

# Folia Oeconomica Stetinensia – Paper Writing Guide

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## Introduction

*Folia Oeconomica Stetinensia (FOS)* publishes research results in all economic fields. The aim of this journal is to become the source of high quality research related to finance, macroeconomics, microeconomics, econometrics and other fields of economics. The language of the journal is English. FOS publishes research and review articles in electronic and paper version. The primary mission of FOS is to assist European researchers in communicating their achievements to the global scientific community, nevertheless, contributions from other regions of the world are by no means excluded. We assist researchers to polish up the language of submitted articles. All authors receive very fast and comprehensive peer-review.

## Manuscripts preferred for publication in FOS are those which:

1. Contain original work - which is not published elsewhere in any medium by the authors or anyone else, and is not under consideration for publication in any other medium. This restriction does not apply to review articles.
2. Are focused on the core aims and scope of the journal - FOS is a scientific journal publishing fundamental research results from all fields of economics, finance and econometrics.
3. Are clearly and correctly written - should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner, and be readable for a wide audience of economists.
4. Are delivered in electronic format to the Deputy Editor of *Folia Oeconomica Stetinensia* (dr. hab. prof. US Jacek Batóg, batog@wneiz.pl). Please comply with maximum volume of manuscript up to 25 000 characters (approx. 12 pages).

## Ghostwriting, guest authorship and financial disclosure:

1. Author(s) have to inform potential readers if some part of the manuscript or other contribution like help in method creation/assessment, discussion about the research idea or data processing reflects a contribution of other persons not mentioned by name as authors of the given paper (ghostwriting).
2. Inadmissible practice is also indication some persons as authors of the manuscript if there was not completely or only a small contribution of them to the given paper preparing (quest authorship).
3. Any financial contribution of some institution to the paper creation should be pointed out (financial disclosure).
4. All above kinds of information should be placed into acknowledgments at the end of the paper. In case of discovering any incorrectness Editor-in-chief will inform all eligible parties.

## How to prepare your paper

Please read these instructions carefully. If you have any questions, please contact the Managing Editor (Jacek Batóg) at batog@wneiz.pl.

### 1. Paper elements:

1. title page with:
  - 1.1. title (short title)
  - 1.2. name(s) of author(s)
  - 1.3. name and address of workplace(s)
  - 1.4. personal e-mail address(es)
2. abstract
3. keywords and JEL numbers
4. text
5. reference lists

Each of these elements is detailed below

#### 1.1. Title (short title)

We suggest the title should be relatively short but informative. If a long title is necessary, please prepare an optional short title.

#### 1.2. Name(s) of author(s)

A list of all authors of the paper should be prepared. We need full first name, initial(s) for middle name(s) and full last name.

#### 1.3. Name and address of workplace(s)

Authors' affiliations should be indicated in this section. Either endnote or footnote (endnote recommended) can be used to present additional information (for example: permanent, adequate postal addresses).

#### 1.4. Personal e-mail address(es)

At least one e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

## 2. Abstract

An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions. An abstract should not normally exceed 200 words. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined.

In combination with the title and keywords, the abstract is an indicator of the content of the paper. Authors should remember that online systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

## 3. Keywords and JEL numbers

List of all keywords (at least 5) and JEL numbers proposed by the authors, separated by commas or semicolons.

## 4. Text

### General rules for writing:

- use simple and declarative sentences, avoid long sentences, in which the meaning may be lost by complicated construction;
- be concise, avoid idle words;
- make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- explain all acronyms and abbreviations when they first appear in the text;
- use all units consistently throughout the article;
- be self-critical as you review your drafts.

### Structure of a paper

Research papers and review articles should follow a strict structure. Generally a standard scientific paper is divided into:

- introduction: you present the subject of your paper clearly, you indicate the scope of the subject, you present the goals of your paper and finally the organization of your paper;
- main text: you present all important elements of your scientific message;
- conclusion: you summarize your paper.

*Computational Part* - in theoretical papers, technical details such as the computational methods, and models applied or newly developed models should be presented in an appropriately named section. Sufficient detail should be provided to enable readers to reproduce the calculations.

### Technical rules

Font: Time New Roman – 12 (without underlining)

Interlinear spacing – 1,5

Left and right margins – 2,5

### Footnotes/Endnotes/Acknowledgements

We encourage authors to restrict the use of footnotes. If necessary, please make endnotes rather than footnotes. Allowable footnotes/endnotes may include:

- the designation of the corresponding author of the paper;
- the current address of an author (if different from that shown in the affiliation);
- traditional footnote content.

Information concerning research grant support should appear in a separate Acknowledgements section at the end of the paper, not in a footnote. Acknowledgements of the assistance of colleagues or similar notes of appreciation should also appear in an Acknowledgements section, not in footnotes.

