THE MAIN EDITORIAL RULES

- Length of the article – **between 5 and 10 pages**.
- Format – **Word**, (.doc or .docx); PDF-format cannot be accepted.
- Margins – **2,5 cm.**
- Characters:
    a. The main characters – **Times New Roman, 12 points**,
    b. Spaces between lines **1,5**,
    c. **Text justified.**
- **Titles of chapters** and **subchapters** – aligned to the left, without a dot at the end, maximum length – 12 words.
- Indicating chapters, paragraphs, or subtitles:
    1.
    1.1
    1.1.1.
- **No** "**hard spaces**" (Ctrl+Shift+Space) in the text.
- Articles should include an **abstract (max 300 words)** and **key words** at the beginning of the text.
- A brief author **biography and photo** should be submitted with the article.
- For every **1.500 words one streamer will be added to the text**. The authors can include the text for the streamer themselves, otherwise the chief editor will choose a quote from the text for the streamers.
- It is essential to use **the same format of enumerations**. When every idea starts with a sign, number, or a new line, it should start with a small letter and end with the sign ";". The last line should end with a dot.
- **Every word from any other language than English should be written in italics.** Where possible, first the English word should be given, and then the foreign word written in italics, inside brackets, and preceded by an abbreviation of the language.

    Example:
    freedom (ger. *Freiheit*)

- **Abbreviations** should be explained in brackets. The explanation should be written in italics, if it originates from a foreign language. There should be only one explanation of a particular term in the text.

    Examples:
    EC (European Commission)
    GES (fr. *gaz à effet de serre*)

- Please use the Oxford/serial comma when listing 3 or more things.

TABLES, PICTURES, CHARTS, AND ALL SIMILAR MATERIALS:

- **TABLES AND FIGURES MUST BE SENT SEPARATELY** from the text in an **editable version** (direct pasting of pictures, tables, etc. or print screens are unacceptable).
- Every table, chart, or picture should have:
    a. Its **own subscription** and **number** according to the example given below (please pay attention to the dots).
    b. The title of a table, picture, or chart should end with a dot.
    c. After the title, the **source** of information or a postscript "own chart based on…" should be given, as well as a date.
    d. **The title** should be in bold and written in **Times New Roman, 10 points.** The source should be given in the same characters, but without bolding.
    e. The subscription should be aligned to the left.

Example:
Table 1. The impact of shale gas excavation on the local market in Poland. Source: Bloomberg, 2000.

- The numeration of tables, pictures, and charts is independent from one another.
- All tables and figures will be printed in accordance with the colour code of the ECJ, so please don't use too many colours in figures.

REFERENCES

APA6 is used, Please follow APA Manual 6th Edition as of 2009 – the whole manual can be downloaded from **http://www.apastyle.org/**.

You may also read **APA Quick Guide** (a brief summary of 8 pages).

As for the characters in references:

- ✓ **Times New Roman, 10 points**,
- ✓ No spaces between lines,
- ✓ **Text justified.**

In case of any questions or doubts please contact us at: editor@cybersecforum.eu

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