**EDITORIAL REQUIREMENTS / template**

The electronic files mentioned above should be created in Microsoft Word and submitted in DOCX format:

* + font type and size: Times New Roman, 12 point
  + line spacing size: 1.5
  + paragraph indentation: 0.5 cm
  + all page margins: 2.5 cm
  + justified alignment
  + footnotes supplementing the main text: preferably none or limited to the minimum necessary. Indicate footnotes with a number[[1]](#footnote-1) in the text.

**Main text**

* the main body of the text of a scientific paper should include: an introduction featuring the research objective and hypothesis, materials and methods, results, discussion, conclusions (or summary), author contributions, funding, supplementary information and literature
* section and subsection headings should be formatted and structured as follows:

**LEVEL ONE**

**Level two**

Level three

*Level four*

* lines should not be left blank
* *italic* and **bold** text may be used for emphasis, but letters, words and sentences may not be underlined
* the following can be used in the text: 1., a., –, for example:

1. xxx;
2. xxx;
3. xxx;
4. xxx;
   * xxx;

# **In-text citations**

* in-text citations should follow the **APA 7 style**
* citations within the text should include the author’s last name and the year of publication. If the authors’ names are stated in the sentence, indicate only the year of publication in parentheses, as in Tomczyk and Klimczuk (2016); otherwise, place the entire reference in parentheses with the authors’ names and the year of publication separated by a comma (Tomczyk & Klimczuk, 2016), in-text citation (Tomczyk & Klimczuk, 2016, p. 80). If several works are cited, the authors’ names and the year of publication should be given in alphabetical order in parentheses, separated by semicolons (Kowalski & Lewandowski, 2000; Lewandowski, 2001; Zalewski et al., 2001).

Citing sources:

|  |  |  |
| --- | --- | --- |
| Number of Authors | First in-text citation | Subsequent in-text citations |
| One or two | (Lewandowski, 2001)  (Kowalski & Lewandowski, 2000) | (Lewandowski, 2001)  (Kowalski & Lewandowski, 2000) |
| Three or more | (Zalewski et al., 2001) | (Zalewski et al., 2001) |

**Equations**

Equations should be developed as Microsoft Equation objects (Cambria Math font, 10 points) and numbered according to the following formula (style: Equation):

(1)

where:

— … (style: Equation)

where:

— …;

— ….

The equation should contain a punctuation mark placed in the equation editor.

## Tables

* tables should be numbered (Arabic numerals), the heading should be above the table, and the source should be indicated below the table (9 point), the contents of the table should be in 8 point
* the text wrapping option should be disabled (by changing table properties)
* references to tables in the text should be made in the 1 to *n* sequence (in accordance with the numbering).

**Table 1**. Table title

|  |  |  |  |
| --- | --- | --- | --- |
| Head 1 | Head 2 | Head 3 | Head 4 |
| Text | Text | Text | Text |
| Text | Text | Text | Text |
| Text | Text | Text | Text |

*Source*: own elaboration based on Author (Year).

**Table 2.** Table title

|  |  |  |  |
| --- | --- | --- | --- |
| Head 1 | Head 2 | Head 3 | Head 4 |
| Text | 12.0 | 2.5 | 5.8 |
| Text | 6.7 | 3.4 | 25.7 |
| Text | 11.0 | 9.5 | 103.5 |

*Source*: own elaboration based on Author (Year).

**Figures**

* figures should be editable and should have the same size (width – 12 cm, height – 6 cm)
* figures should be numbered (Arabic numerals), provided with captions, and the source should be indicated below the figure (9 point)
* references to figures in the text should be made in the 1 to *n* sequence (in accordance with the numbering)
* graphics should be developed with Word tools (SmartArt) (style: Graphic text)
* charts should be developed and submitted in Excel format. Charts can be developed in color, without borders or transparent areas. The legend (without borders) should be placed at the bottom of the chart. Axes should not have headings (style: Chart text)
* graphic elements should also be submitted in separate source files (in Adobe formats – tif, psd, png, jpg; as Statistica and Microsoft program files; graphics developed in other programs should be converted to tif, psd, png, jpg, or pdf format), photographs should be kept to a minimum of 300 dpi
* the author is required to obtain the copyright owner’s permission to publish copyrighted graphic materials unless the image is in the public domain.

