

„EUROPEAN STUDIES AND ANALYSES”
AND „EUROPEAN UNION – SOCIAL AND ECONOMIC PERSPECTIVES”
EUROPE DIRECT BYDGOSZCZ, EUROPE DIRECT TORUN INFORMATION CENTRE AND THE
UNIVERSITY OF ECONOMY IN BYDGOSZCZ JOURNALS

I. JOURNAL CONTENT

THE PURPOSE OF PUBLICATION

The main aim of „European Studies and Analyses” and „European Union – social and economic perspectives” journals is to present main aspects of the European Union, including various procedures and functioning of the EU, the legal system and decision making process within EU institutions, as well as social and economic dimensions of European integration and practical aspects of Polish membership in the EU.

Journals have been prepared for vast number of readers interested in European issues, including representatives of the academic world (universities, university libraries, European Documentation Centres) and institutions actively promoting the knowledge on European integration and international issues (Europe Direct centres, Regional Centres of International Debate, Eurodesk contact points, Team Europe).

EDITORIAL BOARD SUPPORTED BY SCIENTIFIC COUNCIL WILL HOLD RESPONSIBILITY FOR
THE PREPARATION OF THE JOURNAL

1. EDITORIAL BOARD

Editorial board provides general directions and shapes the journal’s policy. It is responsible for setting technical standards, article submission and acceptance procedures, publishing and distribution of the journal. Editorial board will assure that journal is reviewed by an qualified, academic with relevant knowledge on the subject, who completed at least Habilitation.

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Editor-in-chef - DR KAROLINA MARCHLEWSKA-PATYK

Holds PhD in Humanities and specializes in Political Science. Head of Bydgoszcz and Torun Europe Direct Information Centres and Robert Schuman European Centre at the University of the Economy, where she also works as a lecturer. Member of Team Europe – Poland.

II. EDITORIAL GUIDELINES:

1. TECHNICAL GUIDELINES:

Editorial board has laid down binding technical standards to be applied to all received manuscripts. Only articles which meet all the technical standards and receive a positive reviewers opinion will be published.

The manuscript should meet the following requirements:

1. Main body, except the title, must be written as follows:
 - Font - Times New Roman
 - Font style – Normal
 - Size – 12 pt.
 - Line spacing – 1,5
 - Margins – Right: 2,5 cm, Left: 2,5 cm, Top: 2,5 cm, Bottom: 2,5 cm
 - Text alignment - Justified
2. Each manuscript should be divided into three basic parts: introduction, body and conclusion.
3. There should be a header in the upper left- hand corner that includes first name, last name, institution that author represents / author workplace.
4. Title should be centred, in 14pt. Times New Roman font, bold.

5. Manuscript, including tables, chart and figures, should not be longer than 10 pages A4.
6. Headings should be in 12pt. Times New Roman, bold.
7. Tables, charts and figures:
 - Each table, chart and illustrations should be numbered and titled. The source must be indicated at the bottom of the table. Table text should be in 10pt. Times New Roman font with single line spacing. Minimal table width: 8,1 cm, maximum table width: 17,1 cm. Any description of the table should be written below the source, if necessary.
 - Tables, charts and illustrations must be created in either MS Word or Excel.
 - Title of the chart must be indicated above the chart (no full stop at the end).
8. Tables, charts and illustrations must be black and white.
9. Citations:
 - Footnotes should be located at the bottom of each page, indicated with the superscript number (Arabic numerals) in the main body of the text.
 - Footnote number should be inserted before the full stop, comma or semicolon, without space.
 - Footnotes should be in 10 pt. Times New Roman, with single line spacing.
 - Footnote should include: author's name initial, full stop, space and author's surname, comma, space, article/ book title, comma, space, place and date of publication, comma, space, „p” (full stop), space, page number, full stop.

EXAMPLE:

- 1 W. Anioł, Europejska polityka społeczna. Implikacje dla Polski, Warszawa 2006, p. 23.
- 2 L. Balcerowicz, *Wątpliwa moralność*, „Wprost”, Nr 1059, 16.03.2003, p. 41.
3. M. Fic, J. Wyrwa, Ubóstwo a zabezpieczenia społeczne, [Online], dostępne : <http://www.univ.rzeszow.pl/nierownosci/wyklady/31.doc>, 28.12.2006, p. 17.

- If you provide a footnote for a source that was cited in the preceding footnote. citing the same work use: Ibidem, p. 56.
- If you refer to the previously cited work use: W. Anioł, op.cit., p. 27.
- If two sources by the same author are cited indicate the title of work to clarify: W. Anioł, Europejska polityka ..., op.cit., p. 29-41.
- Footnotes should be justified.

10. Bibliography:

- All cited authors should be listed alphabetically at the end of the paper. Technical guidelines apply to bibliography.
- Bibliography should be divided into three sections: **Primary sources, Books, Main articles.**
- Following format should be used regarding Internet sources:

EXAMPLE:

Powszechna Deklaracja Praw Człowieka, [Online], dostępne: http://ms.gov.pl/prawa_czl_onz/prawa_czlow_12.doc, 06.10.2007.

- End of the each footnote should be marked with a **full stop**.

BIBLIOGRAPHY SAMPLE:

Primary sources:

- Decyzja Rady z dnia 18 lipca 2006 r. w sprawie wytycznych dla polityki zatrudnienia państw członkowskich (2006/544/WE).
- Employment in Europe 2002, European Commission, Directorate – General for Employment, Social Affairs and Equal Opportunities, September 2002.

Books:

- Anioł W., Europejska polityka społeczna. Implikacje dla Polski, Warszawa 2006.

Main articles:

- Anioł W., *Przyszłość europejskiej polityki społecznej*, [w:] Społeczne skutki integracji Polski z UE, (red.) Głąbicka K., Warszawa 1999.
- Balcerowicz L., *Wątpliwa moralność*, „Wprost”, Nr 1059, 16.03.2003.
- Fic M., Wyrwa J., Ubóstwo a zabezpieczenia społeczne, [Online], dostępne: <http://www.univ.rzeszow.pl/nierownosci/wyklady/31.doc>, 28.12.2006.

11. Abstract

Each paper should include a short summary in Polish language (max. 600 characters).

11. Authors who submit an article are required to send all materials via email (centrum.europejskie@byd.pl).

12. Please enclose the form, which expresses the request to publish the article in the journal (it will serve as the formal permission to publish the article), including first name, last name, academic title, workplace, phone number, email address and short note about the author.

13. Editorial board reserve the right to edit and shorten articles if necessary, along with the technical guidelines.

14. Articles which do not meet the technical standards described above will not be published.

15. Authors will be entitled for to one copy of the printed journal free of charge.