

Code of ethics

Resource to support handling publishing ethics allegations.

Ethic General Statement

We encourage and ensure that our staff as well as authors follow COPE Code of Conduct as described at <http://publicationethics.org/>

General statement

Publishers should:

- Define the relationship between publisher, editor and other parties in a contract
- Respect privacy (for example, for research participants, for authors, for peer reviewers)
- Protect intellectual property and copyright
- Foster editorial independence

Publishers should work with journal editors to:

- Set journal policies appropriately and aim to meet those policies, particularly with respect to:
 - Editorial independence
 - Research ethics, including confidentiality, consent, and the special requirements for human and animal research
 - Authorship
 - Transparency and integrity (for example, conflicts of interest, research funding, reporting standards)
 - Peer review and the role of the editorial team beyond that of the journal editor
 - Appeals and complaints
- Communicate journal policies (for example, to authors, readers, peer reviewers)
- Review journal policies periodically, particularly with respect to new recommendations from the COPE
- Code of Conduct for Editors and the COPE Best Practice Guidelines
- Maintain the integrity of the academic record
- Assist the parties (for example, institutions, grant funders, governing bodies) responsible for the investigation of suspected research and publication misconduct and, where possible, facilitate in the resolution of these cases
- Publish corrections, clarifications, and retractions
- Publish content on a timely basis

Principles of ethics (basics):

- **Authors:**
 - **Ethics and policy statements**

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- Publish content on a timely basis

- **Technical Guidelines and Instructions**

Regarding submissions:

Article template download : [here](#)

Monographs language: polish, english

Article size: 20 000 – 30 000 characters

Editing rules:

Text should be prepared using Times New Roman font, with size 12p.

The structure of the submitted paper should be of the following ordering:

Title of the article

(Times New Roman, 16pkt., Bold, centered)

 **Name and Lastname (Times New Roman, 12 pkt. bold, centered)**

affiliation (Times New Roman, 12 pkt.)

ORCID: 0000-0000-0000-0000, e-mail: aaaa@bbbb.com (Times New Roman, 10 pkt.)

Abstract (Times New Roman, 10 pkt.): (200-400 words)

Keywords:

JEL:

Introduction

Theoretical premises

As underlined by P. Kotler and H. Barich, image is the sum of beliefs, attitudes and impressions that a person or a group of people has in relation to a given object [Cohen 1963, pp. 48-63, Kotler, Barich 1991, Cornelissen 2000, Dąbrowski, 2010, pp. 65-67]. On the other hand, W.J. Crissy highlights its diversity, due to the variety of human values, experiences, knowledge and needs. It is essential that an entity may shape it by means of various instruments (including marketing ones). According to S.H. Britt, once an image is shaped, it more strongly affects people's behaviour than the sum of its elements [Crissy 1971; Britt 1985]. Times New Roman 12 pkt., normalny/normal; 1pkt. odstępu/interline)