### Tables (max. width - 125 mm, max. height – 170 mm)

Authors should use tables only to achieve concise presentation, or where the information cannot be given satisfactorily in other ways. Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible.

### Figures (max. width - 125 mm, max. height – 170 mm)

Authors may use diagrams to illustrate theses from their text. The figures should be clear, easy to read and of good quality. Styles and fonts should match those in the main body of the article. All figures must be mentioned in the text in consecutive order and be numbered with Arabic numerals. We accept only figures made directly in Word using Microsoft Graph or made in Corel Draw (Excel) format (in the both latter cases authors should deliver also an original source file)

#### Schemes (max. width - 125 mm, max. height – 170 mm)

By schemes we understand sequences of reactions. They should have brief titles describing their contents. Schemes should be numbered with Arabic numerals. We accept only schemes made directly in Word using Microsoft Graph Editor or made in Corel Draw (Excel) format (in the both latter cases authors should deliver also an original source file)

#### Pictures (max. width - 125 mm, max. height – 170 mm)

Resolution 300 dpi, \*.tif format

#### Scanned graphs, schemes

Black and white, resolution 600-1200 dpi, \*.tif or \*.jpg formats

Authors should indicate precisely in the main text where table/figures/schemes should be inserted, if these elements are given at the end in the original version of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end.

#### English language

Folia Oeconomica Stetinensia is published only in English. Make sure that your manuscripts are clearly and grammatically written. Please note that authors who are not native-speakers of English can be provided with help in rewriting their contribution in correct English. Try to prepare your manuscript in an easily readable style; this will help avoid severe misunderstandings which might lead to rejection of the paper.

### **5. Reference list**

If the article/book has DOI number, the author should include it in the references. DOIs are very easy to find. Most publishers, if they have them, place them at the top of the article front page. Please keep in mind that the DOI number will automatically make the active link!

All data in the reference must be correct. Most common errors are incorrect abbreviations of journal titles or wrong navigation data (like volume number or article pages) of the cited article.

Authors should provide complete, correct and properly structured references, as instructed by the editors.

Complete data contains:

For article in a journal: Author(s), Title of the article, Journal name (full name), Volume, Issue, Publication date, pagination.

For a book: Author(s), Title, Publisher, Publication place and date.

Please use only Roman alphabet in the references.

A complete reference should give the reader enough information to find the relevant article. Please pay particular attention to spelling, capitalization and punctuation here. Completeness of references is the responsibility of the authors. A complete reference should comprise the following:

#### **1. Book**

##### **a. Book (one author)**

##### ***Format:***

Author. (Year of publication). *Book title*. Place of publication: Publisher.

##### ***Example:***

Baxter, R. (1982). *Exactly Solvable Models in Statistical Mechanics*. New York: Academic Press.

##### **b. Book (two or more authors)**

##### ***Format:***

Author1, Author2 & Author3. (Year of publication). *Book title*. Place of publication: Publisher.

##### ***Example:***

Kleiner, F.S., Mamiya C.J. & Tansey R.G. (2001). *Gardner's art through the ages* (11th ed.). Fort Worth, USA: Harcourt College Publishers.

**c. Book chapter or article in an edited book**

**Format:**

Author(s) of chapter. (Year of publication). Chapter title. In Editors of the book (Eds.), *Book title* (Chapter page range). Place of publication: Publisher.

**Example:**

Roll, W.P. (1976). ESP and memory. In J.M.O. Wheatley & H.L. Edge (Eds.), *Philosophical dimensions of parapsychology* (pp. 154-184). Springfield, IL: American Psychiatric Press.

**d. Proceedings from a conference**

**Format:**

Author(s). (Year of publication). Title. In Conference name, Date (Page range). Place of publication: Publisher.

**Example:**

Field, G. (2001). Rethinking reference rethought. In Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001 (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association.

**e. Ebook**

**Format:**

Author(s). (Year of publication). *Title*. Publisher. Retrieving date, http address. DOI.

**Example:**

Johnson, A. (2000). *Abstract Computing Machines*. Springer Berlin Heidelberg. Retrieved March 30, 2006, from SpringerLink <http://springerlink.com/content/w25154>. DOI: 10.1007/b138965.

**f. Thesis**

**Format:**

Author(s). (Year of publication). *Title*. Information, Place of publication.

**Example:**

Begg, M. M. (2001). *Dairy farm women in the Waikato 1946-1996: Fifty years of social and structural change*. Unpublished doctoral dissertation, University of Waikato, Hamilton, New Zealand.

**g. Report**

**Format:**

Author(s). (Year of publication). *Title*. Place of publication: Publisher. (Report number)

**Example:**

Osgood, D. W., & Wilson, J. K. (1990). *Covariation of adolescent health problems*. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

**h. Government publication**

**Format:**

Institution name. (Year of publication). *Title*. Place of publication: Publisher.

