

# Publication Conditions for the Journal “School – Profession – Work”

## 1. General Provisions

1. The journal publishes texts in Polish and in foreign languages. The author bears full responsibility for the quality of any foreign-language elements included in the manuscript.
2. When preparing manuscripts, authors are requested to follow the editorial guidelines, templates, and bibliographic schemes attached to the publication conditions.
3. Submitted texts are treated as original works to which the author holds full rights.
4. All submissions are subject to analysis using an anti-plagiarism system.
5. The editorial board reserves the right to introduce linguistic, grammatical, and stylistic corrections to ensure compliance with academic standards. Substantial changes are consulted with the author; in disputed cases, the final decision rests with the Editor-in-Chief.

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## Editorial Guidelines for Authors

### 2. Formatting

- Manuscripts should be prepared using Microsoft Word (.doc or .docx format).
- Page format: A4; margins: 2.5 cm (default settings).
- Hyphenation should be disabled; text justified.
- Font: Times New Roman, 12 pt; line spacing: 1.5.

Bold and underlining should not be used. Italics may be applied selectively (e.g., for titles, key terms, quotations, foreign expressions, or statistical symbols).

Ranges (e.g., page numbers, years) should be indicated using en dashes without spaces (e.g., 1995–1999).

Short quotations (up to four lines) should appear in quotation marks within the main text, while longer quotations should be formatted as separate blocks with reduced font size and single spacing, without quotation marks.

### 3. Structure of Articles

Submitted manuscripts must include the following components:

#### Author Information

- Full name
- ORCID identifier
- Institutional/professional affiliation
- Contact email

#### Article Information

- Title (Polish or foreign language version)
- Abstract
- Keywords

For bilingual structure:

- Polish article: Polish title + English equivalents
- Foreign-language article: foreign title + Polish equivalents

#### Main Structure

- Introduction
- Main text (with subheadings)
- Conclusion
- References

Keywords must be equivalent in both language versions in terms of meaning and number.

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### 4. Citations and Bibliographic Style

Authors are required to apply the **APA 7** citation style adapted to Polish editorial standards. Footnotes should be limited to a necessary minimum.

Examples:

- One author: (Nowak, 2018)
- Two authors: (Nowak & Kowalski, 2016)
- Three or more authors: (Nowak et al., 2003)

Special rules:

- Works cited together should be ordered alphabetically.
- Multiple works by the same author should be ordered chronologically.
- Indirect citation should be used only when the original source is unavailable.

## 5. Illustrative Material

Figures, images, and graphics should:

- be included in the manuscript and submitted as separate high-resolution files (min. 300 dpi),
- include title, numbering, and source indication,
- be referenced in the text (e.g., Figure 1).

According to APA 7:

- figure titles appear above the figure (italicized),
- numbering (e.g., Figure X) is bolded.

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## 6. Tables

- Tables should be numbered consecutively using Arabic numerals.
  - Titles should be italicized; no full stop is used after “Table X” or the title.
  - Each table must include a source note (e.g., “Source: own elaboration”).
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## 7. References

The reference list should include only sources cited in the text and should be arranged alphabetically in accordance with APA 7.

Key rules:

- Provide full journal titles (not abbreviations).
  - Include DOI in the form of an active hyperlink where available.
  - Do not include publication location for books.
  - For more than three authors, list the first author followed by “et al.”
  - Internet sources must include full URLs and access dates.
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## 8. Article Templates

### Polish-language article

- Author details
- Polish title
- Abstract

- Keywords
- English title
- Abstract (EN)
- Keywords (EN)
- Introduction → Main text → Conclusion → References

### **Foreign-language article**

- Author details
- Foreign-language title
- Abstract
- Keywords
- Polish title
- Abstract (PL)
- Keywords (PL)
- Introduction → Main text → Conclusion → References