

Editorial Guidelines for the Authors

In order to facilitate the publishing process, the following rules should be observed:

File Format:

- Text of the article should be saved in MS WORD format (doc or docx), and it should be editable;
- We do not recommend using word processors or such tools as strikethrough, tags, and comments. Please do not use automatic styles, hard spaces or the so-called soft end of the verse – typesetting and text make up will be performed in accordance with generally applicable rules.

Parameters of the Text:

- Font: Times New Roman (TNR), the size of 12 points, 1.5 line spacing
- Justified text (text alignment to the left and right margins);
- Indentation of the first line: 0.6 cm;
- Enabled automatic hyphenation;
- A4 format, all margins of 2.5 cm;
- Only bullet points should be used in listing: Arabic numeral followed by a dot (1., 2., etc.), or in the listing of a lower order, bullets in the form of dots in bold: (i.e. •);
- Page numbers should be at the bottom, centered.

Text Layout

- The article should be divided into editorial units (introduction, at least two subsequent sections provided with consistent inter-titles including key terms referring to the issues addressed in the article, Summary, References);
- At the top of the article (on the left, 10 pt font), insert the name of the author;
- Title of the article: TNR 16 pt. in bold and centered (no upper case), single line spacing;
- Titles such as: Introduction, Intertitles, Summary, References: TNR 12 pt, in bold and centered, no upper case), single line spacing.

Tables, Figures, Diagrams and Graphs:

- They should be black and white (drawn in grayscale), with a width of not more than 13 cm, resolution: 120 DPI;
- They should be announced in the text;
- They should be numbered consecutively;
- Titles of tables should be inserted above the relevant tables, and titles of the drawings under the relevant drawings;
- Details of the source of data presented in a table or in a drawing should be provided directly under the relevant table and figure;
- Table parameters: text presented in a table - TNR 10 pt, single line spacing, table header - TNR 10, bold, centered, single line spacing, source - TNR 9 pt, single line spacing;
- Drawing parameters: source - TNR 9 pt, single line spacing, caption under a figure - TNR 10, bold, centered, single line spacing;

Using citations in the text:

- They should be provided with quotation marks at the beginning and at the end; their source should be indicated in the relevant footnote;
- When leaving out a fragment of text used in a citation, the following graphic symbol should be used [...].

Footnotes:

- Use automatically numbered footnotes;
- Parameters: TNR 10 pt, single line spacing, justified text, the first line indentation: 0.6 cm
- The first reference to an item should contain all the elements of the bibliographic description; in the case of re-reference to an item that has already been referenced, appropriate abbreviations should be used (*ibid.*, *ed. Cit*);
- In the event of referencing to website addresses, date of access should be presented in parentheses, after the website address. Please remove hyperlinks;
- Examples of graphic differentiation of the elements of bibliographic description in the footnotes are presented below:

References

- They should contain only these items that were used in the article and include no more than 10 items;
- Items presented in the References Section must be in alphabetical order according to names of the authors of the specific items, and in the case of collective works – according to their titles;
- Each item should include last name and initials of the author, full title of the work, initials and last name of the editor of the collective work, place and year of publication; in the case of the work being a part of a bigger work (collective work) - the title of this bigger work should be provided, and in the case of a work being an article published in a journal - the title of the journal in quotation marks, year of issue and the issue number.
- Examples of graphic differentiation of the elements of bibliographic description in the references are presented below.

Examples

Footnotes

¹L.J. Krzyżanowski, *Podstawy nauk o organizacji i zarządzaniu*, PWN, Warszawa 1994, pp. 25–29.

² B. Balcerowicz, *Polityka i strategie bezpieczeństwa narodowego. charakterystyczne podejścia* [w:] J. Pawłowski (ed.), *Współczesny wymiar bezpieczeństwa. Między teorią a praktyką*, SRWO, Warszawa 2001, pp. 29–32.

³ *Słownik terminów z zakresu bezpieczeństwa narodowego*, pod red. J. Pawłowskiego, wyd. IV, AON, Warszawa 2002, p. 189.

³ Rozporządzenie RM z dnia 27 kwietnia 2004 r. w sprawie przygotowania systemu kierowania bezpieczeństwem narodowym (DzU of 2004 No. 98, item 978).

⁴ J. Kukułka, *Bezpieczeństwo a współpraca europejska. Współzależność i sprzeczność interesów*, „Sprawy międzynarodowe” 1982, No. 7. p.32.

References:

1. Jemioło T., *Bezpieczeństwo narodowe Polski* [w:] Wiśniewski B., Zdrodowski B. (ed.), *Kierowanie bezpieczeństwem narodowym*, SRWO, Warszawa 2008.

2. Stańczyk J., *Współczesne pojmowanie bezpieczeństwa*, Instytut Studiów Politycznych Polskiej Akademii Nauk, Warszawa 1996.

3. *Strategia bezpieczeństwa narodowego RP*, BBN, Warszawa 2007.

4. Ustawa z dnia 26 kwietnia 2007 r. o zarządzaniu kryzysowym (DzU of 2007 No. 89, item 590 as amended).

5. Wojciechowicz W., *Ochrona infrastruktury krytycznej państwa*, „Myśl Wojskowa” 2004, No. 1.

6. Zięba R. (ed.), *Bezpieczeństwo międzynarodowe po zimnej wojnie*, Wydawnictwa Akademickie i Profesjonalne, Warszawa 2008.