and taking our academic ethics code into account. We will reject submissions not prepared according to our requirements.

Before submitting your article, please read and apply the following rules:

- **EASE Guidelines for Authors of Scientific Articles to be Published in English** (version of June 2014) explaining in details how to compose a scientific article according to international standards.

<http://www.ease.org.uk/publications/author-guidelines>

or http://centre.uek.krakow.pl/EBER/ease_guidelines-june2014-english.pdf

Please read the EASE file carefully before your submission!

- **APA Style Manual (6th edition of June 2009)** explaining in details how to use in-text citations and cite references and how to apply linguistic rules while writing in English.

For very detailed submission instructions, including *Guidelines for Authors*, and all other information visit our website at: <https://ier.uek.krakow.pl>

Article length and format

All submitted manuscripts should not exceed the recommended size in accordance with established rules:

20 000 up to 50 000 characters (signs), . including tables, figures, references, author's box at the end of the article, etc. Each Table and each Figure must be recalculated to characters based on its space.

If article exceed the limit of characters, author/s must pay fee.

The fee for each additional up to 1800 characters (exceeding the first 50 000 characters) is 25 EUR (or 115 PLN).

The payment must be transferred to the Publisher's bank account only after the article's approval for publication.

Only editable formats of text can be sent (*.docx - **MS Word 2010 or latest**). **Please notice that we do not accept non-editable formats** (e.g. *.pdf).

Language

1. Papers should be presented in **clear, concise English**. Articles written in poor English will be rejected immediately (and will not be accepted even for the review process).
2. We prefer **British English** (e.g. behaviour), this is why we strongly ask authors to use British English. **Only American natives can use American English**.

Article structure and abstract – IER rules:

Divide your article into clearly defined sections in the following format:

Research (empirical) articles:	Theoretical (conceptual) articles:
1. INTRODUCTION Introduction states the objectives of the article and provides an adequate background, avoiding a detailed literature survey or a summary of the results.	
2. LLITERATURE REVIEW or 2. Literature Review and Hypotheses Development - a literature survey, revealing all important authors dealing with the topic of the article and hypothesis / hypotheses .	2. RESEARCH METHODOLOGY including goals, and research methods . Provide how the literature was selected to analysis. Methods of analysis should be described.
3. RESEARCH METHODOLOGY including goals, material, data, measures, variables and research methods . Provide sufficient detail to allow quantitative research to be replicated. Methods already published should be indicated by a reference: only relevant modifications should be described.	3. LITERATURE REVIEW and THEORY DEVELOPMENT - a very detailed literature survey, revealing all important authors dealing with the topic of the article.



4. RESULTS and DISCUSSION Results should be clear and concise. Discussion should explore the significance of the results of the work, not repeat them.	4. DISCUSSION Discussion should explore the significance of the results of the work, not repeat them.
5. CONCLUSIONS including research limitations and recommendations for future research.	
REFERENCES Please list all references in alphabetical order. Only references used in the text can be used. Mostly use references indexed in Web of Science or Scopus!	
APPENDIX / APPENDICES – it (they) should come after REFERENCES.	

Authors must supply a **structured ABSTRACT** on the **Article Title Page**, set out under the following sub-headings:

Objectives

Research Design & Methods

Findings

Implications & Recommendations

Contribution & Value Added

• **Article Classification:**

Research article / Conceptual article / Original literature review

• **Keywords** (at least 5, maximum 7 words)

• **JEL classification:** at least one code (e.g. F22)

For JEL codes please visit: <http://www.aeaweb.org/jel/guide/jel.php>

The title, authors, abstract together with the suggested citation cannot take more than one page - please pay a special attention to align it to one full page .

Template and Technical Issues

Template

The article should be prepared in the template, which is available on the journal website – **the first and the last page MUST be prepared in the template (e.g. to see the length of abstract).**

Please use our **Template for Articles** (*.doc, *.docx)

<https://ier.uek.krakow.pl/pm/libraryFiles/downloadPublic/268>



Text

1. **Bullets and Numbering** are accepted only in two formats:

Bullets:

- Poland,
- UK,
- USA,
- Scotland.