**Fig 1**. Figure title

*Source*: own elaboration based on Author (Year).

**References**

* references should follow the **APA 7 style**
* the reference list should include all sources cited in the text (and vice versa)
* a complete **DOI** for each reference should be included (DOI searcher: http://search.crossref.org)
* the entries should be listed alphabetically by the author’s last name (without numbering). If there are multiple entries by the same author, they should be arranged chronologically by publication date. If entries by the same author are published in the same year, place those in alphabetical order by title, and label them “a”, “b” etc. following the year but still within the parentheses
* for works with up to 20 authors, include all names in the reference list
* publications in languages other than English should include their English translations [official or possibly unofficial] in brackets: Author, A. A., & Author, B. B. (Year). Original title of work [Title of work in English]. *Original title of journal* [*Title of journal in English*], *volume number*(issue number), pages. DOI –   
  e.g. Adamowicz, M., & Janulewicz, P. (2016). Ocena poziomu rozwoju dużych miast w Polsce – wyniki badań wykorzystujacych wzorzec rozwoju Hellwiga [Evaluation of the level of development of large cities in Poland – results of studies using the Hellwig’s development model]. *Studia Regionalne i Lokalne* [*Regional and Local Studies*], *64*(2), 68–86. <https://doi.org/10.7366/1509499526404>
* the manuscript should be carefully checked to ensure that the spelling of authors’ names and dates of publications are exactly the same in the text as in the reference list.

**REFERENCES**

**Books**

Author, A. A. / Name of Corporate Author. (Year). *Title of work* (edition if given and is not first edition). Publisher.

Field, A. (2009). *Discovering statistics using IBM SPSS statistics* (3rd ed.). Sage Publications Ltd.

**e-Books**

Author, A. A. (Year). *Title of work* (edition if given and is not first edition). Publisher. URL/DOI

Tirole, J. (2002). *Financial crises, liquidity, and the international monetary system*. Princeton University Press. https://doi.org/10.1515/9781400828524

**Edited books**

Author, A. A. (Ed.) / Author, A. A., & Author, B. B. (Eds). (Year). *Title of work*. Publisher.

Freestone, R., & Liu, E. (Eds.). (2016). *Place and placelessness revisited*. Routledge.

**Chapters in edited books**

Author, A. A., & Author, B. B. (Year). Title of chapter. In C. C. Author (Ed.), *Title of work* (pp. first page number–last page number). Publisher.

Standage, M. (2007). Motivation in elite sport: A self-determination perspective. In M. S. Hagger, & N. L. Chatzisarantis (Eds.), *Intrinsic motivation and self-determination in exercise and sport* (pp. 153–165). Human Kinetics.

**Journal articles**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of work. *Title of journal*, *volume number*(issue number), first page number–last page number / Article. https://doi.org/xx.xxxxxxxxxxxxxx (DOI if given)

(If an article does not have a DOI number, but it is an e-periodical published exclusively on the Internet, the URL should be given)

Bernat, S., & Górny, W. (2023). Changes in the spatial development of former towns applying for city status. case study of Lublin voivodeship. *Acta Scientiarum Polonorum. Administratio Locorum*, *22*(1), 5–18. https://doi.org/10.31648/aspal.8309

Kołat, K., Furmankiewicz, M., & Kalisiak-Mędelska, M. (2022). What Are the Needs of City Dwellers in Terms of the Development of Public Spaces? A Case Study of Participatory Budgeting in Częstochowa, Poland. *International Journal of Environmental Research and Public Health*, *19*(9), Article 5171. https://doi.org/10.3390/ijerph19095171

Tomczyk, Ł., & Klimczuk, A. (2016). Inteligentne miasta przyjazne starzeniu się – przykłady z krajów Grupy Wyszehradzkiej [Age-friendly smart cities – examples from Visegrad countries]. *Rozwój Regionalny i Polityka Regionalna* [*Regional Development and Regional Policy*], *34*, 79–97.

**Legislation**

Full title of the statute/regulation/treaty [translated title in English], <abbreviation of official journal> <year>, <volume number>, <item number> (Year) (Country). Details of the source where the act was published.

