first author’s Name and SURNAME, second author’s Name and SURNAME

TITLE OF THE PAPER

First author’s Name and Surname (ORCID: 0000-……………) – *Affiliation (institution)*

Second author’s Name and Surname (ORCID: 0000-……………) – *Affiliation (institution)*

Each author must provide an ORCID number. Otherwise, assigning the author to the paper will not be possible.

Correspondence address:*(one shared for all authors)*

Street, postal code, town, country (for example: Kozłowa Street 1A, 05-345 Poznań, Poland)

e-mail:

ABSTRACT: The abstract should be structured as follows: purpose, methodology/approach, findings, research limitations/implications *(if applicable)*, practical implications *(if applicable)*, social implications *(if applicable),* and originality/value. A maximum is 150 words in total.

KEYWORDS: maximum of five keywords

*Main text font cambria 11 pt., paragraph incision automatic 1 cm (the first line)*

*1stlevel font cambriabold 12pt.*

*2ndlevel font cambria 12pt.*

*A mathematical formula as the text or through equation editor (not to insert as pictures)*

**Introduction**

Main text. Text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text

The example of a bulleted list:

* the first level:
	+ the second level,
	+ the second level,
	+ the second level;
* the first level.

**An overview of the literature**

In the chapter, the author should present results of the literature review indicating the [academic achievements](http://www.translatica.pl/slowniki/po-polsku/academic%20achievements/)in the field of research and research gaps, pointing to the motivation of the author for undertaking the research (Novak, 1998, p. 30) or (Nowak, 1973; Malinowski, 1980).

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Do not use abbreviations in the title.

**Research methods**

In the chapter, the author should indicate and describe the research methods applied to solve the research problem.

Equations*(the second level of the chapter)*

The equation must end with a comma or period, depending on the place in the sentence. Each equation is numbered:

, (1)

where:

 - the function of ….

**Results of the research**

The number format is as follows: The decimal separator is a dot, and the thousands separator is a comma. For example: 132,456.67

The source is not given if the table/graph/figure is the author's work.

Tables

Tables should be prepared according to the example (Table 1).

*In tables font Cambria 9 pt., single frames, the automatic height of a line*

Table 1. Title of the table

|  |  |  |  |
| --- | --- | --- | --- |
| Development type | Allotment gardens | Abandoned land | Estate park |
| Function | Regulating, recreational, resource, leisure  | Regulating | Regulating, recreational, leisure, cultural  |
| Accessibility | Limited  | Limited/Unlimited | Unlimited |
| Maintenance costs  | Medium | Marginal | High |
| Species diversity | Low  | High  | Medium |

Source: author’s work based on www.mos.gov.pl [20-10-2016].

Figures

Figures should be prepared according to the example (Figure 1). Figures (in colour) should be prepared using Microsoft Word with all elements grouped in a single element group. Graphic Elements (e.g., JPG, in Excel) should be submitted as a separate file.



Figure 1. The average value of selected ecosystem services provided by 1 ha of areas of different development types. The case of Gniezno [mln PLN (EUR, USD, GBP)]

Source: Wyszkowska, 2016, p.35.

Text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Discusion/Limitation and future research**

In this section, you should:

* Compare your results with similar studies,
* Present the limitations and difficulties encountered in the research,
* Point out the directions of future work.

**Conclusions**

In the chapter conclusions from the research and their implications should be presented, for instance:

* from the practical point of view,
* from the scientific point of view, in the context of the literature review.

Text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Acknowledgements***(if necessary)*

Please write the source of financing of the publication, for example:

This research has been supported by ………………………….… within the framework of project No. …………………………*Ecosystem services*.

**The contribution of the authors** *(if there are two or more authors)*

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Allowing one’s name to appear as an author without having contributed significantly to the study or adding the name of an individual who has not contributed or has not agreed to the work in its current form is considered a breach of appropriate authorship. Please describe the involvement, eg.:

Conceptualisation, A.M., I.K. and D.G.K.; literature review, M.Ć, P.M. and W.G.; methodology, A.M.; formal analysis, A.M., I.K., D.G.K. and W.G; writing, A.M., P.M., W.G. and I.K.; conclusions and discussion, A.M., I.K., D.G.K. and M.Ć.

The authors have read and agreed to the published version of the manuscript.

Title in polish language (TYTUŁ W JĘZ. POLSKIM)– fragment w języku polskim jest obowiązkowy dla osób polskojęzycznych, tytuł, streszczenie i słowa kluczowe w języku polskim będą publikowane na końcu numeru czasopisma

Streszczenie: streszczenie powinno zawierać następujące elementy: cel, metodykę/zastosowane podejście, sposób rozwiązania problemu badawczego, ograniczenia i implikacje badawcze *(jeśli występują)*, wdrożenia praktyczne *(jeśli występują)*, zastosowania społeczne *(jeśli występują)*, oryginalność/wartość dodana. Streszczenie powinno zawierać nie więcej niż 150 wyrazów.