Numbering:

1. Poland,
2. UK,
3. USA,
4. Scotland.

Use comma (,) after each line of bullets/numbering, and dot (.) after the last one.

Use numbering only if you introduce numbers (e.g. Four factors). In most cases please use bullets instead of numbering!

Use each line with the small letter:

Bullets:

There are three factors (Smith, 1999, p. 2):

- education, –
- training,
- consulting.

For full sentences use (.) after each line and start with the capital letter. *Numbering:*

Following Kowalski (2014, p. 22) we applied the following procedures:

1. Execution of the significance test for individual random effects, allowing to choose between the pooled model, and the model with fixed effects (FE).
2. Execution of the BP test, allowing to choose between the pooled model, and the model with random effects (RE).
3. Execution of the Hausman test, allowing to choose between the FE model and RE.

Please remember to provide with references for each bullets and/or numbering before, not after them!

Other Editorial Requirements

2. Non-English words (including Latin) should be in *italics*, especially “**et al.**”.
3. Authors are requested to limit formatting commands to **bold** to the necessary minimum.
4. Authors are requested **not** to use underline words at al.
5. Please, use high and honest standards for authorship!
 - a. If you are referring to the literature you haven't reached directly and have read it somewhere else, please mention where it was quoted originally: e.g. (Smith, 1976, p. 22 quoted in Lincoln, 2012, p. 12).

- b. Please refer to the particular author of the chapter in edited books! Don't quote the editor of the book, but the particular author of the text you are referring to!
- c. Please read the further instructions on 'Academic Ethics Policy' and 'Publication Ethics and Malpractice Statement'.

Data Sources:

- 6. Please remember to provide with the detailed source for each data you refer to!
e.g. The population of Poland is 38 533 299 inhabitants (GUS, 2014, p. 4).
- 7. Never use general source (e.g. Eurostat), but make it as detailed and clear as it is possible, e.g. (GUS, 2014, p. 4); (Eurostat, htec_trd_tot4) – where 'htec_trd_tot4' is the code – used by Eurostat – to identify the exact data you refer to.

Transliteration:

- 8. Only **Latin characters** are accepted in both the main text and the **list of references!**
- 9. Use transliteration to all non-Latin letters in the text (e.g. Cyrillic, Chinese, etc.) **including list of references** before submitting the manuscript. See: <http://www.loc.gov/catdir/cpso/roman.html>

	<i>Original language</i>	<i>Latin alphabet (to be used in the article)</i>
<i>Japanese</i>	経済学	Keizai-gaku
<i>Russian</i>	Предпринимательство	Predprinimatel'stvo
<i>Ukrainian</i>	Підприємництво	Pidpriemnytstvo

Graphics and Tables

- 1. All Tables should be numbered in Arabic Numerals (Table 1) and should appear in the body of the manuscript (rather than at the end of the manuscript).
- 2. Please number all figures as Figure 1, Figure 2 etc. (don't use different names for graphs, schemes, maps, diagrams, charts, line drawings, etc.).
- 3. Tables/Figures should have their titles according to the rule “**What/Who + where + when**”:
e.g. **Table 1. Inflation rate in the European Union in the years 2004-2010.**
- 4. All table numbers and titles should appear above each table.
- 5. The numbers, titles of sources of all figures should be provided below each figure.
- 6. Tables/Figures should be **editable**, prepared in MS Word (format: docx).
- 7. Tables/Figures should fit the Journal page – they cannot exceed the size **11.0x18.5 cm (110x185 mm) that is net B5 minus margins.**



