

GUIDELINES FOR AUTHORS

Editorial policy

Annales Universitatis Paedagogicae Cracoviensis. Studia ad Didacticam Biologiae Pertinentia publish original research articles based on the generally accepted research paradigm and done in a specific field in education. All manuscripts will be submitted to referees, who are experts in the area the manuscript addresses. When reviews are received, an editorial board make a decision will be made to either accept the article, reject the article, revision or arbitration in the case of conflicting reviews. The authors bear full responsibility for the accuracy of the substantive and ethical content of their manuscripts. On submission of the manuscript, the author(s) must also present a written commitment that the article has not been published elsewhere.

Author's statement

We condemn any manifestation of bad practices regarding publishing in scientific journals. To avoid this, we oblige the authors to send statements, the form of which is available [here](#).

Using of common methodological terms and scientific concepts does don't have to indicate plagiarism, yet repetition of other work will not be allowed. Word-for-word copying of the work of others should be indicated by means of quotation marks. Self-plagiarism is also unacceptable. Author(s) must guarantee that the language in the manuscript is professionally edited.

Processing charges

There is no fee for publishing the article.

PREPARATION AND STRUCTURE OF MANUSCRIPTS

The total number of manuscript pages, including abstract and references, should preferably not exceed 17 pages (around 6 000 words).

Structure of the article:

- title of the manuscript should be brief; the title should be followed by the author(s) name(s), affiliation(s) (department, faculty and University), and authors e-mail addresses.
- abstract in English (approximately 200 words)
- keywords (up to 10)
- introduction
- background / literature review
- theoretical / conceptual frameworks
- methodology of the researcs
- results
- discussion
- acknowledgements
- references.

Submission of manuscripts

Manuscripts can be submitted electronically by using Internet submissions, following the "Register as Author". This way enable authors to track the status of their articles on the website.

All manuscripts should be submitted in MS Word format.

Checklist for submission:

- cover letter
- declaration of originality
- manuscript (in the stipulated format and manuscript includes the following headings: abstract, keywords, introduction, background / literature review, theoretical / conceptual frameworks, methodology of the research, results, discussion, acknowledgements, references).

TECHNICAL REQUIREMENTS FOR THE SUBMISSION OF MATERIAL

Text

- A4 size, one-sided, composition, 12 p. Times New Roman without additional formatting
- justify of text: binaural (justification to the left and right margins)
- footnotes: 10 p., references in superscript at the bottom of the page
- spacing 1,5
- continuous page numbering throughout the work in the lower right corner margins: 2,5 cm
- indent the first line of paragraph 1.25 cm (using the TAB key) or without indentations (the first line of a paragraph)
- name of the author: Times New Roman 12 p.
- title: Times New Roman 14 p. B (bold)
- subtitle: Times New Roman 12 p.
- please, use automatic hyphenation
- text: Times New Roman 12 p.
- the document should be write to *.doc, *.docx

Schemes, diagrams, figures, pictures

- any colours; black/white originals
- should have number and captions (above the material) and be numbered consecutively
- pictures should be legible, made in editable programs in Microsoft Windows, CorelDraw saved additionally in separate files
- when photographs are placed in the text in a text-editing program (eg. Word), should also be saved as separate files in the following formats: RAW, TIF, BMP or JPG
- under every graphic element which was not made by the author there should be a record of sources from which it is comes; if quoted graphical elements are protected by copyright (including files from the Internet) requires the written acceptance of the original author or copyright holder to free use of these materials in the paper.

Tables

- should include a brief descriptive heading/caption (above the table) and be numbered consecutively
- without additional formatting (flourish shouldn't be used in the text; don't set the background color, font color)
- reference to every table should be in the text
- should be clear, black/white originals

REFERENCES – MODEL OF THE “AUTHOR-YEAR”

This system requires giving the name of the author and year of publication of his paper in parentheses in the main text each time when referring to the different author publication.

References are cited in the text by referring to the authors' names and the year of publication (Harvard method), separated by a comma, e.g. (Giddens, 2000). If the author's name was used in a sentence, in parenthesis could be given only year of publication, e.g. Giddens (2000) claims that...

When quoted several papers of one author published in the same year, should distinguish them by adding to the year of publication (without spaces) letters: a, b, c, etc., e.g. (Giddens, 2000a). Letters assigned is vest by alphabetical order defined by the title. These marks are repeated in the references appearing in the main text.

When we quote a specific part of the cited paper beyond the name and the year should be given a page of the source material, e.g. (Giddens, 2000, p. 40-48).