Słowa kluczowe: maksymalnie pięć słów kluczowych

**References**

*(fontcambria 10 pt.)*

The list of references should be presented in alphabetical order, according to the following examples (**APA citation format**):

*Journal article*

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. Psychology of Popular Media Culture, 8(3), 207-217. <https://doi.org/10.1037/ppm0000185>

* *Parenthetical citation:* (Grady et al., 2019)
* *Narrative citation:* Grady et al. (2019)

*Document*

Regulation (EU) 2018/1999 of the European Parliament and of the Council of 11 December 2018 on the Governance of the Energy Union and Climate Action, Pub. L. No. 32018R1999, 328 OJ L (2018). <http://data.europa.eu/eli/reg/2018/1999/oj/eng>

* *Parenthetical citation:* (Regulation, 2018)
* *Narrative citation:* Regulation (2018)

System of Environmental-Economic Accounting 2012. Central Framework. (2014). United Nations. European Union. Food and Agriculture Organization of the United Nations. International Monetary Fund. Organisation for Economic Co-operation and Development. The World Bank. <https://unstats.un.org/unsd/envaccounting/seearev/seea_cf_final_en.pdf>

* *Parenthetical citation:* (System, 2014)
* *Narrative citation:* System (2014)

Polish National Strategy for Adaptation to Climate Change with the perspective by 2030. (2013). Ministry of the Environment Republic of Poland. <https://klimada.mos.gov.pl/wp-content/uploads/2014/12/ENG_SPA2020_final.pdf>

* *Parenthetical citation:* (Polish National Strategy, 2013)
* *Narrative citation:* Polish National Strategy (2013)

*Book*

Kowalski, J. (2014). *Ekonomia*. Warszawa: PWN.

Kowalski, B. (Ed.). (2014a). *Świat ekonomii*. Wrocław: Wydawnictwo ZYX.

* *Parenthetical citation:* (Kowalski, 2014)
* *Narrative citation:* Kowalski (2014a)

*Chapter in an edited book*

Bateman, I., & Turner, R. (1993). Valuation of the environment, methods and techniques: The contingent valuation method. In R.K. Turner (Ed.), *Sustainable Environmental Economics and Management: Principles and Practice* (pp. 120–191). Belhaven Press.

* *Parenthetical citation:* (Bateman & Turner, 1993)
* *Narrative citation:* Bateman and Turner (1993)

Burness, H. S., Cummings, R. G., Ganderton, P. T., & Harrison, G. W. (1991). Valuing Environmental Goods: A Critical Appraisal of the State of the Art. In A. Dinar & D. Zilberman (Eds.), *The Economics and Management of Water and Drainage in Agriculture* (pp. 431–445). Springer US. <https://doi.org/10.1007/978-1-4615-4028-1_22>

*Wikipedia Entry References*

Oil painting. (2019, December 8). In *Wikipedia*. [https://en.wikipedia.org/w/index.php?title =Oil\_painting&oldid=929802398](https://en.wikipedia.org/w/index.php?title%20=Oil_painting&oldid=929802398)

* *Parenthetical citation:* (“Oil Painting,” 2019)
* *Narrative citation:* “Oil Painting” (2019)

*Report by a Government Agency References*

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

* *Parenthetical citation:* (National Cancer Institute, 2019)
* *Narrative citation:* National Cancer Institute (2019)

*Sources in Polish*

General Directorate for National Roads and Motorways. (2018). *Environmental impact assessment report*. (in Polish).

Michnik, J. (2013). *Wielokryterialne metody wspomagania decyzji w procesie innowacji.* Katowice:Wydawnictwo Uniwersytetu Ekonomicznego w Katowicach (In Polish).

*Legal Acts*

Act from 14 June 1960. The Code of Administrative Procedure. Journal of Laws No. 30, item 168, as amended.

*ISO Standard References*

International Organization for Standardization. (2018). Occupational health and safety management systems—Requirements with guidance for use (ISO Standard No. 45001:2018). <https://www.iso.org/standard/63787.html>

Occupational Safety and Health Administration. (1970). Occupational safety and health standards: Occupational health and environmental control: Occupational noise exposure (OSHA Standard No. 1910.95). United States Department of Labor. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

* *Parenthetical citations:* (International Organization for Standardization, 2018; Occupational Safety and Health Administration, 1970)
* *Narrative citations:* International Organization for Standardization (2018) and Occupational Safety and Health Administration (1970)

*Conference Proceeding References*

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences*, USA, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

*Dissertation or Thesis References*

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Doctoral dissertation]. University of Virginia.

*Website*

Statistics Poland. (2018, July 15). Local Data Bank. <https://bdl.stat.gov.pl/bdl/start>

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens.* CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic.* Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

National Institute of Mental Health. (2018, July). *Anxiety disorders.* U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

* *Parenthetical citation:* (National Institute of Mental Health, 2018)
* *Narrative citation:* National Institute of Mental Health (2018)

World Health Organization. (2018, May 24). *The top 10 causes of death.* <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

* *Parenthetical citation:* (World Health Organization, 2018)
* *Narrative citation:* World Health Organization (2018)

More information: <https://libguides.murdoch.edu.au/APA/all>