Checklist for Authors

Title

☐ is consistent with the content and scope of the article

Abstract. Contains:

☐ maximum 1,200 characters including spaces

☐ the aim of the study

☐ description of the method and data

☐ scope of the analysis

☐ main results and conclusions

☐ two versions of the Abstract in Polish and English

Keywords and JEL codes. Below the Abstract there are:

☐ 3–5 keywords

☐ 3–5 JEL codes

Structure of the text

☐ in the case of an empirical study the article should follow the IMRaD structure (Introduction–Methods–Results–Discussion)

☐ the article is divided into sections with numbered titles (starting from the Introduction)

Introduction

☐ contains a clearly formulated research objective

☐ research questions / hypotheses are stated (if applicable)

☐ includes an adequate description of the research method and the data used

☐ provides justification of why the problem is important (context / research gap / significance)

☐ includes a description of the contribution to the literature

☐ the last paragraph of the introduction contains a brief outline of the structure of the article

Literature review

☐ presents the theoretical and empirical context of the study

☐ theoretical foundations are solid and clearly formulated

Data and research method [applicable / not applicable]

☐ a separate section describing the data and research method is provided (if applicable)

Research results and discussion

☐ results are presented clearly (readable structure, no jumps in the narrative)

☐ results are related to findings from other studies (comparison of similarities/differences)

☐ argumentation is clear and logically connected (each conclusion is supported by data/theory)

Conclusion

☐ contains the main conclusions resulting from the study

☐ implications of the results are indicated (theoretical / practical)

☐ limitations are stated (method / data)

☐ directions for further research are outlined

Font, length and text format

☐ the text is written in Times New Roman 12 pt (footnotes 10 pt)

☐ the article length is within the limit: up to 45,000 characters including spaces

☐ the text is in an editable format (.doc, .docx, .odt, .rtf) or in LaTeX

☐ the text has been formatted according to the 'article template' available on the journal website under the 'For Authors' section

Tables and figures [applicable / not applicable]

☐ placed in the main text

☐ numbered titles are placed above tables and figures

☐ explanatory notes (e.g. about statistical significance markings) and data sources are placed below tables and figures

☐ figures are black and white; lines in charts may be in grayscale and highlighted areas shaded

☐ vector format for figures: PDF, EPS, or Excel

Mathematical symbols, formulas and equations [applicable / not applicable]

☐ mathematical symbols, formulas and equations should be prepared using the Equation Editor tool or its equivalent

☐ formulas and equations should be numbered

Acknowledgements and funding sources [applicable / not applicable]

☐ acknowledgements and information about funding sources should be placed at the end of the text – after the Conclusion and before the References

In-text citations and References

☐ in-text citations and the References list should follow the APA-7 standard

☐ the References list includes all publications cited in the text

☐ DOI links, if available, should be placed at the end of each bibliographic entry

Appendix [applicable / not applicable]

☐ placed after the References

☐ numbering of tables and figures in the Appendix should be A1, A2, etc.