Author's first name, last name (Times New Roman, 11, bold font, left justified)
First name, last name of the co-author (Times New Roman, 11, bold font, left justified)

Title of the article (Times New Roman, 11, CAPITAL LETTERS, bold text, center aligned)

Summary in Polish (Times New Roman, 11, bold font, center aligned)
A summary of 200 - 250 words, reflecting the structure of the study/research. It should include answers to the questions: why the research was carried out, what methods have been used and what are the results. (Palatino Linotype, 10, justified, Alt+6)

Polish Keywords Polish (Times New Roman, 11, left justified)
From 3 to 5 keywords in lowercase, separated by commas, preferably other than those used in the title of the article.

The title of the article in English (Times New Roman, 11, CAPITAL LETTERS, bold font, center aligned)

Abstract in English (Times New Roman, 11, bold font, center aligned)
An abstract of 200 - 250 words, reflecting the structure of the study/research. It should include answers to the questions: why the research was carried out, what methods were used and what were the results. (Palatino Linotype, 10, justified, Alt+6)

Keywords (Times New Roman, 11, left justified)
From 3 to 5 keywords in lowercase, separated by commas, preferably other than those used in the English title of the article.

Introduction (Times New Roman, 11, bold font, left justified, unnumbered)
Introduction should include, among others, the aim of the article and description of the research methods used. If the article was created with the help of financial assistance from an external institution supporting scientific research, the author is obliged to include such information in the introduction. (Times New Roman, 11, justified)

1. Chapter title (Times New Roman, 11, bold font, left justified, Arabic numbers, cascade numbering, 1., 2., 3., ...,)
1.1. Sub-chapter title (Times New Roman, 11, 11, bold font, left justified, cascade numbering, 1.1., 1.2., 1.3., ...,)

Content of the article (Times New Roman, 11, single spacing, justified). Please follow these rules for formatting the document layout:

1. Figures and tables should have a **black and white** form, without unnecessary shading, not stretching beyond the text area. Figure and table formats can be found below.
2. When inserting drawings in the text body, select the "None" option for "Surrounding Style".
3. The spacing before and after the paragraph should be set to 0. Do not change these settings when formatting the text.
   Mathematical formulas should be created in the equation editor, font size 11. When editing the formula, the quantities to be entered in the "Size" menu, the "Define" window are: 11, 7, 5, 15, 11. Formulas should be centered and numbered. The "Equation" style provides for two tab characters.

   The first centers the formula, and the second moves the pattern number to the right, e.g.

$$r_i = \frac{p_t \quad p_{t-1}}{p_{t-1}} \cdot 100 \ \% \tag{1}$$

Calculations should be prepared in one of the three forms:
1. After the period following a number, capitalized, written in full sentences, with a period at the end of each of the categories distinguished, e.g.:
1. Xxx.
2. Xxx.
3. Xxx.
4. Xxx.
5. Xxx.
2. Without a period, lowercase, with a comma at the end of the categories calculated successively (a period after the last category), e.g.:
a) yxx,
b) yxx,
c) yxx,
d) yxx,
e) yxx.
3. Lower case letters, with a hyphen and a comma at the end of the categories calculated successively (a period after the last category), e.g.:
− zxx,
− zxx,
− zxx,
− zxx,
− zxx.

If the calculation, prepared in accordance with the second or the third form indicated, is extensive and commas have been used repeatedly, a semicolon should be placed at the end of the successive categories instead. Do not use other types of numbers and decorative characters.

Words: table, figure, chart, diagram, etc. should be used. Table captions should be preceded by numbers (consecutive Arabic numbers should be used) - 1., 2., 3., ...,) e.g. Table 1. Similarly, figure captions should be preceded with the consecutive numbers (1., 2., 3....,), e.g. Figure 1.

A table/figure source should be provided under each table and figure, followed by a period. If table/figure source is a publication, the same data is provided data as in the source footnote. **The text body must contain references to each table and figure**, e.g. (see table 1).

Tables and figures must fit within the margins set. The numbers in the tables should be right justified, possibly with a tab from the right (they can be center aligned and appropriate number of spaces can be inserted in front of shorter numbers, one digit in a number is equivalent to two spaces).
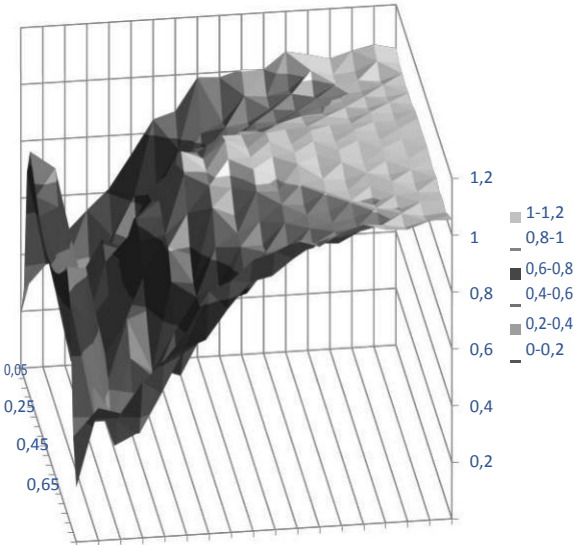
Table 1. table caption (Times New Roman, 10, bold font, left justified)

Table text (Times New Roman,10)		
		12
		1 234
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		12	7 spaces
		1 234	2 spaces
		12 345	0 spaces

table legend   3
Source:

Figure 1. Figure/diagram caption (Times New Roman, 11, bold font, left justified, Alt+3)

0,85   0
                          13   15   17 19
        3   5   7   9   11

Source: Own elaboration.

Conclusions (Times New Roman, 11, bold font, left justified, unnumbered, Alt+1)
    The conclusion paragraph/s

Bibliography (Times New Roman, 11, bold font, left justified)
    The literature listed in the bibliography should include all the publications cited in the article. Bibliography should be prepared according to the following forms, according to which titles of the publications cited are written in italics, while journal titles are in quotation marks. The positions included the bibliography are to be numbered, in alphabetical order.

1. Kowalewski K., *Zarządzanie*, PWS, Cracow 1991.
2. Malinowski J., *Zatrudnienie i bezrobocie*, „Polityka Społeczna" 2002, No. 6.
3. Krzesiński P., *Wynagradzanie pracowników*, [in:] *Zarządzanie zasobami ludzkimi*, ed. by Skawiński Z. (ed.), WN PWN, Warsaw 2004.
4. *Rocznik Statystyczny Rzeczypospolitej Polskiej 2005*, GUS, Warsaw 2005.
5. Act of 18 January 1951 on non-working days, Journal of Laws No. 4, item 28 as amended.
6. *Assignments and Activities of Topical Editors – Traditional Journals*, Copernicus Publications, http://publications.copernicus.org/assign ments_and_activies_of_topical_editors_traditional_journals.pdf, [accessed: 28.12.2018].

Information about the author/s (Times New Roman, 11)
Academic degree (capitalized), university, faculty, department, country, e-mail address