

Instructions for Authors

Submitting papers and editorial requirements

The works included in the journal are bilingual both in Polish and English. We publish the original works which have not been published before anywhere else and which are of the following nature:

- Original article (AO)
- Review article (AP)
- Scientific review (AR)
- Short communication (KWB; KK)
- Case study (CS)
- Others (others citable – ICC; others noncitable – ICN),

The above noted works may be submitted for publication in Polish and English or in only one of these languages: either Polish or English. In this case the works are translated into the other language by the editors. All works are reviewed by specialists outside author's home base in line with the principles of double-blind review process.

Works proposed for printing in ECREG STUDIES should be set to the editors via electronic post by means of editorial panel available of the journal's website <https://www.editorialsystem.com/ers> .

Works proposed for printing in ECREG STUDIES should be set to the editors via electronic post by means of editorial panel available of the journal's website <https://www.editorialsystem.com/ers>. Foreign authors are released from paying the fee. Texts in English which are correctly translated into Polish are published free of charge. In case of sending a text in only one language version-either in English or in Polish – the authors will bear the costs of translating the article into the other missing language. The authors may be asked also to cover the costs of verification of the submitted texts in English. The translations are conducted by a Translation Office which currently cooperates with the Editors and the current cost per 1 translation page (that is, 1800 characters including spaces) amounts to 45 PLN gross. An article is passed on for translation post obtaining a positive review of the submitted language version, after corrections if necessary and upon its approval for print by the Editor in Chief.

Technical requirements

- editing system: MS Word,
- font: Times New Roman size 12,
- all margins 2,5 cm
- Alignment: automatic to left and right without hyphenation
- margins: 1,5 lines,
- ENTER button should only be used at the end of a paragraph (all titles, points representing enumeration etc. are treated as separate paragraphs.
- paragraph indents are marked solely via tab or other tools available in the editor used. Space button should not be used for this purpose. Space button is used solely to separate the words, after dot, comma, exclamation mark, colon, semicolon etc. Space cannot be used after an open parenthesis and before closed parenthesis, as well as before and after a number reference (never before these signs).

The submitted works should be accompanied by author's declaration filled in and signed by all authors, as well as a declaration of ethics including: declaration of conflict of interest and-in case of a work by many authors – declaration on the input of individual authors into the created article. Declaration forms are available here:

- Author's declaration – 1 author
- Author's declaration – 2 or more authors
- Declaration of ethics

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Layout of the work

Texts of the submitted articles, together with tables and drawings, ought to include:

- within scientific articles from 8 to 15 formatted A4 pages, that is 10,000-25,000 characters with spaces and up to 25 items of literature;
- in case of review articles: from 10 to 25 formatted A4 pages, that is: 12,000 – 40,000 characters with spaces and up to 40 items of literature;
- in the remaining works from 4 to 8 formatted A4 pages, that is: 5,000 - 12,000 characters with spaces;

Papers exceeding the required length or the number of items of literature will be individually considered by the Editor-in-Chief.

Title page

One must indicate, on a separate page:

- scientific title of the author/authors (correspondence author should also be noted);
- name of research-scientific institute in which the work was conducted;
- residence address, email, contact telephone, ORCID (concerning all the authors);
- JEL code indicating general content of the article according to Journal of Economic Literature (JEL Codes Guide)
- participation in the elaborated article including the following elements:

A. Study design

B. Data collection

C. Statistical analysis

D. Data interpretation

E. Manuscript preparation

F. Literature search

G. Funds collection

Title of work in English and Polish written in bold, upper case letters (no longer than 40 characters).

Summary

Summary in English and Polish ought to consist of between 100 and 150 words written in the following order:

Subject and purpose of work:

Materials and methods:

Results:

Conclusions:

Key words, only for scientific articles, ought to include between 4 and 6 words helpful for indexation and search (from general to detailed).

Principles of citing and references in the text

Quoting and list of literature in the „**Economic and Regional Studies/ Studia Ekonomiczne i Regionalne**” should follow the APA style, adapted to the Polish language norms (source: Smith, J., Robinson, J. (2012).

Basic editorial standards of scientific psychological texts in Polish on the basis of APA format.

Downloaded from: <http://www.athenaeum.umk.pl/pliki/APA.pdf>.)

- when the work has one author (Kowalski, 2011)
- when the work has two authors - each time both names should be provided (Kowalski, Martens, 2011)
- when the work has three authors: the first citation in the text (Kowalski, Martens, Rossato, 2011), another citation in the text (Kowalski et al., 2011); the same rule applies when the work has four and five authors - the first quotation provides all names, the next - the name of the first author and “and others.”
- when the work has six or more authors, each citation should be (Iksiński et al., 2011),

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- in the case of literal quoting of a work, after the date of the work's publishing and please provide the page number(s) after a comma, e.g. (Kowalski, 2011, p. 12),
- if case the works by different authors with the same surnames, please enter the initials of the names of these authors, e.g. (Kowalski Z., 2011),
- if several works by the same author were published in the same year, the letters a, b, c, etc. should be inserted after the year of publication, both in the citation and in the list of literature, e.g. (Kowalski, 2014a).

