

Information for the authors

The articles have to be sent in the electronic form to: kwartalnik@ur.edu.pl in the Microsoft Word file. In the message, the authors have to include their correspondence address and the telephone number.

The deadlines of the article submission for the consecutive papers are: 15th February, 15th May, 15th September and 15th November.

Within one week from the article receipt, the editorial team will inform the author about either the acceptance or the rejection of the article for the review procedure. In the case of the positive answer, the article will be sent to two reviewers, specialists in a given field. Having obtained two positive reviews, the article is accepted for publication. In the case of the negative review, the editorial team will decide to either send the article to the third reviewer or to reject the article. The reviews will be sent to the authors via e-mail. After their receipt, the authors have two weeks to make any corrections and send back the article to the editorial team. Before the article is published, the authors will make the author's proof.

Every reviewer will receive the review form which must be sent back via e-mail.

During the review procedure, neither the reviewers nor the authors will have access to their personal data.

The authors will sign the agreement with the Publishing House of the University of Rzeszow where they will declare that they have written the articles without any assistance (except ghost-writing and guest authorship). In the agreement they will also give the permission for their work to be published in paper as well as in the in the electronic form on the internet platforms. The documents must be sent to:

Dziedziniec Wydziału Socjologiczno-Historycznego Uniwersytetu Rzeszowskiego, al. Rejtana 16c, 35-959 Rzeszow, pok. 31, with a note: *Redakcja czasopisma*.

Instructions for the authors

The article should not exceed 40 000 characters (including: the main text, summaries, charts, figures, graphs, footnotes, literature).

The reviews, reports should not exceed 20 000 characters:

The article should be divided into three main parts:

- **Introduction**
- **Main body**, which should be divided into subheadings
- **Conclusion**

All parts of the article, including subheadings, should be written in the font Times New Roman size 12 p.; leading 1.5; margins 2.5 cm.

The quotations must be in italics (without the quotation mark). The document and script titles should be enclosed in quotation marks.

There should be a footnote at the author's surname in order to present the affiliation of the author (title, degree, place and the address of work, author's e-mail; font Times New Roman size 10 p., leading 1.5, justified text).

Summaries

The article should include the summary of the article in Polish and in English. Each summary should be from 200 to 250 word long and it should include key words, i.e. from 4 to 8 key words different than the ones used in the title; font Times New Roman size 10 p., leading 1.5. The summary in Polish should be at the beginning of the article and the summary in English at the end of the article.

Footnotes

The article should use the bibliographic footnotes, so called Harvard footnotes, which should be provided in round brackets directly after the text in which there is a reference to a given publication.

Footnote templates:

- monograph: the surname of the author (authors), year of publication, page, example: (Baltowski, Miszewski 2006: 59);
- article in joint work: the surname of the author (authors), year of publication, page, example: (Szopa 2005: 589);
- article in a journal: surname of the author (authors), year of publication, page, example: (Machniak 2016: 70);
- normative acts, example: (Journal of Laws 1924: 9/86);
- documents, example: (*Protocols...*1918, v. 4: 657)
- articles on the internet websites, example: (Jeruszka 2011: 2)

Literature

Literature should be placed after the conclusion but before the summary in English; font Times New Roman size 10 p., leading 1.5.

Examples:

- monograph: Baltowski M., Miszewski M., 2006, *Economic transformation in Poland*, PWN Publishing House, Warsaw.
- joint work: *Polish economy after 15 years of transformation*, eds. Z. Dach, A. Pollok, Polish Economic Society, Krakow.
- article in joint work: Szopa B., 2005, *The structural changes of the income* [in:] *Polish economy after 15 years of transformation*, eds. Z. Dach, A. Pollok, Polish Economic Society, Krakow.
- article in a journal: Machniak A., 2016, *The problem outline of the offset in the context of the development of the Polish Defense industry "Politics and the Society"* no 2(14).

- normative acts: Employment and unemployment act of October 16, 1991. Journal of Laws 1991, no 106, item 457.
- documents: AAN, Protocols of the meeting of the Council of Ministers 1918-1937 (*Protocols*), v. 4.
- Internet websites: *The strengthening of the social employment institutions*, <http://www.mpips.gov.pl/aktualnosci-wszystkie/pomoc-spoeczna/art,8383,wzmocnienie-instytucji-zatrudnienia-socjalnego.html> (access: 21.11.2016)
- article from the Internet website: Jeruszka U., 2011, *The effectiveness of higher education „Social Policy”*, no 1, <https://www.ipiss.com.pl/psnumery/442og> (access: 4.08.2016).

Figures, photo, charts and graphs

Figures, photo, charts and graphs should be located as close to the place of their mention as possible with the title in Polish and English; font Times New Roman size 10 p., in bold, leading 1.5. In the case of the borrowed material, the source should be provided under the figure, chart etc. The data included in the chart: font Times New Roman size 10 p., single line spacing. Each material, i.e. chart, graph, figure should have a separate numbering. They should be prepared in black and grey colours.