

EDITORIAL REQUIREMENTS, ACCORDING TO THE APA 7 STYLE

1. Text formatting: Times New Roman font (12 pt.).

2. In-text citations:

- a. One author: provide the author's name and the year of publication of the source each time you cite the source; for sources published in the same year by the same author, add alphabetic designators to the year (e.g.)

Example:

As stated by Iksiński (2001)...

Research shows that... (Iksiński, 2001).

- b. Two authors: provide the names of both authors and the year of publication each time you cite the source; for sources published in the same year by the same authors, add alphabetic designators to the year (e.g. 2001a). Always use the conjunction **and** between the authors' names.

Example:

As suggested by Iksiński and Nowak (1999)...

Research shows that... (Iksiński & Nowak, 1999).

- c. 3 or more authors: provide only the first author's name, while other authors shall be replaced with abbreviation **et al.** In the reference list, write the names of all authors of the source.

Example:

Nowakowski et al. (1997) claim that...

The first research on the issue (Nowakowski et al., 1997) suggests that...

- d. Citing multiple sources at the same time: provide the sources must be separated by a semi-colon and put in parentheses. The years of publication of sources by the same author/authors must be separated by a comma.

Example:

(Iksiński, 2001; Nowak and Iksiński, 1999)

(Iksiński, 1997, 1999, 2004a, 2004b; Nowak and Iksiński, 1999)

- e. Citing indirect sources: used only in the body of the text, in the reference list cite only the source you have actually read.

Example:

As shown by Nowakowski (1990; as cited in: Zieniecka, 2007)...

Research suggests that... (Nowakowski, 1990; as cited in: Zieniecka, 2007).

3. Direct quotations:

According to the APA 7 style, direct quotations should be rather avoided. Block quotations (i.e., quotations set apart from the main text) are generally discouraged. Quoted material should be incorporated into the main text and enclosed in quotation marks.

Example:

Sztompka (2002) describes sociology as "a new way of dealing with a very old subject," one that "has a very short history but a very long past." According to him, sociology "emerged as a distinct scientific discipline only in the first half of the 19th century."

In the literature, sociology is described as "a new way of dealing with a very old subject," one that "has a very short history but a very long past." It is also noted that sociology "emerged as a distinct scientific discipline only in the first half of the 19th century" (Sztompka, 2002).

4. Tables and figures:

Tables and figures should be numerized sequentially with Arabic numerals throughout the text. The table/figure number and name should be typed in regular font and placed above the table/figure. The name should not be capitalized. The source should be typed in italics and placed below the table/figure. Please submit editable forms of tables and figures in the [Editorial System](#).

Example:

Table 2. Average income of agricultural households in the Mazowieckie voivodeship in the 2005–2015

[Table]

Source: authors' own elaboration based on: Statistics Poland (2016).

5. References:

At the end of the manuscript, please provide a list of all cited publications arranged in alphabetical order (by the surname of the first author). If a publication has a DOI, it should be included. The reference list should follow the conventions of English-language referencing.

a. Journal article:

Ikusiński, A., Igrkowski, B.C., & Nowak, C. (Year). Title of the article. Journal Title, Volume(Issue), page–range.
DOI Number

b. Book:

Ikusiński, A., & Nowak, B.C. (Year). Title of the book. Publisher. DOI Number

c. Edited book:

Ikusiński, A. (Ed.). (Year). Title of the book. Publisher. DOI Number

Ikusiński, A. (Year). Title of the chapter. In B. Igrkowski & C. Nowak (Eds.), Title of the book (pp. page–range).
Publisher. DOI Number

e. Publication from a website:

Ikusiński, A. (DD.MM.YYYY). Title of the webpage. Website Name. URL [accessed: DD.MM.YYYY].

Detailed information about the standards of APA 7 Style can be found on the website of the American Psychological Association <https://apastyle.apa.org>