Methodology

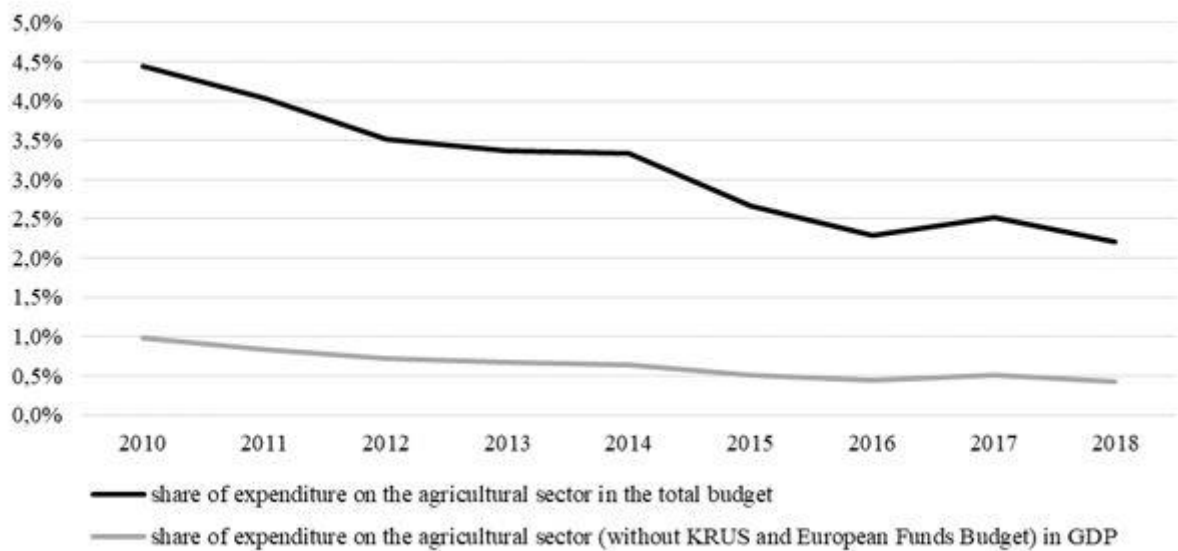
Results

Summary, recommendations

Table 1. Title of the table (Times New Roman, 11 pkt., centered)

Source: own study, based on

Fig. 1. Title of the figure



Source: own study, based on (<http://www.....>).

$$(1) \quad z_{ij} = \frac{x_{ij} - \min_i\{x_{ij}\}}{\max_i\{x_{ij}\} - \min_i\{x_{ij}\}}$$

whereas in the case of inhibitors ($X_1, X_3, X_4, X_5, X_6, X_{15}, X_{18}$) it is based on the formula:

$$(2) \quad z_{ij} = \frac{\max_i\{x_{ij}\} - x_{ij}}{\max_i\{x_{ij}\} - \min_i\{x_{ij}\}}$$

Foot notes Bibliographic footnotes in the Harvard rely on referring to the data source directly in the text, (rather than at the bottom as in traditional systems) without specifying a complete reference. The square brackets put the author's name, in which is claimed and the date of issue of the book or article.)

Example:

As underlined by P. Kotler and H. Barich, image is the sum of beliefs, attitudes and impressions that a person or a group of people has in relation to a given object [Cohen 1963, pp. 48-63, Kotler, Barich 1991, Cornelissen 2000, Dąbrowski, 2010, pp. 65-67]. On the other hand, W.J. Crissy highlights its diversity, due to the variety of human values, experiences, knowledge and needs. It is essential that an entity may shape it by means of various instruments (including marketing ones). According to S.H. Britt, once an image is shaped, it more strongly affects people's behaviour than the sum of its elements [Crissy 1971; Britt 1985].

References

BASU, S., TAYLOR, A., (1999). *Business Cycles in International Historical Perspective*, Journal of Economic Perspectives, No 13.

Title of the article

ATTENTION! If the article is written in Polish, please include the article title, abstract, key words and JEL translated into English; if the article is written in English, include the title of the article, abstract, key words and JEL translated into Polish)

Abstract: Times New Roman, 10 pkt.

Keywords: (minimum three)

JEL:

more information: http://pes.pwsz.pila.pl/index.php/proceedings/Authors_guidelines

Creating footnotes and bibliographical reference

Each of the scientific publication, contains references to the literature, in that case the author must indicate works and their authors in the form of footnotes and bibliographical references. Recalling thoughts, words of other authors without indicating the source from which they are derived, is considered disrespect of intellectual property. As a result - the job is regarded as plagiarism and can not be subject to assessment. The paper should be an absolute principle that every thought, which is taken from another author must be accompanied by a footnote, so that

the published footnotes clearly distinguish their own opinions presented in the work of the cited. The reason of using the footnotes is to easy identify the words and ideas of the authors cited.

The rules of editing the footnotes are very specific. There are many of parallely existing legitimate systems. At the Institute of Economics assumed that the current standard is called the harvard system. It consists of two elements - reference in text and literature attached at the end of publication with accurate bibliographic description.

In practice editing bibliographic referece using the harvard system is not always uniform. Notwithstanding this, the most important is so the author use the footnotes without "mixing" different systems. Below are presented the rules that apply to sent in materials.

