

**ARTICLE TITLE [TIMES NEW ROMAN 12, BOLD,
CENTER, CAPITAL LETTERS]**

Author's first and last name¹, Author's first and last name² [Times New Roman, 12, bold centering]

¹Author's affiliation (full affiliation with the faculty, COUNTRY OF RESIDENCE) [Times New Roman 11, centering]

²Author's affiliation (full affiliation with the faculty, COUNTRY OF RESIDENCE) [Times New Roman 11, centering]

Title of the abstract in English [Times New Roman, 12, bold, centering]

This part should contain the abstract in English. [Times New Roman 11, justification, single spacing].

Keywords: Innovation, technology, research projects, etc. [Times New Roman 11, justification].

**INTRODUCTION [TIMES NEW ROMAN 12, BOLD, CAPITAL LETTERS,
CENTER]**

The top, bottom, right and left margins should be 2.5 cm. All the text has to be in one column and in Times New Roman, font size 11, with an interval of 1.5, including figures and tables. [Times New Roman 11, normal font, justification].

Subheads [Times New Roman 12, bold, centering]

The text in a sub-point must start on the next line after the chapter or subsection title. Do not use hard spaces at the end of individual lines of the text and at the end of the paragraph. Do not manually number subsequent chapters and subsections. Use as many categories and subcategories as necessary, e.g. Introduction, Methodology, Results, Conclusions etc. and complete the article with a bibliography.

Guidelines for figures and tables

- Tables should be numbered with a title at the top, and a chart, diagram, drawing and photo - the number and the caption at the bottom.
- The text should contain references to all graphic elements, e.g. see fig. 1, tab. 4 and not: see drawing (table) below / above.

- Tables formatted in Word, their size cannot exceed book size, e.g. for B-5 — 12 × 19 cm.
- Charts and tables - editable so that you can make corrections (.doc or .xls).
- Abbreviations used in the table — explained below it; charts must be with named axes and legible legends.
- Single line spacing inside tables, avoid shading, dots, empty cells.
- Illustrations and photos should be placed in the text in the right place. Additionally send separately in the source graphic format (.tif, .jpg), min. 300 dpi; using the file numbering corresponding to the one used in the work.
- It is compulsory to indicate the source (instructions as for footnotes). If the table, graph, etc. contains the results of the author's research, the following information should be provided: “Author's own study”/”Author's own research”.
- If there are no clear indications to use color — use monochrome colors.

Guidelines for page numbers and footnotes

Pages should not be numbered anywhere on the sheet of paper. Do not use headings, footnotes should be used in square brackets in accordance with numbering in the bibliography, e.g. [1], [2], [3]. The fragment cited in the text more than once from the same source is referred to by the same number.

Guidelines for the bibliography

References to the literature should be given at the end of the article. Individual bibliography entries are numbered in square brackets in alphabetical order, e.g. [1], [2], [3].

BIBLIOGRAPHY [Times New Roman 12, bold, center]

1. References [Times New Roman 11, left aligned, space single. Alphabetical layout of the bibliography]
2. Conrad P., Rondini A. (2010), The Internet and Medicalization: Reshaping the Global Body and Illness, [in:] Culture, Bodies and the Sociology of Health, E. Ettorre (ed.), Farnham-Burlington 2010, pp. 30-50.
3. Roguska A., Antas-Jaszczuk A. (2020), Konsumpcjonizm wśród młodzieży akademickiej pokolenia Z, Siedlce: Wydawnictwo Uniwersytetu Przyrodniczo-Humanistycznego w Siedlcach.
4. Roguska A. (2020), Młodzież w obszarze mediów lokalnych w Polsce i na Łotwie, „Studia Edukacyjne” Nr 57, s. 201-208.
5. 5. Rzymowska Z., Skrajna T. (2011), Segetal flora of the Łuków Plain, „Acta Agrobotanica”, vol. 64 nr 2, <http://dx.doi.org/10.5586/aa.2011.021>, access: 17.01.2022. (Note: please remove the hyperlink).