If the publication has two or more authors, given all the last names, separated by commas, eg. (Giddens and Sutton, 2013).

If there is more than three authors, always gives only the first of them and adds a shortcut: et al., e.g. (Giddens et al., 2001).

If the reference regards two or more papers of one author published in different years, repeating the last name isn't necessary. Given only dates of publication in chronological order, e.g. (Giddens, 2001, 2003).

If we reference to the authors of the publication with the same last name, to distinguish them, should be given first name initial, e.g. (R. Kowalski, 1971), (Z. Kowalski, 1983). The first names should be full, if we cite the papers of different authors with the same surname and first name initial in the same publication, e.g. (Jan Śniadecki, 1804), (Jędrzej Śniadecki, 1808).

When quoting collective work, we can give the name of the scientific editor of a publication with the designation: ed., for example [Kowalski (ed.) 1993] or [Kowalski (sc. ed.) 1993]. In the references record are listed in the name of such a position by the name of editor.

Several publications cited together (in the same parenthesis) are listed in chronological order, not alphabetical order, e.g. (Nowak 1984, Malinowski 1985, Kowalski 1986).

The exception is when there is a need to cite the paper of several authors from various years.

To avoid the repeating of the same name with consecutive dates in one bracket, the papers are listed in chronological order within the particular authors, e.g. Malinowski 1973, 1992, 2001; Kowalski 1978, 1979; Nowak 1980).

If the papers of various authors were issued in the same year, their names are listed in alphabetical order, e.g. (Kowalski 1999, Malinowski 1999, Nowak 1999).

Construction of references

Attachment references with the "author-year" system are somewhat different from the traditional. The first element of a single description is the name of the author in the following order: last name and the first letter of the first name, and between the initial of the first name and last name doesn't put a comma. Year of publication is placed in bracket in the second place reference description after the name of the author, e.g. Kowalski Z. (1992), Poetyka, Warszawa.

In the description of publication with two or three authors, the names of the authors should be separated by commas, eg.

Brown G., Yule G. (1983), *Discourse Analysis*, Cambridge.

Furman W., Kaliszewski A., Wolny-Zmorzyński K. (2000), *Gatunki dziennikarskie. Specyfika ich tworzenia i redagowania*. Rzeszów.

Reference description of a part of corporate paper (eg. chapter) takes the following form:

Kowalski T. (2001), *Wprowadzenie do ekonomiki mediów*, [w:] Jung B. (red.), *Media, komunikacja, biznes elektroniczny*, Warszawa.

The first element of the description of the whole corporate paper is the name of the scientific editor of the volume marked an appropriate acronym: ed., Sc. Ed. or similar, e.g.

Podracki J. (ed.), (2001), *Wielki słownik ortograficzno-fleksyjny*, Warszawa.

Scheduling references descriptions

All bibliographical records in the “author-year” system should be alphabetize according to the names of the authors (or volumes editors), and the works of the one author – according to the year of issue, from the oldest to the latest. Publications of the one author from the same year should be distinguished further letters (a, b, c, etc.) according to the alphabetical order set by of the titles, eg.

Dobrzyńska T. (1993), *Tekst. Próba syntezy*, Warszawa.

Dobrzyńska T. (1996a), *Tekst – kategoria stara i nowa*, Warszawa.

Dobrzyńska T. (1996b), *Tekst – w perspektywie stylistycznej*, Warszawa.

Copyrights

All of the texts, pictures, schemes, tables, etc. comes from another sources (include internet) are protected by copyrights. Putting in a book copyrighted materials will be possible under the condition that the Author send for Publisher the written permission of the copyright owner.

Journal articles:

Mishra P., Koehler M.J., (2006), Technological Pedagogical Content Knowledge: A Framework for Teacher Knowledge, *Teachers College Record*, 108(6), 1017–1054. Retrieved November 17, 2019 from <https://www.learntechlib.org/p/99246/>

Books:

Brown G., Yule G. (1983), *Discourse Analysis*, Cambridge.

Chapters in books:

Glass G.V., (2006), Meta-analysis: The quantitative synthesis of research findings, [In:] J.L. Green, G. Camilli, P.B. Elmore (eds.), *Handbook of complementary methods in education research*, Mahwah: Lawrence Erlbaum Associates, Publishers, 427–438

Electronic references:

Digital Agenda for Europe. Fact Sheets on the European Union. Accessed August 20, 2018. <http://www.europarl.europa.eu/factsheets/en/sheet/64/digital-agenda-for-europe>