- **The rules of editing footnotes in text**

1.1. Bibliographic footnotes in the Harvard rely on referring to the data source directly in the text, (rather than at the bottom as in traditional systems) without specifying a complete reference. The square brackets put the author's name, in which is claimed and the date of issue of the book or article. In practice, it looks like this:

- right after the quote or set up on the idea, opinion, or to the author, write:

[name year the book was published, page number on which there is a thought]

[Kowalski 2012, s. 7]

- if we are dealing with two authors write

[Kowalski i Nowak 2010, s. 10]

- If the authors of the three note is written as follows:

[Kowalski, Nowak i Wiśniewski 2010, s.7-10]

- in the case of several authors (more than three) should be written:

[Kowalski i inni, 2009, s. 23]

- if the question to which we refer, is beign treated by different authors note should be written as follows:

[Kowalski 1999]; [Nowak 2012]; [Wiśniewski 2013]

- when reference is made to the work of an author who has published in a given year, more than one publication, in the footnotes to the year add another small letters:

[Kowalski 1999a, s.6][Kowalski 1999b, s. 12][Kowalski 1999c, s.9]

- when the authors thought is present in more than one of his work, write:

[Kowalski 2001, 2002]

- it can happen, especially in the case of popular names, that in the work will appear different authors with the same name - in this case, write the initials of their name to distinguish authors :

[Kowalski B. 2010][Kowalski J. 2013]

1.2. Various studies, reports, and data collected by the institutions, are repeatedly used in theses without indicating the author of the study.

Reference like this should be written as follows:

[GUS 2010]

[FAO 1999]

1.3. When you refer to acts such as laws, regulations, footnote in the text should have the following entry:

[Ustawa z 10 marca 2010]

[Rozporządzenie MNiSW z 10 listopada 2012]

1.4. When reference is made to the standards they must also have the appropriate bibliographical description:

[PN-ISO 69-2:1999]

1.5. It often happens that the author refers to another author and his book, which he had not read himself, but relied on the reference of the author of the publication read. Then, it should be written in the following form:

[za: Wiśniewski 1998, s. 88]

It should be noted that other footnotes, such as a polemic, additional explanations, which we consider to be important, but deliberately did not want to put them in the main text, so as not to introduce additional topics, writes traditionally at the bottom of the page. These notes provide information for the reader to read further clarify the content and thoughts of the author.

- **Rules of editing bibliography**

At the end of the paper we present a bibliography, in which we put only those publications, the author of which is related to. Serializes them **alphabetically** by author or title of publication, if the position is not specified author, editor or causal bodies. However:

- When we relate to different works by the same author we are committed to serialize them by year - from the oldest to the newest.
- Titles of works always write in **italics**.
- Cataloguing we write according to the scheme:

name of the author (book, article, report),

initials of his name
year of issue (issue number, if it is not the first edition)
title of the work (and subtitle)
publisher
where the book was published

np. Golka M., 2004. *W cywilizacji konsumpcyjnej*, Wydawnictwo Naukowe UAM, Poznań.
Gorlach K., 2004. *Socjologia obszarów wiejskich*. Wydawnictwo Naukowe SCHOLAR, Warszawa.

- If the work, which we refer to is a collective work of many authors bibliographic description is as follows:

Galas B., Lewowicki, 1991. *Osobowość a aspiracje*, Wydawnictwo Uniwersytetu Warszawskiego, Warszawa.

Hall R.E., Taylor J.B., 1995. *Makroekonomia. Teoria, funkcjonowanie i polityka*. PWN, Warszawa.

Drozdowski R., Zakrzewska K., Puchalska M., Morchat D., 2010, *Wspieranie postaw proinnowacyjnych przez wzmacnianie kreatywności jednostki*, Polska Agencja Rozwoju Przedsiębiorczości, Warszawa.

- In the case of collective works we use the following scheme:

name of the author (chapter, article, that we directly refer to)

initials of his name
title of the chapter (italics)

in:

collective works **editors name** (names)

initials of name
(edited)

title of the book (italics)
publishing house

np. Górniak K., 2005. *Wizerunek wsi i rolnictwa w kontekście przystąpienia Polski do Unii Europejskiej*, w: *Proces demarginalizacji polskiej wsi*, Fedyszak-Radziejowska B., (red.), Instytut Spraw Publicznych, Warszawa.

