

## Author Guidelines

1. The text should be prepared in accordance with the following rules/parameters:

- Document size: A4, programme: Word, font: Times New Roman
- Margins: left – 25 mm, right – 35 mm
- Top and bottom margins – 25 mm
- Font size: main body of text – 12 point
- Footnotes and bibliography – 10 point
- Line spacing – 1.5

2. Typewritten pages should be numbered consecutively.

3. The text should be written in **British English**.

## References and bibliography

1. Please use **APA version 7** for references and bibliography. Examples are available on the APA website: <https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works>

Examples:

### Whole authored book

Sapolsky, R. M. (2017). *Behave: The Biology of Humans at Our Best and Worst*. Penguin Books

Jackson, L. M. (2019). *The Psychology of Prejudice: From Attitudes to Social Action* (2nd ed.). American Psychological Association.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/> (accessed: 1.02.2025).

The *author* refers broadly to the person(s) or group(s) responsible for a work. An author may be an institution, government agency, organisation, etc.:

OECD. (2026). *Climate Finance Provided and Mobilised by Developed Countries in 2013–2024*. OECD Publishing.

### Whole edited book

Kesharwani, P. (Ed.). (2020). *Nanotechnology Based Approaches for Tuberculosis Treatment*. Academic Press.

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag.

## Chapter in an edited book

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In: R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association.

Thestrup, K. (2010). To Transform, to Communicate, to play—The Experimenting Community in Action. In: E. Hygum & P. M. Pedersen (Eds.), *Early Childhood Education: Values and Practices in Denmark*. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192> (accessed: 1.02.2025).

## Journal article

Saltelli, A. (2002). Sensitivity Analysis for Importance Assessment. *Risk Analysis*, 22(3), 579–90.

Chang, E. J., Lima, E. J. A., & Tabak, B. M. (2004). Testing for Predictability in Emerging Equity Markets. *Emerging Markets Review*, 5(3), 295–316. <https://doi.org/10.1016/j.ememar.2004.03.005>

Schlesselmann, A. J., McNally, R. J., & Held, P. (2025). Using Network Analysis to Characterize Clinical Improvement during Cognitive Processing Therapy. *Behaviour Research and Therapy*, 185, Article 104678. <https://doi.org/10.1016/j.brat.2024.10467>

**2.** APA Style uses the author–date citation system, in which a brief in-text citation directs readers to a full reference list entry. The in-text citation appears within the body of the work (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication. This enables readers to locate the corresponding entry in the alphabetical reference list at the end of the work.

For example,

Grabias (1994) relates the concept of the discourse to a definition of social interaction.

This is reflected by, for instance, placing research declaratively above written text in the context of discourse analysis (de Beaugrande, 1985).

**3.** Each work cited must appear in the reference list, and each work in the reference list must be cited in the text (or in a table, figure, footnote, or appendix).

**4.** If a publication has two authors, both names should be given and linked using the conjunction &, for example: (Smith & Smith, 1996). If a publication has three authors, the conjunction & should be placed before the last name, e.g.: (Malinowski, Smith & Smith, 1996). When citing multiple works parenthetically, the citations should be placed in chronological order (from the oldest to the most recent).

**5.** If a publication has more than three authors, the surname of each author should be provided in the bibliography; however, when citing such a work in the text, only the surname of the first author should be provided, in parentheses, along with the abbreviation *et al.*

**6.** When several publications by one author published in the same year are cited, they should be marked with consecutive lowercase letters (without spaces) after the date, according to the alphabetical order of their titles, e.g. (Nowak, 1991a, 1991b, 1991c). These denotations should also be used in the bibliography.

**8.** When citing more than one source at a time, bibliographical references should be separated by semicolons, e.g. (Kowalski, 1984; Nowak, 1986, p. 25).

**9.** A bibliography should be attached at the end of the text.

**10.** The bibliography should include all works cited in the text; it should not include works to which the author does not refer in the text.

**11.** Bibliographical entries should be arranged alphabetically by author, and works by the same author should be listed chronologically (from the earliest to the most recent publication).

