

GUIDELINES FOR AUTHORS

PROCEDURES FOR SUBMITTING MANUSCRIPTS

1. When submitting a manuscript, the author must affirm that the material has been neither published nor submitted for publication elsewhere.
2. Manuscripts must contain original material and must be carefully prepared according to the guidelines for manuscript preparation (*template_english.doc, template_english.pdf*).
3. Authors may suggest the names of possible reviewers (2 - 3 persons), senior academic staff members, representatives of related sciences.
4. Manuscripts with the Author statement (scanned) should be sent to the editorial office at **studped@ujk.edu.pl**

MANUSCRIPT PREPARATION

Title page (the first page of manuscript) should contain the following elements:

- full names of all authors,
- authors' affiliation and affiliation addresses,
- e-mail address and phone number of corresponding author,
- title reflecting the content of the manuscript,
- academic discipline
- type of manuscript (article, announcement etc.)

Main text (12 Times New Roman) should include the following elements (and begin on a new page that is numbered as **page 2**)

- title of the manuscript in Polish,
- title of the manuscript in English (if the manuscript is written in Russian language, the title is in Russian and English),
- the main text of the manuscript,
- references (begin this section by the word: *Bibliografia* in Polish, *References* in English, *Список литературы* in Russian),
- keywords in Polish,
- keywords in English (if the study is written in Russian language, keywords are in Russian and English).

An abstract is between 120 and 250 words and highlights the major points covered in the manuscript. Written in impersonal style, the abstract concisely describes its content, reviews the purpose of the study and identifies its results. The abstract doesn't include abbreviations or reference material.

Keywords. Please suggest 6 – 10 keywords which will enable the full text of the study to be searchable in database.

In-text citation guidelines. The last name of the author and the year of publication are inserted in the text at the appropriate point, e.g.

- The concept of art psychology is a part of psychology (Popek 2010).
- The syndrome of burnout was examined by Maslach and Jackson (1995).
- The impact of this phenomenon was thoroughly examined (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Works by the same author with the same publication date should be identified by the suffixes *a, b*, and so forth, after the year of publication e.g. Maslach 2000a, Maslach 2000b etc.

References cited in the text of a research paper must appear in a Reference List or References. Works referred to in the text must be already published or accepted for publication. All references are in alphabetical order and not numbered. The last name appears first, followed by the initials. References must include the following elements:

- articles in journals, magazines, newspapers

Harris M., Karper E., Stacks G., Hoffman D., DeNiro R., Cruz P., et al. (2001), *Writing labs and the Hollywood connection*, „*Journal of Film Writing*”, 44(3), pp. 213–245.

Author(s) last name Initial(s), (date of publication), Article title, “Journal title”, volume number (issue number if applicable), page numbers.

- articles with DOI

Slifka M. K., Whitton J. L. (2000), *Clinical implications of dysregulated cytokine production*, „*Journal of Molecular Medicine*”, doi:10.1007/s001090000086

Author(s) last name Initial(s), (date of publication), Article title, “Journal title”, doi: number

- books

Calfee R.C., Valencia R.R. (1991), *APA guide to preparing manuscripts for journal publication*, Washington, DC: American Psychological Association.

Author(s) last name Initial(s), (date of publication), Book title, Place of publication: the Name of the publisher.

- chapters in books

O’Neil J. M., Egan J. (1992), *Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation*. In: B.R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123), New York: Springer.

Author(s) last name Initial(s), (date of publication), Chapter title. In: Initial(s) Last name (Ed.), Book title (page numbers), Place of publication: the Name of the publisher.

- document online (no DOI)

Abou-Allaban Y., Dell M.L., Greenberg W., Lomax J., Peteet J., Torres M., Cowell V. (2006), *Religious/spiritual commitments and psychiatric practice*, Resource document, American Psychiatric Association, http://www.psych.org/edu/other_res/200604.pdf. Accessed 25 June 2007.

Author(s) last name Initial(s) (date of publication), Document title, portal, URL, access date.