8. At the bottom of each Table/Figure should be indicated the source from which it was taken, or information that it is developed by author, e.g.:
For your own original ideas and concepts:
Source: own elaboration.
Source: own study.
If you based your concept on the work of other authors:
Source: own elaboration based on ...
Source: own study based on...
Source: own compilation based on ...
Source: own calculations based on Eurostat data available at ***If you slightly changed the original table please indicated that it is your adaptation:*** (source: adapted from).
9. Tables/Figures should be inserted and mentioned in the text e.g. Table 1 or Figure 1.
10. Always mention the measures (e.g. in %, in USD).
11. For empirical surveys always provide the sampling size (e.g. $n = 650$) Please note, that we use N for the whole population and n for the sample.
12. If some abbreviations and acronyms are used in the Figures/Tables, these should be appropriately described in the main body text of the manuscript where they have been cited/referenced/interpreted and well as in the footnotes of the figure.
13. All Tables/Figures should be of clear quality, we accept both, that is **monochrome** and **colour** illustrations.
14. **Use clear (white) background in all Figures! Don't use any shadows!**
15. **Do not use spatial (3D) charts or diagrams, only simple ones (2D) are accepted.**
16. Figures should **be editable** (MS Visio, Corel Draw, MS Word Drawing Module).
17. **All Figures have to be submitted in the text as well as in the separate files** (source file + file with original look):
 - a. Diagrams/Charts: MS Excel + PDF (in order to see how it looks from the Author's perspective).
 - b. Other graphics: source file (MS Visio, Corel Draw, we also accept MS Word but only with the module of drawing!) + *.tif with a resolution of **minimum of 300 dpi.**
18. Authors may include graphs prepared using other software (e.g., Corel Draw, Statistica, Stata, SPSS, Harvard Graphics) provided they are **camera-ready** (+ in "tif", "jpg", "wmf" or "eps" format, with all the necessary fonts included). The bitmap files (**at least 300 dpi resolution**) may be used. They must be prepared in monochrome format; fields can be delineated using grey scales and/or monochrome pattern fills.
19. If Figures are prepared in MS Word, they should be made in the module of drawing (not drawn on the side of the document).

20. If Figures are prepared in a different software, they should be saved in a separate file with the name of the software programme.
21. Please align the numeric values in the tables to the right and use a uniform number of decimal places in the data presented in the tables and graphs (we advise 2 or 3 places after dot, e.g. 1.00 or 1.000, please don't use 0.0011111).
22. Do not leave the empty boxes in the Tables. In case of the absence of data the following notations should be used with:
 - a. hyphen (-) phenomenon does not exist;
 - b. zero (0) - the phenomenon exists, but in amounts less than the numbers that could be demonstrated in the table expressed in digits, for example, if production is expressed in thousand tones, character 0 means that production in a given case does not reach 0.5 thousand tons;
 - c. dot (.) - data not available or not reliable;
 - d. sign (x) - filling boxes due to the layout of the table is impossible or impracticable.
23. Please use full words of Tables and Figures - we don't accept abbreviations such as "Tab." or "Fig."
24. The article uses (especially in Tables and Figures) the English metric system, so e.g. **1.00** is correct, while 1,00 is incorrect for decimal numbers! Dots (.), not *commas* (,) must be used.

Table 1. Selected Principal European Economic Indicators in 2013

Indicator	Country A	Country B	Country C	Country D
Indicator 1 (in %)	2.45	4.58	1.78	3.76
Indicator 2 (in %)	.	0.6	0.9	0.4
Indicator 3 (in USD)	15.7 ^a	0	22.7	30.5
Indicator 4	x	x	x	x
Indicator 5	low	high	-	low

^a Data estimated by the IFW Source:
OECD 2014, p. 11.

