Paper title, centered; the title should consist of no more than 12 words; Subtitle is separated from the title with a colon

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1 Academic affiliation, place; e-mail@mail.com, ORCID: xxxx-xxxx-xxxx-xxxx (centered,TNR 12 font, single line spacing)

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**Abstract**

It cannot be shorter than 100 words and longer than 250 words. The number of words in the abstract can be checked using the Microsoft Word command WORD COUNT from the menu TOOLS. Justified text, TNR 12 font, single line spacing.

The abstract should include the objective of the paper, the methods used, results and major findings as a conclusion.

**Keywords**

Three to six keywords in alphabetical order

1. **Introduction** (left aligned, TNR 12 font, boldface, single line spacing)

 Please, employ the standards introduced by the American Psychological Association (APA 7) and recommended by the Editorial Committee. The details of the format style may be found in *Publication Manual of the American Psychological Association®*. For more information, visit the website: http://www.apastyle.org.

 Papers prepared in accordance with the guidelines of American Psychological Association should have certain fixed elements (depending on the character of the publication), i.e., Introduction, Methods, Results, Discussion, Summary/Conclusion and References. The aforementioned structure should be treated as a recommendation, not a necessary condition. The authors should decide by themselves what structure reflects the analyzed or described subject-matter in the most adequate way. It is also permissible to include enclosures in the form of Figures and Tables (section Appendix placed after References) and additional information in the form of Acknowledgments (they should be placed before References).

 Please, use the American spelling and be consistent in it.

1. Page setup, formatting, notes – first level numbering

Paper size: between 20,000 and 35,000 characters including spaces, figures, bibliography and abstracts. For page setup in Microsoft Word, select PAGE SETUP from the menu FILE. We use the following settings:

* Paper size: A4 (210x297 mm).
* Margins: top: 2.5 cm, bottom: 2.5 cm, left: 2.5 cm, right: 2.5 cm.

In the heading on even pages, data of the paper's authors (initial letter of the first name, optionally of the middle name and the surname), the paper title (no more than 60 characters with spaces, including the authors’ names), and the page number are placed. On odd pages, there is data on the current number and issue of the journal, including its title. All the information in the heading should be written using TNR 12 font.

Text of the paper should be justified, written in TNR 12 font, single line spacing, with automatic hyphenation turned on (please, do not use hard spaces (ctrl + shift + space) and soft enters (shift + enter) to move words to the next line0.

First line indentation of each paragraph is 1.0 cm.

1. Tables, figures and formulas – first level numbering

Tables, figures and formulas - continuous numbering in the text.

* 1. Tables – second level numbering (left 1.0 cm indentation, TNR 12 font, boldface, single line spacing)

The numbering of tables should be continuous and aligned to the left, spacing before 12 pt., boldface. The table title should be in the next line, also aligned to the left, written in 12 TNR font, italicized. Text in tables should be written in TNR 12 font, with single line spacing. You should avoid breaking tables across pages, but if this is necessary, mark that the table is continued over it (e.g. cont. Table 1). Headers should be in boldface. You should use a single line of border and inside of a table with the weight 1/2 pt. It is preferable to position the table vertically, however if horizontal positioning is better. In such a situation, the running head remains unchanged.

If the table was borrowed from a publication, the source should be provided under it. You should not insert tables as figures, but as Microsoft Word tables. The text must contain a reference to a given table (Table 1).

Table 1.

Table title (left aligned, TNR 12 font, single line spacing)

|  |  |
| --- | --- |
| **Item** | **Head in uppercase letters** |
| **lowercase letters** | **lowercase letters** |
| In uppercase letter |  |  |

Note. Here you should explain the abbreviations used in the table and provide additional information that is important to the reader, e.g. data source, symbols, marks. Adapted from: “Title of publication” by F. Surname. Copyright Year by Publisher (justified text, TNR 12 font, single line spacing).

* 1. Figures and photos – second level numbering

Items embedded in the document such as charts, figures and pictures should be centered. In the case of diagrams consisting of a few items, they should be all grouped. The items inserted in the work should be easy to read. Charts, diagrams, figures and pictures should be without border, except for maps. Pictures and figures should be optimized before pasting (in dedicated graphic programs), so that they are not too large. Raster graphics (scanned images) should be written in one of the following formats: JPG, BMP, PNG or TIFF. The optimum resolution for color and black and white images is 300 dpi, whereas for line drawings maximum 600 dpi.

You should avoid embedding OLE objects from custom programs, i.e. AutoCAD, MathCAD.

The caption placed under the figure should be justified, TNR 12 font with single line spacing. Complex captions consisting of the main caption and explanatory notes for figure details should have the width equal to the text width. Continuous numbering should be used. The distance of an item from the text above it should be 12 pt. Remember to refer in the text to a given figure (Figure 1).

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**Figure 1.** SW-4 helicopter cabin. Own work. In case of adopted sources, please, follow the following format: Title. Adopted from: “Title of the Source” by N. Surname. Copyright 2019 by Publisher (justified text, TNR 12 font, single line spacing).

* 1. Formulas – second level numbering

Formulas should be aligned to the left. Each formula should have its number written in an Arabic numeral in parentheses (placed in line with the formula), aligned to the right edge of the page.

|  |  |
| --- | --- |
|  (1) |  |

The following symbol sizes should be used:

* regular: 12,
* subscript/superscript: 7,
* subscript/sub superscript: 5,
* symbol: 18,
* sub-symbol: 12.

It is not allowed in the paper to place formulas in the form of images, each formula should be editable, i.e. it should allow changes to be made to it. When referring to the numbering of the formulas within the text, the same marking as the one next to the formula should be used (1).

When using measurement abbreviations, there should be space between the number and unit of measurement.

