

IWoMCDM'15 formatting instruction and basic editorial requirements

Formatting instruction

- **Page format:** A4. Margins: top – 3 cm; bottom - 6.7 cm; left 4.2 cm; right – 4.2 cm; Page header: 2 cm; Page footer: 5.5 cm
- **Body of the sections:** Times New Roman, 12 pts., justified, 1.75 cm indent, line spacing – 1.5 line.
- **Titles and subtitles:** Times New Roman, the font size adequately bigger.
- **Tables and Picture:** Times New Roman, 7-10 pts.
- **Footnotes:** Times New Roman, 9 pts.

Editorial requirements

- It is necessary to use consequent spelling – British or American in the whole paper/collection.
- The Philadelphian system of notes should be used.
- **REFERENCES**
 - Paper's titles should be written in italics or roman – consequently in the whole work.
 - Titles of periodicals should be in quotes.
 - Alphabetical order should be used – in references we give authors' last names before initials of their first names.
 - In collection the editor(s) should be given first, next the year of edition, and then the title.
 - If in a work are found more places of edition, then the first three should be given.
 - Examples:

Books

- American Allergy Association (1998): *Allergies in Children*. Random, New York.
- Frączkiewicz-Wronka A., ed. (2008): *Performance Measurement in Public Organisations. The Theory and the Practice of the Health Care Sector*. University of Economics in Katowice, Katowice.
- Encyclopedia of Indiana* (1993). Somerset, New York.
- Towards Passenger Intermodality in UE* (2004). Report 3 for DG TREN. Dortmund.
- Crowley S., Hawhee D. (2004): *Ancient Rhetorics for Contemporary Students*. 3rd ed. Pearson/Longman, New York.
- Ministry of Regional Development (2007): *Operational Programme Innovative Economy*. Warsaw, 30 October.

Periodicals

- Weiss C. (1999): *Have We Learned Anything New About the Use of Evaluation?* "American Journal of Evaluation", Vol. 19, No. 1.
- Brown T.E. et al. (2001): *An Operationalization of Stevenson's Conceptualization of Entrepreneurship as Opportunity-Based Firm Behavior*. "Strategic Management Journal", No. 22.
- Bertalanffy L. von (1950): *The Theory of Open Systems in Physics and Biology*. "Science", No. 111.
- Poniewozik J. (2000): *TV Makes a Too-Close Call*. "Time" 20 November
- Business: Global Warming's Boom Town; Tourism in Greenland* (2007). "The Economist" 26 May.
- Bernstein M. (2002): *10 Tips on Writing The Living Web*. "A List Apart: For People Who Make Websites" 16 August, No. 149, <http://alistapart.com/articles/writeliving> (4 May 2006).

Law files

- Ustawa o rachunkowości z dnia 29 września 1994 r. (Dz.U. 2002, nr 76, poz. 694 z późn. zm.).
- National Strategic Reference Framework 2007-2013 in Support of Growth and Jobs. National Cohesion Strategy adopted by the EC on 7th May 2007. Ministry of Regional Development, Warsaw 2007.
- Aviation and Transportation Security Act. Pub. L. 107-71. 19 November 2001, Stat. 115.597.
- Treaty on European Union. Common Provisions, Art. B, <http://europa.eu.int/en/record/mt/title1.html>.

Web sides

- Polish Ministry of Foreign Affairs, www.msz.gov.pl (10 November 2009).
- Association of Supporting Economic Initiatives, www.deltapartner.org.pl (5 January 2009).

○ NOTES

- Continuous numbering is used in the whole work.

○ CITATIONS:

- The references will be inserted in the text between brackets and will include the name of the authors or first author and the publication year.
- If there are more than two authors only the first one is stated in citation.
- Examples:

(Trzaskalik, 2008)
(Keeney and Raiffa, 1976)
(Hammond et al., 1999)

○ TABLES

- The word "table" is always given without abbreviation in the right top corner above the table. Each specification should have a title – above the table, in the middle.

- To define the order of the tables Arabic numerals are used with continuous numeration in the whole work or its part.
- In sources the phrase “Own elaboration” is ignored.
- Examples:

Source: (Gleick, 1987, p. 87).

- For tables and figures separate sources are given.
- Notes to tables should be given under the tables. As a reference mark * (stars) or letters are used in the case of large number of notes.

- **FIGURES**

- The word “figure” is placed under the figure in the left lower corner. Each figure should have a number and a title.
- In sources the phrase “Own elaboration” is ignored.