Fedyszak-Radziejowska B. 2012. *Spoleczności wiejskie pięć lat po akcesji do UE – sukces spóźnionej transformacji*, w: *Polska wieś 2012. Raport o stanie wsi*, Wilkin J., Nurzyńska I., (red.), Wydawnictwo Naukowe SCHOLAR, Warszawa.

- If books, articles, or other information which we refer to come from online resources indicate the address of the www site and give the exact date of access to the information. For example:

Grosse T., Hardt Ł. 2010, *Sektorowa czy zintegrowana, czyli o optymalnej strategii rozwoju polskiej wsi*, https://www.mrr.gov.pl/aktualnosci/fundusze_europejskie_2007_2013 (dostęp: 7.01. 2013).

Polityka UE w zakresie rozwoju obszarów wiejskich na lata 2007–2013, http://ec.europa.eu/agriculture/publi/fact/rurdev2007/2007_pl.pdf (dostęp: 8. 12. 2012).

Please note that websites are an equal source of information - the same as the classical sources - books, magazines, reports - but this applies only to authorized and institutional sources. We do not use the work of Bachelor or amateur sites, such as chomikuj.pl or ściąga.pl.

- Cataloguing acts as follows::

Ustawa z dnia 27 lipca 2005 r. *Prawo o szkolnictwie wyższym*, Dz. U. 2005 Nr 164 poz. 1365.

Ustawa z dnia 27 sierpnia 2009 r. o finansach publicznych, Dz. U. z 2009 r. Nr 157, poz. 1240.

- Using bibliographic publications issued by institutions or organizations, where there is no author or editor in the following way:

GUS 2009.*Rocznik demograficzny 2008*, Zakład Wydawnictw Statystycznych, Warszawa.

GUS 2012.*Narodowy Spis Powszechny Ludności i Mieszkań 2011. Raport z wyników*, http://www.stat.gov.pl/cps/rde/xbcr/gus/lud_raport_z_wynikow_NSP2011.pdf (dostęp: 5.01. 2013).

- In the case of bibliographic description of standards we give full name:

for example, a footnote in the text is as follows: [PN-EN ISO 661:2006]

In the case of bibliographic description standards we give her full name:

PN-EN ISO 661:2006, Oleje i tłuszcze roślinne oraz zwierzęce -Przygotowanie próbki do badań.

It should be noted that correctly applied the relevant drafting notes and bibliographic descriptions contained in the bibliographic reference, are of great importance in the evaluation of the thesis, both in terms of accuracy and uniformity of system and consistency in its use for the unambiguous identification of the sources cited.

It is also important from the point of view of ethics - honesty researcher's scientific work.

- **Ensuring Blind Review**

To ensure the integrity of the blind peer-review for submission, every effort should be made to prevent the identities of the Authors and Reviewers from being known to each other. This involves the Authors, Directors, Track Directors, and Reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

1. The Authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the Authors' name, article title, etc.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

- **Submitting papers**

Go to [Home / submissions](#) to submit your manuscript. Step-by-step instructions will guide you through the process, and you will receive an e-mail confirmation from the system when your submission is complete.

Please also refer to **Submission Preparation Checklist** that can be found there.

If you are unable to use the online submission feature, please contact the journal office at jpolcyn@pwsz.pila.pl for alternate means of submission.

- **Peer review**

Progress in Economic Sciences is committed to peer-review integrity and upholding the highest standards of review. Once your paper has been assessed for suitability by the editor, it will then be double blind peer-reviewed by independent, anonymous expert referees.

- **Publication Charges**

Publications in the journal are available on an Open Access rules with CC - Creative Commons Attribution licence and completely free of charge, authors can freely dispose of the texts in the version published in the journal. There is no charge for submission of the text for publication, nor for the publication itself.

- **Authored Works**

On publication, you will be able to view, download via Progress in Economic Sciences page. This is where you can access every article you have published with us, as well as your electronic version with links so you can quickly and easily share your work with friends and colleagues.