**Example:**

Ministerial Council on Drug Strategy. (1997). *The national drug strategy: Mapping the future*. Canberra: Australian Government Publishing Service.

## 2. Article

### a. Journal Article (one author)

**Format:**

Author. (Year of publication). Article title. *Journal Title*. Volume (issue), range of pages. DOI.

**Example:**

Nikora, V. (2006). Hydrodynamics of aquatic ecosystems: spatial-averaging perspective. *Acta Geophysica*, 55(1), 3-10. DOI: 10.2478/s11600-006-0043-6.

### b. Journal Article (two or more authors)

**Format:**

Author1, Author2 & Author3. (Year of publication). Article title. *Journal Title*. Volume (issue), range of pages. DOI.

**Example:**

Cudak, M. & Karcz J. (2006). Momentum transfer in an agitated vessel with off-centred impellers. *Chem. Pap.* 60(5), 375-380. DOI: 10.2478/s11696-006-0068-y.

### c. Journal article from an online database

**Format:**

Author(s). (Year of publication). Article title [Electronic version]. *Journal Title*. Volume (issue), range of pages. Retrieved date of access, from name of database. DOI.

**Example:**

Czajgucki Z., Zimecki M. & Andruszkiewicz R. (2006, December). The immunoregulatory effects of edeine analogues in mice [Abstract]. *Cell. Mol. Biol. Lett.* 12(3), 149-161. Retrieved December 6, 2006, from PubMed database on the World Wide Web: <http://www.pubmed.gov>. DOI: 10.2478/s11658-006-0061-z.

### d. Newspaper article (no author)

**Format:**

Article title. (Publication date). Journal Title. page.

**Example:**

Amazing Amazon region. (1989, January 12). New York Times, p. D11.

### e. Encyclopedia article

**Format:**

Author. (Year of publication). Article title. In Encyclopedia title (volume number, pages). Place of publication: Encyclopedia name.

**Example:**

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

### 3. Other formats

#### a. Web page

**Format:**

Author/Sponsor. (last update or copyright date). *Title*. Retrieved date of access, from URL.

**Example:**

Walker, J. (1996, August). *APA-style citations of electronic resources*. Retrieved November 21, 2001, from <http://www.cas.usf.edu/english/walker/apa.html>

#### b. Lecture note

**Format:**

Author(s). (Date of presentation). *Lecture title*. Lecture notes distributed in the unit, at the name of the teaching organisation, the location.

**Example:**

Liffers, M. (2006, August 30). *Finding information in the library*. Lecture notes distributed in the unit Functional Anatomy and Sports Performance 1102, University of Western Australia, Crawley, Western Australia.

#### c. Patent

**Format:**

Author. (Year). Patent number. The location. Issue body.

**Example:**

Smith, I. M. (1988). U.S. Patent No. 123,445. Washington, D.C.: U.S. Patent and Trademark Office.

#### d. Standard

**Format:**

Issue body. (Year). Standard name. Standard number. The location.

**Example:**

Standards Association of Australia. (1997). Australian standard: Pressure equipment manufacture. AS4458-1997. North Sydney.

#### e. Video

**Format:**

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

**Example:**

Zhang, Y. (Producer/Director). (2000). Not one less [Motion Picture]. China: Columbia Pictures Industries, Inc.

#### f. Audio recording

**Format:**

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).

**Example:**

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On Captain fantastic and the brown dirt cowboy [CD]. London: Big Pig Music Limited.

**g. Mailing list**

**Format:**

Author. (Exact date of posting). Subject line of message. Message posted to followed by name of mailing list, archived at followed by address for the archived version of the message.

**Example:**

Hammond, T. (2000, November 20). YAHC: Handle Parameters, DOI Genres, etc. Message posted to Ref-Links electronic mailing list, archived at <http://www.doi.org/mail-archive/ref-link/msg00088.html>

**h. Computer software**

**Format:**

Author(s). (Year). Title [computer software]. The location: Company.

**Example:**

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

You should make sure the information is correct so that the linking reference service may link abstracts electronically.

Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

**Submission formats**

Manuscripts for FOS can be submitted in the following formats:

- MS Word (2003 or higher) as standard DOCUMENT (.doc, .docx).

Authors may also upload (additionally) a PDF file.

**Supplementary data**

Authors can also submit any data files and additional figures in attachments. These elements can be submitted in any of the usual formats (PDF, MS Word, TeX, GIF, TIFF, etc.). It is possible that we may not be able to open your data files. To prevent any misunderstandings we request that authors submit a text file (instruction.txt) containing brief instructions on how to use the attached files.