**The Most Frequent Formatting Mistakes**

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| --- | --- | --- |
|  | **Wrong** | **Right** |
| **Quoting** | ,,In his paper, Smith (2017) analyzes …” | “In his paper, Smith (2017) analyzes …” |
|  | “Smith and Bradley (2007) argue …” |
| **Referencing** | (Smith, 2008b, p.17-18). | (Smith, 2008b, pp. 17-18). |
| (Smith, Bradley, Walker, 2020, p. 86) | (Smith et al., 2020, p. 86) |
| (Smith and Bradley, 2017) | (Smith & Bradley, 2017) |
| (Smith, Bradley, 2017) | (Smith & Bradley, 2017) |
| (Tom Cruise, 1986)  | (Cruise, 1986) |
| **Hyphen** | up - to - date1998 – 2002 | up-to-date1998-2002 |
| **Dash**  | … previous eras - the agrarian … | … previous eras – the agrarian … |
| **Bullet points** | * Safety
* Defence
 | * Safety
* Defence
 |
| **Titles in the text main body**  |  Castells in his book “The Network Society” writes … | Castells in his book *The Network Society* writes … |
| **References** | Whole authored book1. Bączek, P. (2006). *Zagrożenia informacyjne a bezpieczeństwo państwa polskiego*, Wydawnictwo Adam Marszałek.

Whole edited book1. Castells, M. (2006), *The Network Society: From Knowledge to Policy*. In Castells, M. & Cardoso, G. (Eds.), Center for Transatlantic Relations.

Reports1. Schaeffer, R. C. Jr. (2010). *National Information Assurance (IA) Glossary*, CNSS Instruction No. 4009. Committee on National Security Systems.
 | 1. Aleksandrowicz, T. R. (2018). Bezpieczeństwo informacyjne państwa. *Studia Politologiczne,* Volume 49, pp. 33-50. http://www.studiapolitologiczne.pl/Teoretyczne-i-praktyczne-aspekty-bezpieczenstwa-panstwa,115397,0,2.html
2. Bączek, P. (2006). *Zagrożenia informacyjne a bezpieczeństwo państwa polskiego*, Wydawnictwo Adam Marszałek.
3. Castells, M. (2006), *The Network Society: From Knowledge to Policy*. In Castells, M. & Cardoso, G. (Eds.), Center for Transatlantic Relations.

References – numbered, left aligned, spacing before 42 pt., spacing after 30 pt., 12 pt. GEORGIA font, boldface, single line spacing. At least 2 references should be indexed in SCOPUS (please, mark them in bold; it will be formatted as regular text in the final version). We allow no more than 2 self-citations.The list of references should be justified, written in GEORGIA 12 font and single spaced. **The list should be ordered alphabetically (regardless of the type of publication) according to authors' surnames and numbered**. Please, use the original title of a given publication.  |