1. Notes in the main text

In the text, the APA 7 referencing citation style should be used (Smith, 2017) or (Smith & Bradley, 2017) If the material refers to more than one source, one should use one set of parentheses and semicolon (Smith, 2017; Smith & Bradley, 2017). In the case of more than two authors, write the surname of the first of them and add the abbreviation “et al.” (Bradley et al., 2017).

We strongly recommend narrative citation, e.g., “In his paper, Smith (2017) analyzes …,” “Smith and Bradley (2007) argue …” (in narrative citations “and” should be used instead of “&”).

 In the case of authors with the same surname, the initial of the first name
and optionally of the middle name should be used (Smith, J. & Smith, A.B., 2017). If the initials of the first names of two authors are the same, use the full first name (Smith John, 2017).

If there are several items by the same author from the same year, use enumeration a, b, c, starting with the item that appears first in the bibliographic list (Smith, 2017a).

In the case of many bibliographic items in one note, the following format should be used (Smith, 2017; Bradley et al., 2017).

 In the case of several items by the same author, the following format should be used at the same point (Smith, 2016, 2017a, 2017c).

 When referencing a chapter or paper in an edited book one should not create reference for the chapter but write a reference for the whole authored book and cite the chapter in the text, e.g., (Smith & Bradley, 2017, Chapter 8, p. 112).

 In the case of citing an on-line paper with a known author/institution, use the format (ONZ, 2017), whereas if the author is not known – (*Short title of website/article*, 2017); with a short title it should be given in its entirety (the same applies to the footnotes in the text for legal acts and reports).

When invoking book or paper titles use italics, e.g., Smith in his book entitled *The Doom* argues that …

 Page numbers should be given only in the case of citation in the text (Smith, 2017, p. 23); (Smith & Bradley, 2017, pp. 23-32).

 There should be no footnotes in the paper.

More information on reference style and examples can be found at APA’s webpage: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Acknowledgements – without numbers, left aligned, TNR 12 pt., boldface, single line spacing

Please put here the acknowledgements for private individuals or institutions that contributed significantly to the publication, as well as information about the projects in which the article was created. This section is optional and can be omitted by the author.

Declaration of interest – without numbers, left aligned, TNR 12 pt. font, boldface, single line spacing

If the authors declare no conflict of interest or competing interests, they should include in their paper the following statement:

The author/authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this article.

If there are any financial and personal relationships with other people or organizations that could inappropriately influence the authors’ research, they should be disclosed. Among examples of potential conflicts of interest are employment, consultancy work, stock ownership, honoraria, paid expert opinions, patent applications, and research grants or other funding.

References – numbered, left aligned, 12 pt. TNR 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 TNR 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.

All reference entries have to be written with the use of the Latin script. The sources written in other alphabet must be transliterated.

Please, format the bibliographic sources in the way presented below:

Whole authored book

1. Surname, F., & Surname, F. (Year). *Book title.* Publisher.
2. Surname, F. (Year). *Book title* [*Alternative* *translation of the book title*]. Publisher.
3. Surname, F. (Year). *Book title.* Publisher. http://www.xxxxxxx

Whole edited book

1. Surname, F. (Ed.). (year). *Book title.* Publisher.
2. Surname, F., & Surname, F. (Eds.). (year). *Book title.* Publisher. http://www.xxxxxxx

Chapters in collective works/edited books

1. Surname, F. (Year). Chapter title. In F. Surname (Ed.), *Book title*
(pp. xx-xx). Publisher.
2. Surname, F., & Surname, F. (Year). Chapter title. In F. Surname, and F. Surname (Eds.), *Book title* (pp. xx-xx). Publisher. http://www.xxxxxxx

Reports

1. Surname, F. (Year). *Report title (Report No. xx).* Publisher. http://www.xxxxxxx

Periodicals

1. Surname, F., Surname, F., & Surname, F. (Year). Paper title. *Journal title*, *Volume*(Issue), pp –pp. http://www.xxxxxxx
2. Surname, F., & Surname, F. (Year). Paper title. *Journal Title*, *Volume*(Issue), pp-pp.

If the paper has the DOI number, it should be entered as a webpage address (like in the example 1 above).

Master's theses and doctoral dissertations (unpublished)

1. Surname, F. (Year). *Work title* [Unpublished doctoral dissertation]. Name of University.

Websites

1. Surname, F. (Year, month, day). *Title of the article*. Name of the News Outlet. http://www.xxxxxxx

If reports, dissertations are published online, determine the reference type and follow the appropriate format.

Legal acts

1. *Short Title of the Act year* (jurisdiction abbreviation) section number and subdivision if applicable (country abbreviation).

Conferences proceedings (published in a journal)

1. Surname, F. (Year). Title of presentation or poster. *Proceedings of the Name of the Conference, Country, Volume*(Issue), pp–pp. http://www.xxxxxxx

Conferences proceedings (published as a book chapter)

1. Surname, F., & Surname, F. (Year). Title of the chapter. In F. Surname, & F. Surname (Eds.), Title of the book (pp. xx–xx). Publisher. http://www.xxxxxxx

More information on the APA reference format can be found at: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

Appendix (new page, without numbering, left alignment, spacing after 30 p., TNR 12 font, bold)

Table 2.

Table title (left aligned, TNR 12 font single line spacing)

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| **Item** | **Head in uppercase letters** |
| **lowercase letters** | **lowercase letters** |
| In uppercase letter |  |  |

Note. Here you should explain the abbreviations used in the table and provide additional information that is important to the reader, e.g. data source, symbols, marks. Adapted from: “Title of publication” by F. Surname. Copyright Year by Publisher (TNR 12 font, single line spacing).