



GUIDELINES FOR PUBLICATION AUTHORS SUBMITTED FOR PRINTING

Publishing House of the University of Security based in Poznań.

1. **The volume of the article** should be within 20 000 to 40 000 characters with spaces.
2. **Basic text:** Arial font, size 10 pt, justification, indentation of the first line in the paragraph - 0.75. **Margins:** top - 2.5 cm, bottom - 7 cm, left and right - 4.0 cm **Leading:** 1.0 (single).
3. Please do not use "hard spaces" (Ctrl + Shift + Space), "hard enter" (Ctrl + Enter) and multiple spaces in order to move single characters to the next line or to control text breaking. This causes serious problems when preparing texts for printing.
4. First line (left alignment, bold) - **name and surname of the author** or names and surnames of the authors (after the decimal point). Second line (left alignment, no bold) - **affiliation** (full name of the institution, optionally in subsequent lines the name of the department, institute or department). One line of space, then **article title** (caps - capital letters, bold, centering). Do not use the period after article title. Two lines of space after the article title.

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article title.

5. **Possible motto in the form of a quote** (Arial font, size 8 pt, alignment to right, italics, without quotation marks). One quotation line after the quote:

Content of the quote. Content of the quote.
Content of the quote. Content of the quote.
Quote Author

6. **Basic text:** Arial font, size 10 pt, justification, indentation of the first
7. **Headings** at work should be written in Arial font, size 10 pt, justification, indentation of the first line of the heading - 0.75, bold). bleeding.
use dots after subheadings:

Body matter Body matter Body matter Body matter Body matter
Body matter Body matter Body matter

Subheading name

Body matter Body matter Body matter Body matter Body matter
Body matter Body matter Body matter

8. **Quotes in the text** should be written in quotation marks in straight font (without italics). The order of characters in the quote is as follows: closing quotation marks, footnote, period:

"Example quote in the article content" ¹ .

9. The articles should use **footnotes**, continuous numbering throughout the work. Format footnotes: Arial font, 8 point size, special indentation: protrusion 0.25. The footnote ends with a dot. Examples of footnotes:

- ¹ J. Nowak, *Book title*, Publisher. Warsaw 2000).
- ² A. Kowalski, *Book title*, Publisher. Warsaw 2000). 5.
- ³ J. Nowak, Chapter title (in :) M. Kowalski, *Book title*, Publisher. Warsaw 2000). 9-15.
- ⁴ J. Nowak (ed.): *Collective work title*, Publisher. Warsaw 2000).
- ⁵ J. Nowak, Chapter title (in :) A. Kowalska, M. Kowalski (ed.): *Book title*, Publisher. Warsaw 2000, p. 5 et seq.
- ⁶ J. Nowak, Article title, *Journal title*. 2000, No. 1 (12), p. 9.
- ⁷ J. Nowak, Article title, www.nazwastrony.pl (downloaded on June 1, 2018).
- ⁸ www.nazwastrony.pl (downloaded June 1, 2018).
- ⁹ Act of 8 March 1990 on communal self-government (Journal of Laws 1990 No. 16 item 95, as amended)

10. In the case of **re-quoting the same work** in the next (directly following) footnote, we use the entry **ibid**.

- ¹ M. Kowalski, Article title, *Journal title*. 2000, No. 5 (12), p. 17-38.
- ² J. Nowak, Article title (in :) A. Kowalska (ed.): *Book title*, Publisher. Warsaw 2000). 9.
- ³ *Ibid*.
- ⁴ *Ibidem*, 12.
- ⁵ M. Kowalski, Beginning of title ... cit. P. 26.

11. **Numbered or bulleted lists** should be formatted as follows: Left indentation - 0.75, Special indentation: Ejection - 0.5. The preferred bullet is: -

12. **Tables** at work should cover the entire width of the page. Data inside tables and table descriptions should be written in Arial 9 pt font (in the case of tables with a large amount of data - smaller respectively). Each table must have a title (above the table, after the title 1 line space) and the source (below the table). An example of a correctly formatted table:

Table 1. Table title

Header	Header	Header	Header	Header	Header
This data	This data	This data	This data	This data	This data
This data	This data	This data	This data	This data	This data
This data	This data	This data	This data	This data	This data
This data	This data	This data	This data	This data	This data
Total	Total sum	Total sum	Total sum	Total sum	Total sum

Source: the author's own development based on: A. Kowalska, Chapter title (in :) J. Nowak (ed.): *Book title*. Warsaw: name of publisher, 2000, p. 37.

13. **Photos, diagrams, charts, etc.** in article are titled as drawings (Figure 1). Each drawing should cover the entire width of the page. Please pay special attention to the quality of inserted drawings to avoid their illegibility on the printout (resolution should not be lower than 300 dpi). Drawings should be made in shades of gray. Each drawing must have a title and source (formatting - as in the tables). The title of the drawing and its source are placed under the drawing.

14. The article should be followed by **short summary** in Polish (from 5 to 15 lines), keywords in Polish (from 3 to 10 words), title of the article in English, short summary in English (from 5 to 15 lines)) and keywords in English (from 3 to 10 words). Formatting summaries and keywords should be as follows:

Abstract

Short summary of the article in Polish - from 5 to 15 verses. Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries

Keywords: word 1, word 2, word 3

Article title in English

Summary

Short summary of the article in Polish - from 5 to 15 verses. Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries Content summaries

Key words: word 1, word 2, word 3

15. Each article should contain **bibliography** sorted alphabetically by authors' names. Bibliography should be written in Arial 10 pt font, justification, special indentation: extension - 0.25. The bibliography does not contain numbers Party. An example of a correctly formatted bibliography:

Bibliography

Dąbrowski Z., Wiśniewska D., Article title, *Journal title*. 2000, No. 1.

Kowalska A. Chapter title (in :) Woźniak J., Nowak S. (ed.): *Book title*, Publisher. Warsaw 2000).

J. Nowak, *Book title*, Publisher. Warsaw 2000).

Act of 8 March 1990 on communal self-government (Journal of Laws 1990 No. 16 item 95, as amended)

Wiśniewski B. (ed.): *Collective work title*, Publisher. Warsaw 2000).

www.nazwastrony.pl (downloaded June 1, 2018).

16. After the bibliography should be placed **short biographical note of the author** containing information about the degree / professional / academic title, current workplace, publications, awards and distinctions as well as research interests (does not apply to articles submitted for publication in the Scientific and Methodical Review

• Education for Safety,

Jan NOWAK - PhD in social sciences (University of Warsaw, 2000). Assistant Professor at the Department of Sciences

Security College of Security with headquarters in Poznan. Author of the monograph entitled *Safety and hygiene of pedagogical work* and articles on the ergonomics of office work.

Area of research interest: ergonomics of office work, OHS, fire protection.

17. It is mandatory to attach **statement** to each article submitted for printing:
- in the case of publications in multi-author monographs - a statement on the originality of the article
 - in the case of publication in the Scientific and Methodical Review 'Education for safety': a statement on the originality of the article, a statement on the author's preparation of the article, a statement on the sources of financing.

Patterns statements are available on page website under address:
<http://www.przegląd.wsb.net.pl/zasady-publikacji.html>