

FRSE Publishing Technical Standards

I. Detailed standards for all publications

1. The material constituting the content of the publication should be submitted by e-mail, on a data storage device, or shared in the cloud. All text files should include information about the Author (and, where applicable, their affiliation).
2. The content may be saved in a text file (Word, OpenOffice, LibreOffice) in any typeface and any font size. Typography, indentation and line spacing will be adjusted to the graphic design adopted for a given publishing series at the digital typesetting stage.
3. Each graphic intended to be included in the main text (figure, table, diagram, infographic, photograph, map, etc.) should include:
 - a. a number – placed above the graphic, written in Arabic numerals, with a full stop at the end – each type of graphic (e.g. a figure or a table) has separate numbering (e.g. Figure 2, Map 7),
 - b. a title – placed after the graphic number, concisely describing its content, without a full stop at the end. The same number should be included in the file name of the graphic created in software other than a text editor,
 - c. the data source and (where applicable) explanations – placed below the graphic,
 - d. where applicable – a legend placed next to the graphic or below it.
4. In the main text, avoid phrases such as “in the illustration below/above” and avoid describing the reproduced data in detail. Instead, it is sufficient to refer to the graphic in the text, e.g. “The data are presented in Figure 1”.
5. Graphics are placed in the main text solely to indicate where they should appear in the final version of the publication. During digital typesetting, graphics may be moved slightly to avoid technical errors.
6. Tables should be prepared without additional formatting (no decorative elements, background colours or font colours). The first word of column and row headers should begin with a capital letter.
7. Graphic representations of data or content should be legible and editable (e.g. linked to a spreadsheet or provided in separate spreadsheet files) to enable their appearance to be adjusted to the publication’s graphic design.
8. Graphics created in software other than a text editor should be submitted as separate files. Graphics exported from data analysis software should be saved in high resolution and in vector formats: AI, EPS or PDF.
9. In exceptional cases, the Research and Publishing Department may accept materials submitted in other formats, provided they are easy to reproduce graphically. Complex infographics should be submitted in advance so that the graphic studio has time to prepare them.

10. Non-integer numbers should be presented to two decimal places. For explanations placed below graphics, use asterisks (*, **, ***) to indicate levels of statistical significance; for other explanations, use lower-case letters in superscript brackets ^{(a), (b), (c)}.
11. Photographs, i.e. raster graphics taken with a camera or video camera, should be submitted as separate files. They should include information about the Author of the photograph. This may be included in the file properties, the file name, or in the explanation below the graphic in the main text. Basic parameters of submitted photographs:
 - a. permitted formats: TIF, JPG, RAW, EPS, PSD, at a scale of at least 1:1,
 - b. resolution 300 dpi, without compression,
 - c. file title corresponding to the order of appearance in the main text,
 - d. if the photograph includes people or children, copies of the consents of those people or their guardians to the processing of their image in the publication must be attached.
12. Mathematical formulas may be prepared in a text file or an EPS file. Formula elements:
 - a. a number (without a title) – placed above the formula (e.g. Formula 1),
 - b. explanations – placed below the formula, describing the meaning of each symbol,
 - c. in italics – symbols of measures written in the Latin alphabet; in roman type – symbols written in the Greek alphabet, or acronyms and abbreviations of method names,
 - d. mathematical operation signs written with a space on each side of the sign (e.g. $2 + 2 = 4$).
13. Graphics provided as screenshots and small-size photographs will be returned, as they are not suitable for use in print.
14. Where it is necessary to include logos other than FRSE or Erasmus+ logos in a publication, the Author provides graphic files of those logos (e.g. AI, PSD, EPS formats) and instructions on the presentation of the graphic elements (e.g. a project visual identity guide).
15. If a graphic element is protected by copyright under terms other than those set out in open licences, written consent of the original Author or the copyright holder is required for free use of such materials in the Work. The Author is responsible for obtaining and providing such consent. The data source should include information about the use of a third-party graphic element in the form of a reference to the publication, including the page number.