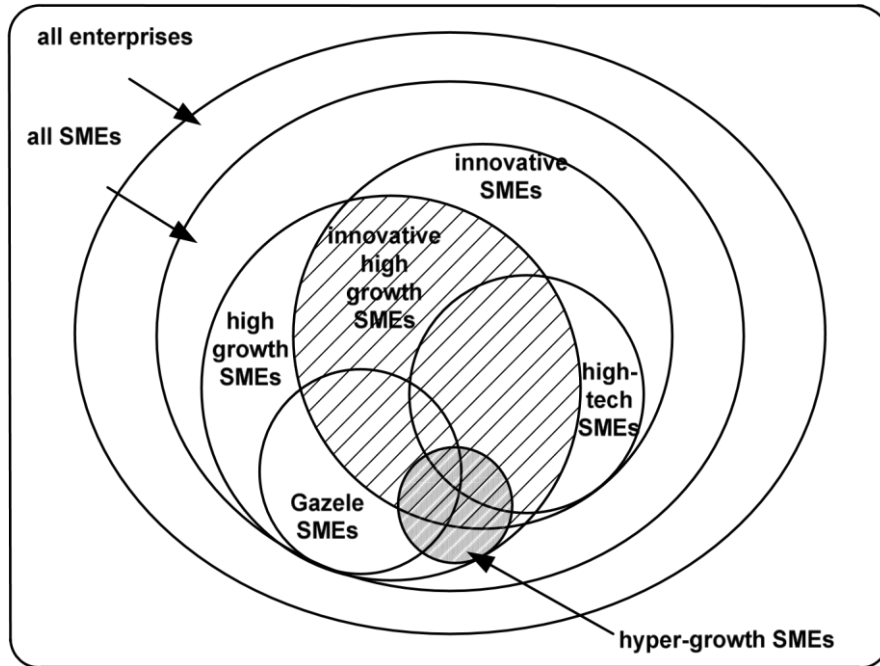


Figure 1. Types of high and hyper growth small and medium sized-enterprises Source: adapted from Lilischkis, 2011, p. 11, quoted in Wach, 2012, p.42.

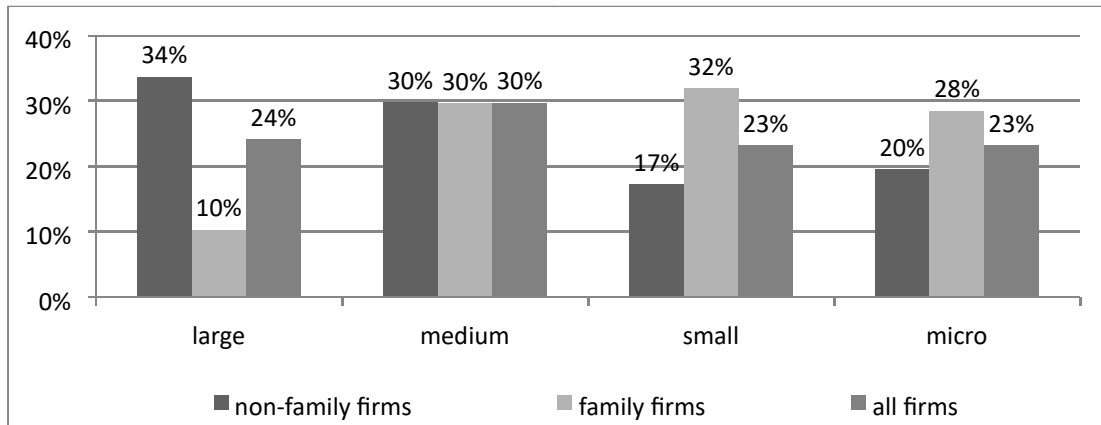


Figure 2. Size of the family and non-family firms in the sampling

Source: own study based on the research results (n = 216).

Numbers, Formulas and Calculations

Mathematical formulas

1. Mathematical dependences, their notations in the text and other symbols should be typed in **MS Word 2010 – The Equation Tools Design Tab** (so-called embedded equation editor, pl. *wbudowany edytor równań*):

The Equation Tools Design Tab



The *Equation Tools Design* tab is divided into three groups: *Tools*, *Symbols* and *Structures*.

- Formulas are centred and numbered by Arabic numerals in round brackets and aligned right. There should be single spacing of one line between the formula and the text. **All formulas must be numbered**, e.g. (1), at the right side.

$$\min \rho = 1 - \frac{1}{m} \sum_{i=1}^m s_i^- / x_{i0} \quad (1)$$

$$X = \begin{bmatrix} x_{11} & x_{12} & \dots & x_{1n} \\ x_{21} & x_{22} & \dots & x_{2n} \\ \cdot & \cdot & \dots & \cdot \\ x_{m1} & x_{m2} & \dots & x_{mn} \end{bmatrix}, Y = \begin{bmatrix} y_{11} & y_{12} & \dots & y_{1n} \\ y_{21} & y_{22} & \dots & y_{2n} \\ \cdot & \cdot & \dots & \cdot \\ y_{m1} & y_{m2} & \dots & y_{mn} \end{bmatrix} \quad (2)$$

- Matrices are written in square brackets, vectors by bold-regular typeface.
- All the numerals, including index numbers, are presented in regular typeface.
- Work with a large number of formulas should be prepared as follows:
 - simple formulas (one-level) typed with keyboard,
 - complex formulas (multi-level) should be entered using the equation tools design tab.