- **Reviewers:**

Reviewers Duties

Reviewers are obliged each time before starting the reviewing process to know the actual policy of the periodical.

Reviewers shall undertake evaluation of texts about which they possess knowledge, competence and experience. Additionally, they promise not accepting review of articles based on research similar to those within their research interest.

The reviewers shall declare that the identity of article's author is unknown to them. If despite getting for reviewing an article which does not allow identification of authorship definitely, the reviewer is able to recognize the author, he is obliged to report this fact to the chief editor of the periodical, in such case the article shall be directed to another reviewer.

The review shall be prepared in clear, essential and objective way and finished with unequivocal recommendation.

The reviewer is obliged not to use texts which he was entrusted with. He is obliged to prepare the review within the specified deadline and to inform editors about delays in reviewing process.

It is not allowed to contact article authors without editor mediation.

Review Procedure

1. All publications submitted to 'Progress in Economic Sciences' undergo review procedure by at least two independent reviewers outside the entity where the author is affiliated.
2. The author/authors of the publication and reviewers do not know their identities (double-blind review process).
3. If the reviewer knows the author's identity, he is obliged to sign a declaration of non-existence of the conflict of interests. The conflict of interests exists when there are personal relations (marriage, second stage affinity) professional dependence between the author and reviewer, or direct scientific cooperation during last two years preceding the review preparation.
4. The written review contains an unequivocal recommendation of the reviewer concerning conditions of allowing the article to publication or its refusal to publish.
5. Qualifying or refusing criteria with the review form are available on the periodical website and in printed version in Appendices.
6. The names of reviewers of particular publications are not disclosed.

Review Form

THE ARTICLE REVIEW

I declare, that [mark one]:

I do not know the identity of the author of the reviewed article

I know the identity of the author, but there is no conflict of interests for which it is considered:

RR direct personal relationships (kinship, legal, conflict)

RR employee relation

RR direct scientific cooperation in the past two years

Title:

.....
.....

I. Issue rating (the formulation of the research problem, the problem of research on the background of current scientific achievements, innovation, timeliness – at least 5 sentences, but not more than 10 sentences)

[place for text]

Number of points 0–20 [value]

II. Evaluation of the method (article layout, terminology, applied research methods, the use of literature – at least 5 sentences, but not more than 10 sentences)

[place for text]

Number of points 0–20 [place for value]

III. Evaluation of substantive content (degree of pursuing the research, originality of research results, the implications for science and practice – at least 5 sentences, but not more than 10 sentences)

[place for text]

Number of points 0–50 [value]

IV. Evaluation of the work (language style, technical side of the article – at least 5 sentences, but not more than 10 sentences)

[place for text]

Number of points 0–10 [value]

Total number of points [value]

V. Final conclusion of the review

The article can be published

The article cannot be published

The article can be published after considering the comments submitted below

Suggested changes and corrections

[place for text]

.....
.....

Name, title (academic degree)

Address

.....

Mobile

E-mail

.....

Signature of reviewer

Editors:

The chief editor of the periodical checks brevity and informativity of article's title, abstract and text. In the texts submitted to publication special attention shall be paid to usage of conventional symbols, abbreviations, and unified bibliography description. Additionally, the chief editor checks whether the author has defined its type.

The editors shall not block negative results of research under condition of preparing the article with such researches in all published articles. In case of critical articles it is allowed to publish substantive polemic on the published article.

The periodical editors are allowed to disclose in written form all connections with authors of articles submitted to publication. In case of reporting of such connections, the editors shall not participate in editing process of the authors connected in any way with the periodical editors. Special attention should be paid to family, professional and social connections. New editors of the periodical shall be familiar with the ethical code binding for the periodical, especially with rules of conduct in case of detecting dishonest practices.

The editor ensures the right choice of reviewers for evaluation of scientific texts and maintain necessary care in ensuring correct reviewing process.

Special attention shall be paid to preparation of the review within specified deadlines and if it is essential.

Decisions made the chief editor are independent of the editing office which is also a subject which finances the periodical.

We ensure that our editors are familiar with COPE Code of Conduct and Best Practice Guidelines for Journal Editors available [here](#).