II. Detailed standards for the Monographs Series and the Scientific Series

1. Text pages should be numbered consecutively.
2. The text structure should be as follows:
 - a. title page – the title of the Work, the full name(s) of the Author(s) or the Scientific Editor(s);
 - b. table of contents, following the structure:
 - 1. – chapter number
 - 1.1. – first-level heading
 - 1.1.1. etc. – second-level heading
 - c. list of abbreviations and symbols;

- d. introduction/preface/foreword;
 - e. main text with footnotes at the bottom of the page, divided into chapters;
 - f. summary/conclusions;
 - g. annexes (optional);
 - h. bibliography without division into online sources (webliography) or legal acts.
For single-author publications, the bibliography should be common for all chapters;
for multi-author publications – at the end of each chapter;
 - i. glossary of terms;
 - j. indexes;
 - k. lists of illustrations and tables;
 - l. abstracts and keywords prepared in Polish and English. In the case of edited volumes, these elements are required at the beginning of each text;
 - m. affiliations and biographical notes, together with the ORCID number.
3. Main text justified, set in Times New Roman; font size 12 pt., 1.5 line spacing, no non-breaking spaces; margins 2.5 cm on each side. Do not use bold or underlining in the main text. Italics may be used for publication titles, key terms, foreign words, or mathematical symbols.
 4. In graphics, it is recommended to use Calibri, 11 pt., and in footnotes and the bibliography – Times New Roman, 10 pt.
 5. Headings in bold, separated by one blank line from the previous paragraph. First-level headings centred; second-level headings left-aligned; third-level headings in bold and italics; fourth-level headings in italics (no bold), run into the paragraph.
 6. In edited volumes, abstracts and keywords should be placed under the chapter title, labelled respectively “Abstract” and “Keywords”. Abstracts should be approx. 400–800 characters (including spaces).
 - a. The abstract should encourage the reader to read the text; it should concisely present the problem/research question posed, the variables/factors analysed, the research method/tools, the people/groups studied, the results obtained, and conclusions. Do not repeat or paraphrase the title; the content should be written in the third person.
 - b. Keywords should include approx. 5 entries. The first should be the name of the discipline or sub-discipline of the Work; keywords may include proper names. The entries should be accurate and facilitate effective searching of electronic knowledge resources.
 7. In the case of an edited volume, it is necessary to provide the affiliation below the surname of its Author(s) at the beginning of each chapter.
 8. Biographical notes should be prepared according to the following template: first name, surname, academic title or degree, affiliation, position held or function performed, information on research interests and achievements, ORCID. The note should not exceed 500 characters (including spaces).

III. Formatting of individual text elements

1. In-text references and references in footnotes, as well as bibliographic entries, should be prepared in accordance with the rules adopted in the APA standard (7th edition, 2020: <https://apastyle.apa.org/products/publication-manual-7th-edition>).
2. Chapter titles and graphic titles should begin with a capital letter, without a full stop at the end (e.g. "Chapter 10 discusses...").
3. References to sources are provided in the following system: (surname, year of publication), eg. **(Kwiatkowski, 2006)**. If the author is an institution, the first use should provide its full name, following the template: **(Statistics Poland [GUS], 2000)**, so that subsequent uses may include only the abbreviation: **(GUS, 2020)**.
4. Do not use Latin abbreviations in the Work (e.g. ibidem, idem, eadem, eidem, eademem, op. cit., loc. cit.). Any subsequent reference to a publication cited earlier requires repeating, in brackets, the surname/institution name and the year of publication.
5. Where different publications by the same author from the same year are cited, they should additionally be marked with letters, e.g. **(Kwiatkowski, 2006a, p. 46; Kwiatkowski, 2006b)**.
6. If the reference appears next to a quotation or a borrowed graphic element, the page number is provided in the reference, e.g.:

"This stage in labour pedagogy is referred to as pre-vocational education, i.e. an introduction to performing social roles, and begins before starting education in primary school" **(Kwiatkowski, 2006, p. 46)**.
7. If a publication is undated, the notation "n.d." should be used instead of the year: **Kwiatkowski (n.d.)**; where there is no information about the author, use "n.a.": **(n.a., 2006)**.
8. If a publication has two authors, provide both surnames joined by "and": **(Kwiatkowski and Nowak, 2006)** or **Kwiatkowski and Nowak (2006)**. If there are more authors, provide only the first surname followed by "et al.": **(Kwiatkowski et al., 2006)**.
9. References may be combined within one set of brackets, maintaining alphabetical rather than chronological order. Separate surname and dates with commas, and references to individual authors with semicolons: **(Kwiatkowski, 2006a, 2006b; Nowak, 2006)**.
10. If the author of the text refers to content known to them only from a discussion by the author of another publication, a reference with "as cited in" refers to that other publication: **(Statistics Poland, 2000, as cited in: Kwiatkowski, 2006)**. In the list of references, provide only the work from which the discussion originates (in this case: Kwiatkowski, 2006).
11. All references should be included in the bibliography and arranged in alphabetical order, and works by the same author – in chronological order. If the publication has a DOI, it should be provided at the end of the bibliographic entry. The list should include only the sources cited in the text. The accuracy and completeness of the bibliography are the responsibility of the Author/Authors. In the case of materials not disseminated or unpublished, include as much information as possible to enable their identification.
12. The bibliography should be prepared following the templates below, where italics, punctuation marks and other elements discussed in detail are relevant. In the event of doubts or lack of an appropriate example, the Author may contact the Research and Publishing Department or follow the descriptions provided in the publication: American

Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). doi.org/10.1037/0000165-000

Book:

Schumpeter, J. A. (1960). *Teoria rozwoju gospodarczego* (Trans. J. Grzywicka). Państwowe Wydawnictwo Naukowe.

Otoo, S., Agapitova, N. and Behrens, J. (2009). *The capacity development results framework: a strategic and results-oriented approach to learning for capacity development*. World Bank Institute. https://doi.org/10.1007/978-3-319-47416-8_4

Wei, R. C. Darling-Hammond, L., Andree, A., Richardson, N. and Orphanos, S. (2009). *Professional learning in the learning profession: a status report on teacher development in the U.S. and abroad*. National Staff Development Council – School Redesign Network.

- For books translated from another language, the translator’s surname should be provided.
- In English titles, the first word of the title and any proper names contained in it should be capitalised.
- The DOI number or website address should be provided at the end of the entry – do not end it with a full stop. Both types of electronic sources should be provided as a hyperlink, i.e. preceded “http://” (older links) or “https://” (newer links), depending on the address visible in the browser.

Book authored by an institution:

Statistics Poland. (2020). *Rocznik statystyczny przemysłu 2019*. Statistics Poland.

Organisation for Economic Cooperation and Development. (2019). *PISA 2018 results* (Vol. 3). OECD Publishing. doi.org/10.1787/acd78851-e

Edited volume:

Sztanderska, U. and Drogosz-Zabłocka, E. (red). (2019). *Wykształcenie zawodowe. Perspektywa systemu edukacji i rynku pracy*. Wydawnictwo FRSE.

doi.org/10.47050/65591814

- Provide a description of an edited volume only where the author refers in the text to the entire Work, rather than to individual chapters. In the latter case, follow the next template (chapter in an edited volume).

Chapter in an edited volume:

Hernik, K., Malinowska, K. and Sijko, K. (2014). Cechy nauczyciela a wyniki nauczania. In: R. Dolata (Ed.), *Czy szkoła ma znaczenie?* (Vol. 2, pp. 235–267). Instytut Badań Edukacyjnych.

Warowicki, M., Chojnowska-Ochnik, N., Polakowski, D., Rogala, P. and Tomczek, A. (2010). Zbieranie danych o sytuacji społecznej. In: N. Chojnowska-Ochnik and E. Singer (Eds.), *Metodologia wspierania rozwoju społecznego gminy przez partycypację*. Gminna

strategia rozwiązywania problemów społecznych (pp. 5–23). Ministerstwo Pracy i Polityki Społecznej.

- Italics are used only for the title of the edited volume. The edition number, volume number or chapter page range should be provided in brackets after the title of the edited volume.
- Unlike other description types, the initials of the first names of editors of an edited volume are given before their surnames.

Journal article:

Kwiatkowski, S. T. (2013). Stopień dopasowania zawodowego studentów pedagogiki w kontekście psychopedagogicznego paradygmatu przystosowania człowieka do pracy. *Ruch Pedagogiczny*, 4, 101–118.