Mathematical numbers, money and dates

- Use New British English (i.e. American English):**

a thousand million (10⁹) is a billion

(not 'a milliard' as it used to be in Old British English!).

For details please see: <http://mathworld.wolfram.com/Milliard.html>

- Please use English metric system, so for example in decimal numbers full stop should be used, not comma, e.g.: 1.00 (not 1,00), 28.4% (not 28,4%). DO NOT use commas and/or dots to separate thousands, millions, etc.** They should be separated by space, e.g.: 5 000; 32 046; 654 000; 45 263 721; 741 592 438 526.
- Numbers till 10 are usually best written as full words (one, two, three etc.). 11+ would be written as numbers. There's no strict rule on this: 11-20 may often also be written as words, but 21+ would almost always be put down as numbers. Be consistent over this: don't sometimes write twenty but in other places 20.

9. Money

- a) Do not use graphic signs for currencies. Always use international codes (e.g. USD – American dollar, GBP – pound sterling, EUR – euro, PLN – Polish zloty, LTL – Lithuanian litas, RUB – Russian rouble).
- b) The currency codes should be placed after the numerical value: 4.99 EUR, 100 USD, 2 000 PLN, 55 000 USD, 100 000 EUR, etc. Always make clear what currency you're referring to.
- c) Millions are often abbreviated to m. – for example:
7m EUR = 7 million EUR
4.7m USD = 4.7 million USD. However, we advise to use full names (million, billion).

Abbreviations

Please explain all abbreviations when used for the first time in ABSTRACT or/and in text according to APA rule that a term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses. Thereafter, use the abbreviation in text without further explanation (do not switch between the abbreviated and written-out forms of a term).

Any abbreviations cannot be used in the title of the article.

Dates

When writing dates, please list the month, date and then year. Insert a comma after the date. For example: June 15, 2005 or May 2004.

Final Remarks at the End of the Article

- Please include the biographic entry of each Author of the article, at the end of it. • All submissions must include a **Corresponding address to ALL authors**.
- Each contributor should supply **a short biographical note** for inclusion in the journal. This should comprise the following information:
 - o name/degree/title/position/affiliation,
 - o research interests, memberships in societies, editorial boards, etc.
- **According to Polish regulations on scientific journals we follow good practice in science and research statement** including:
 - contribution share of authors (for *co-authored articles only*);
 - financial disclosure stating all agencies, sponsors or other supporters;
 - revealing all authors and/or contributors supporting the article (we applied rules against guest-writing);



- acknowledgements in order to thank to all people supporting the article (e.g. all who have contributed to the current state of the article).

...: REFERENCES :...

References Quality and Quantity

1. The bibliography **must include more than 10** scientific references.
2. The bibliography **must include at least 5 references indexed in Web of Science.**
3. Recent studies published for last five years must be included in references.
4. **Other than English literature should be kept to the minimum.** No more than 2-3 positions in references written in non-English languages (unless the country-specific article) can be included. Articles based only on your own domestic literature (in your native language, not English) will be rejected.

Reference Style

Please use APA style for referring literature.

For detailed guidelines visit: http://www.lib.usm.edu/help/style_guides.html

Please check if each reference cited in text appears in the reference list, and each entry in the reference list is cited in text

Text: All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication (Smith, 2017);
2. *Two authors:* both authors' names and the year of publication, as demonstrated, e.g. citation in parentheses using symbol "&" (Alan & Jones, 2010); citation in the sentence using word: "and": Alan and Jones (2010) proved
3. *Three or more authors:* first author's name followed by "et al." and the year of publication. Citations may be made directly (or parenthetically), e.g. in-text citation: Kramer *et al.* (2000); citation in parentheses: (Kramer et al., 2000).

Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan & Jones, 1995). Kramer *et al.* (2000) have recently shown"

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Reference to a journal publication:

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232.

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295.

When referring to more than 2 authors, please use sign "&" (not "and"!) and comma before name of last author, e.g. Sanchez, D., & King-Toler, E. (2007).

Please remember that journal titles and volume numbers must be written in italics and issue number in parentheses (e.g. 59(4)).

Do not use abbreviations such as "Vol.", "No.", "page" etc. in references.

Reference to a book:

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

Gibbs, J.T., & Huang, L.N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

Please do not use spaces between abbreviations of authors' first names.

Reference to a chapter in an edited book:

One author of edited book:

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

More than one author of edited book:

Labaki, R. (2011). The Financial Behaviour of Families in Business. In K. Surdej & K. Wach (Eds.) *Managing Ownership and Succession in Family Firms*, Scholar, Warsaw.



Reference to websites:

When referring website, please add the date of retrieving in the following format, e.g.:
Retrieved from <https://www.ceicdata.com/en/indicator/vietnam/real-gdpgrowth> on July 19, 2019.

Please remove hyperlinks from all websites provided.

DOI numbers:

Please write all DOI in references with the beginning: "<https://doi.org/>", e.g.:
<https://doi.org/10.1080/1540496X.2018.1511977>

APPENDIX

If article has appendix, it should be added after REFERENCES. If your manuscript has only one appendix, label it Appendix; if your manuscript has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc .) in the order in which it is mentioned in the main text.

Author's or Authors' Box must be added at the end of article according to IER structure and should include:

- the contribution share (for co-authored articles only);
- biographic entry of each Author with sentence: "His/Her research interests include ...";-
- correspondence (full postal) addresses of each Author; - financial disclosure (grant no., agency financing the article); - ORCID number for each Author.

Please see the attachment:

APA Manual 6th Edition
References / Bibliography / Literature

...: CODE OF ETHICS:...

Please note that before final approval and publication all articles are thoroughly checked for anti-plagiarism by CROSSREF SIMILARITY CHECK software.

Publication Ethics and Malpractice Statement

The author's statement including the copyright notice as well as the statement on ethics and good practice in science (including financial disclosure, ghost-writing firewall, guest authorship firewall) must be submitted alongside the manuscript according to the form provided (see the attachment – **Author's Copyright Statement**) as well as to be mentioned on the article title page (see the attachment – **article template**).

The detailed information on Ethics and Malpractice is available in the guidelines established by the Ministry of Science and Higher Education of the Republic of Poland: "Scientific Research and Articles Solidity and Intellectual Rights Respect".

Extract from the "Scientific Research and Articles Solidity and Intellectual Rights Respect" guidelines:

1. Articles must be original and cannot include borrowings from other works, which could result in liability of the publisher. Papers cannot infringe any third party rights.
2. Articles must reveal the contribution of all individual authors in the creation of publications (with their affiliations and contributions, such as information about who is the author of concepts, principles, methods, protocol, etc. used in the preparation of publications).
3. Article cannot display any signs of "ghost-writing," that is not to disclose the names of authors who have made a significant contribution to the publication of, or otherwise contributed to its creation.
4. Article cannot display any signs of "guest authorship" that is assigning a person who did not contribute to the creation of publications.
5. Article must include complete information concerning sources of funding , the contribution of research institutions, associations and other entities ("financial disclosure").
6. Editors and the Publisher will be documenting all forms of scientific misconduct and malpractice, particularly violations of ethics and violations in science. Any such cases will be reported to the employer of the author and to the relevant public and state institutions.



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Legal aspects

1. The author shall receive **no remuneration** for the publication of the text.
2. In the case of a paper written by several authors, the author submitting the paper is obliged to seek the agreement of his or her co-authors regarding all the publishing requirements specified above.
3. The Author must sign and submit the Copyright Transfer prior the publication!