Guidelines for statistical reporting in original research/ experimental papers

The original research/experimental papers to be published in Economic and Regional Studies / Studia Ekonomiczne i Regionalne should contain information on the applied research methodology, together with a description of the applied methods of statistical analysis. This information should include: analysis. This information should include:

1) characteristics of the population and/or the research sample, in particular the size and method of selecting/determining the sample, and a description of the source of the statistical data acquired. For processed data, details of any data corrections/transformations should be included. If necessary, provide a description of the data collection methods (e.g. surveys, interviews, observations, experiments, etc.). The information on the surveys/interviews must contain information about the wording of the questions, as well as the type of questions (e.g. open, closed, single/multiple choice etc.);

2) it is expected that the papers sent to Economic and Regional Studies / Studia Ekonomiczne i Regionalne will provide a brief/concise description of the data analysis methods used in the research, with reference to the relevant/original scientific publications that contain a more detailed description of the statistical methods used. When advanced methods are used, a brief justification of their implementation/selection should also be provided;

3) all unusual statistical terms, abbreviations and symbols used in the paper should be properly defined. The units of measurement given in all tables and figures should be clearly defined. In the appropriate reference, the name and version of the statistical software package used should be specified, and when statistical inference methods are also used, the adopted alpha (α) significance level/threshold should also be provided;

4) when reporting the results of statistical tests, in addition to the p-value, the value of the test statistic and the number of degrees of freedom should be provided. In order to ensure full transparency and to provide complete and reliable information about the research results, the Authors should provide accurate values of "p" for all performed statistical tests. Exceptions are p-values smaller than 0.001, which can be expressed as $p < 0.001$, and p-values greater than 0.99, which can be reported as $p > 0.99$;

5) the text should clearly state what measures of the statistical description (central tendency, volatility/diversity) are presented. In the case of multivariate models, all the variables included in the models should be presented, and the scientific/substantive justification for including them in the model should be provided. The model verification process should also be conducted.

Tables and drawings

- Tables and drawings ought to be enumerated and described; example: "Table I Table of results", "Drawing 1. Building Project",
- One should not place a dot after a description and source of table or drawing,
- Number and description of a table ought to be placed over it,
- Source ought to be placed below the table; example: "Source: own elaboration",
- In case of a number of drawing, description of a drawing and source ought to be placed under it.

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References

The references list should be put at the end of a paper. The references should be numbered and arranged alphabetically. Individual items on the list should be recorded according to the following pattern:

An article in the journal:

Monday, A., Bassnett, B. (year). Title of the article. Title of the journal in italics, number of year / volume in italics (number of issue / number), page of the beginning-page of the end.

Warning. if the article has a DOI (Digital Object Identifier) number, please enter it at the end of the bibliographic record as a full link, e.g.

<https://doi.org/10.5114/hpc.2017.70524>

Book:

Iksiński, A., Kowalski, B. (year). The title of the book in italics. Place of publication: Publishing house.

Edited book:

Morson, A., Oneil, B. (eds.). (year). The title of the book in italics. Place of publication: Publishing house.

Chapter in an edited book:

Martins, A. (year). Title of the chapter. In: B. Smith, C. Andresoni (eds.), Title of the book in italics (p. Side of the beginning-end page). Place of publication: Publishing house.

Internet source:

Smith, A. (year). The title of the text in italics. Downloaded from: website address.

Author's correction

Post editorial elaboration and sample print the work will be passed on to the author in order for him or her to place further author's corrections. It is an obligation of the author to send the correction within one week. The costs of amendments other than printing ones will be borne by the author.

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Ethics statement
Editorial Board of the scientific journal „Economic and Regional Studies/ Studia Ekonomiczne i Regionalne” is committed to upholding standards of ethical behaviour at all stages of the publication process recommended by COPE (Committee on Publication Ethics). Detailed information about criteria can be found in COPE Flowcharts: https://publicationethics.org/node/19631
Policies for research on human
When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the Helsinki Declaration of 1975, as revised in 2000 (concerning the ethical principles for the medical community and forbidding releasing the name of the patient, initials or the hospital evidence number) and with the ethical standards of the responsible committee on human experimentation (institutional and national). The authors presenting case studies are obligated not to disclose personal data. The manuscript should contain a statement that the work has been approved by the relevant institutional or committees and that all human participants gave informed consent. If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, the authors must clearly identify these in the manuscript.
Policies for research on vulnerable populations
Vulnerable populations, for example children, older persons or adults with learning disabilities, require special protection during research. Researchers need to consider additional ethics concerns or issues arising from working with potentially vulnerable persons. In cases where research involves potentially vulnerable groups, every effort should be made to secure freely given informed consent that participants or their legal representatives have actively provided.