Szlendak, T., Goszczyński, W. and Krajewska, M. (2019). Praktyki pozametropolitalne: uczestnictwo w kulturze w małym i średnim mieście. *Studia Socjologiczne*, 233(2), 61–98. <https://doi.org/10.24425/sts.2019.126140>

Tan, J. G. (2011). Zhongguo shegong yu zhiyuanzhe hezuo de moshi [Partnership model between Chinese social workers and volunteers]. *Guangdong Qingnian Ganbu Xueyuan Xuebao*, 26(25), 12–18.

- For journals using volumes and issues, use the following format: 233(2), 61–98. For journals without volumes, provide only the issue number and page range in roman type: 4, 101–118.
- For works written in languages using alphabets other than Latin, provide a phonetic transcription of the title, followed by proposed free English translation in square brackets. Additionally, if it is an article published in a journal, provide a phonetic transcription of the journal title.

Article from a daily newspaper, weekly or monthly magazine:

Kowalski, J. (2012, 20 January). Sołtys, minister, śmieciarz. *Gazeta Wyborcza*, 11.

Robiński, A. (2020). Złe sprawowanie w kosmosie. *Tygodnik Powszechny*.
<https://www.tygodnikpowszechny.pl/zle-sprawowanie-w-kosmosie-162982>

Legal acts:

Ustawa z dnia 26 czerwca 1974 r. Kodeks pracy, t.j. Dz.U. z 1998 r. Nr 21, poz. 94 z późn. zm. (1998). <http://isap.sejm.gov.pl/DetailsServlet?i d=WDU19980210094>

Rozporządzenie Ministra Edukacji Narodowej z 11 sierpnia 2015 r. zmieniające rozporządzenie w sprawie praktycznej nauki zawodu, Dz.U. z 2015 r., poz. 1183 (2015). <http://isap.sejm.gov.pl/DetailsServlet?id=WDU20150001183>

- When referring in the text to a legal act, provide its full title.

In-press article:

Robakiewicz, R. (in press). Wpływ wirusów na izolację społeczną. *Edukacja Biologiczna*.

Unpublished work:

Gawlikowski, Z. (2004). *Polska adaptacja aplikacji Testu sortowania kart dla seniorów* [Unpublished doctoral dissertation]. Uniwersytet im. Adama Mickiewicza, Poznań.

Conference paper:

Szymkiewicz, E. (1994, 11–15 maja). *Patriotyzm na lekcjach przysposobienia obronnego* [Paper] LVXII Konferencja Towarzystwa Przyjaciół Edukacji, Radom.

Szaleniec, H. and Kulon, F. (2014). Wpływ rodzaju pisma (ręczne vs komputerowe) na ocenę wypracowania maturalnego z języka polskiego. In: B. Niemierko and M. K. Szmigiel (red.), *Diagnozy edukacyjne, wybory i wyzwania* (pp. 75–88). Kraków: Polskie Towarzystwo Diagnostyki Edukacyjnej.

- If the paper has been published in conference proceedings, describe it as a chapter in an edited volume.

Dated work available online:

Statistics Poland. (2010). *Struktura ludności według wieku w latach 1975–2030*. Retrieved 11 January 2012 from www.stat.gov.pl/gus/5840_646_PLK_HTML.htm

- Do not end descriptions of online sources with a full stop.
- Provide retrieval information only where the source link is no longer active.

Undated work available online:

Zastosowanie aplikacji Lorem ipsum do badania trzeźwości uczniów (n.d.). www.vademecum-dydaktyka.pl

Article published in an online journal:

Konecki, K. T. (2005). Wizualne wyobrażenia. Główne strategie badawcze w socjologii wizualnej a metodologia teorii ugruntowanej. *Przegląd Socjologii Jakościowej*, 1(1). http://www.qualitativesociologyreview.org/PL/Volume1/PSJ_1_1_Konecki.pdf

Blog post:

Szeląg, M. (2020, 31 March). *Z muzeum na kwarantannie*. bit.ly/3lc12Wi

- It is recommended not to split long web links. If the address or DOI number is long, it may be shortened free of charge using services such as bit.ly (websites) or shortdoi.org (DOI numbers).

Database:

Organisation for Economic Co-operation and Development. (2019). *Programme for International Student Assessment 2018* [Data set and codebook]. www.oecd.org/pisa/data/2018database