**12.** When online publications are referenced, the internet address of the original source should be provided, along with the date of access in parentheses, and preceded by the word “accessed”.

**13.** For foreign works, titles and publisher names should be given in the original language, and elements expressed in any non-latin alphabet should observe the rules of transliteration.

## Citations

Short quotes may be incorporated into the main text and enclosed in quotation marks, while longer quotes (at least several lines), should be set apart from the main text and presented in a smaller font.

## Number conventions

When preparing the text, authors should remember to follow English-language conventions for writing numbers, i.e. commas should be used as thousands separators, while full stops should be used as decimal separators (e.g., 2,000; 0.05; 12,500.75).

## Mathematical formulae

Texts with a large number of formulae should be prepared as follows:

- single-level ones should be typed out using the keyboard,
- complex, multi-level formulae should be embedded using a formula editor, for example MathType.

## Tables

**1.** Tables should be prepared in Word or Excel. Other programmes may be used provided they are saved in one of these formats: doc, docx, xls,xlsx, rtf, txt.

**2.** Tables should not be prepared with raster graphics programmes such as Photoshop.

**3.** A source note should be provided below each table, indicating whether it was prepared by the author or on the basis of another author’s work, e.g., author’s own calculations, author’s own elaboration on the basis of Poissonnier (2017, p. 25).

**4.** Notes accompanying tables should be placed directly beneath them.

5. Boxes should not be left blank. Where there is a lack of data, use the following characters:
- a dash (–) if a phenomenon does not occur;
  - zero (0) if a phenomenon exists, but in amounts smaller than the numbers that can be shown in the table expressed in digits. For example, if production is expressed in thousands of tonnes, a 0 means that production in a given case does not reach 0.5 thousand tonnes;
  - dot (.) – data not available or not reliable;
  - x – the layout of the table makes filling the boxes in the table impossible or impracticable.
  - “Including” means that not all of the elements of the total are given.

## Figures

1. All drawings, diagrams and graphs should be titled as figures.
2. A source note should be provided for all figures.
3. Illustrations, diagrams, and graphs created in MS Word should be prepared using the graphs option in that programme.
4. Illustrations, diagrams, and graphs included in a text, which were created using another programme, should be additionally saved or exported to vector format (pdf, ai, eps, ps, xls), or saved as metadata. They should be attached to other materials provided to the publisher in a separate folder. We recommend using Excel, Statistica, Pajek, UCI net to create graphics.
5. Only still images and screen shots should be saved using raster formats (psd, tif, jpg). The minimum size is 1200x1200 pixels.
6. The recommended format for figures and tables is: 12.4 cm x 16 cm, while the font size should be 9 point.
7. **An alternative text should be provided for each figure** (see: “Alternative text” below). Please submit the alternative texts for figures in a separate Word file.

## Alternative text

Alternative texts (alt texts) are provided to convey the meaning of non-text elements, such as charts, figures, diagrams, illustrations, etc.

### What should an alternative text look like?

- An alt text should give the gist of the diagram without less important information (e.g. if colours in a figure are not important, then they should not be included in an alt text).
- The description should be concise and succinct – try to describe the graphic as accurately as possible, doing so in the shortest possible way (**the optimum length of an alternative text should not exceed 250 characters**).
- It should describe the meaning and content of the graphic element in question.
- The chart type should be specified, e.g. bar chart, pie chart, line chart, flowchart.
- If a piece of information is already given in the main text, then there’s no need to repeat it in an alternative text.
- It should contain key information for the viewer (e.g. a repetition of the content written on the graphic, or in the case of photos, a description of the most important elements building the message).

- When creating alternative texts for charts and infographics, remember to include, in addition to the title, a summary and description of the trends resulting from the graphic. Often, due to the length and level of complexity of the data being described, it is worth including the chart description in the proper body of the text, below the graphic itself.
- You do not need to use alternative descriptions for graphics that are purely decorative.

**Examples of alternative texts** for figures can be found, for example in the publication available on the website (from p. 140): <https://www.iped-editors.org/resources-for-editors/books-without-barriers/>