According to APA (United States) standards:

Americans With Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (1990). <https://www.ada.gov/pubs/adastatute08.htm>

Subject to the requirements of “The Bluebook” (when quoting laws or acts foreign to the United States, i.e., Polish, French, Italian, etc.):

Rozporządzenie Prezesa Rady Ministrów z dnia 6 lipca 2020 r. w sprawie przeniesienia planowanych wydatków budżetowych, w tym wynagrodzeń, określonych w ustawie budżetowej na rok 2020 [Regulation of the President of the Council of Ministers of July 6, 2020 on the transfer of planned budgetary expenditure, including salaries, specified in the Budget Act for 2020], Dz.U. 2020, item 1067 (2020) (Poland). <http://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20200001210/O/D20201210.pdf>

**Website resources that are not journal articles, books, or chapters in a book**

Author, A. A. / Name of Corporate Author. (Year website was last updated/published, Month Day if given). *Title of work*. Site name. <https://www.xxx>

(If the organization’s name and site name are the same, omit the site name; “Retrieved [Month Day, Year], from” should be given when the page’s content is likely to change over time or when the date of publication of the text found on the website is unknown)

UNCTAD. (2016). *World Investment Report 2016*. <http://unctad.org/en/PublicationsLibrary/wir2016_en.pdf>

**Unpublished works**

Author, A. A. (Year). *Title of work* [Unpublished materials / doctoral dissertations / article]. Institution name.

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese* [Unpublished doctoral dissertation]. University of Missouri.

**Conference proceedings (unpublished papers and posters)**

Author, A. A. (Year, Month Day). *Title of work* [Paper/Poster]. Name of Conference, City, Country (in the case of a city in the United States, also the abbreviation of the state name).

(The format of the bibliographic record for conference proceedings is consistent with the format of the bibliographic record for an article published in a journal, an edited book or a chapter in an edited book – depending on the form of publication).

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works* [Poster]. Annual meeting of the Society for Scholarly Publishing, Washington, D.C., USA.

**Ignoring the editorial requirements may lead to the rejection of a manuscript that has received a positive review.**

The manuscript should be carefully checked and proofread to eliminate any errors prior to submission. It is the author’s responsibility to ensure that the submitted version of the manuscript complies with the requirements and guidelines of   
*Acta Scientiarum Polonorum. Administratio Locorum*.

**Title of the article**

**ABSTRACT**

**Motives:** text text text text text text text text text text text text text.

**Aim:** text text text text text text text text text text text text text text.

**Results:** text text text text text text text text text text text text text text.

(between 600 and 1000 characters).

**Keywords:** word 1, word 2, word 3 (up to 6 keywords)

**Introduction**

Text text text text text text text text text text.

**Literature review**

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**MATERIALS AND METHODS**

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**Results**

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**Subtitle**

***Subtitle***

*Subtitle*

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**DISCUSSION**

Text text text text text text text text text text. Text text text text text text text text text text.

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**Conclusions**

Text text text text text text text text text text. Text text text text text text text text text text.

Text text text text text text text text text text. Text text text text text text text text text text.

**Author contributions:** The author/authors has/have approved the final version of the article. The authors have contributed to this work as follows: X.X. developed the concept and designed the study, X.X. collected the data, X.X. analyzed and interpreted the data, X.X. drafted the article, X.X. revised the article critically for important intellectual content (style: Supplementary information)

**Funding:** This research was undertaken as part of the (insert project name) project and was fully/partly funded by a grant (XX/XXX/X).

**Supplementary information:** The author/authors would like to thank the following persons and institutions for support in preparing the article: (full names or names of institutions).

**Note:** The results of this study have been previously presented in a different form, such as a poster/abstract at a conference.

**REFERENCES**

Author, A. A. (Year). *Title of work*. Publisher.

Author, A. A., & Author, B. B. (Eds.). (Year). *Title of work*. Publisher.

Author, A. A., & Author, B. B. (Year). Title of chapter. In C.C. Author (Ed.), *Title of work* (pages). Publisher.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of work. *Title of journal*, *volume number*(issue number), pages. <https://doi.org/xx.xxxxxxxxxxxxxx> (DOI if given)

1. Sample of the first footnote. [↑](#footnote-ref-1)