

Instructions for authors

I. Technical guidelines regarding the preparation of materials for the Journal.

1. The editorial team of the Journal accepts materials with a maximum volume of up to 40,000 characters. In particularly justified cases, based on the value of the study, studies containing a larger number of characters are accepted.
2. Text file in *.doc format:
 - single-sided printing,
 - codified and continuous pagination,
 - attached special fonts (introduced by the author).
3. One page of the material (main text) means a computer printout with 1800 characters:
 - Times New Roman font 12 pt,
 - 1.5 line spacing,
 - 2.5 cm margins,
 - graphic elements of the study (tables, charts, figures) are counted separately, please attach them in separate editable files.
4. The article should contain:
 - first and last name of the Author/Authors,
 - academic title,
 - institutional affiliation,
 - title of the article, paper, report, etc.,
 - subtitles,
 - e-mail address to the Author/Authors
 - phone number to the Author/Authors.
5. Your article should include:
 - title and abstract in Polish (up to 1.3 thousand characters) showing the outline of the entire article (objectives, theses of the study, methodology of the conducted research, results and conclusions),
 - key words in the original language,
 - English translation: title, abstract and key words,
 - final bibliography,
 - footnotes,
 - list of abbreviations (placed before the final bibliography),
 - note about the Author.
6. Abstract, footnotes and list of literature:
 - abstract – font Times New Roman 10 pt,
 - text and bibliographic footnotes – Times New Roman font 10 pt with links in the upper index, they should be at the bottom of the page,
 - 1,0 line spacing (line spacing).

II. Graphic elements.

1. Graphic elements of the study (tables, charts, figures) should be attached in editable versions in separate files with their names, in order to make editorial corrections possible. They should also be printed in the text.
2. **Photographs** – *tif, *jpg files with a resolution of not less than 300 dpi at the required dimensions of the reproduction or a good quality original, allowing a scan (with the copyright of the author).
3. **Graphs** – made in Microsoft Excel or Word.
4. **Figures** – in the form of *cdr or contrast ones, good-quality originals for reproduction.
5. Tables should be clear, black and white, without gray underprinting.
6. Table text – font 8 pt, single spacing.

III. Editorial rules applicable to the Journal "Insurance in Agriculture. Materials and Studies".

1. When we refer to the author/authors in the main text for the first time, we always give his/her/their full name.
2. Please do not divide words, do not use different styles and other ornaments.
3. In the function of emphasizing the relevant content in the text, we always use expanded printing (using the Word editor option: Format tab → Font → Character spacing → Spacing: Expanded: 1.3). This rule also applies for translations of Anglo-Saxon texts in which italics is used for this function.
4. We use italics:
 - in the titles of books, articles,
 - when writing single words or short expressions from a foreign language.Note: we do not use italics to mark quotes!
5. Quotations shall be applied:
 - in magazine titles (regardless of a language),
 - to quote also from a foreign language, if it is longer than a single word or a short phrase.If you need to use quotes within quotation marks (e.g. in quotes), we use «___», e.g. "_____«___»".
6. We use a square bracket for cuts within quotations [...].
7. All block quotations in foreign languages should be provided with a Polish translation enclosed in square brackets [] and placed in the main text directly under the quotation.
8. In the case of English-language publications between the title and the subtitle, we put a colon, for example. Research for Agri Committee – State of Play during the Period 2014–2020: National and European Frameworks.
9. For all other publications between the title and the subtitle, we put a full stop, e.g. Ubezpieczenia w Rolnictwie. Materiały i Studia.

10. Dates:

Throughout the article, a codified record of dates is used:

- indications of the day, month and year are written in numbers expressed in Arabic numerals, i.e. 27.08.2016 or with a month in words, e.g. February 23, 1925;
- dates constituting a chronological framework are connected with an en dash (CTRL + [minus]) for indicating ranges from ... to; in such cases, individual years are recorded in full form, i.e. 1999–2001, not 1999–01;
- periods covering parts of two consecutive years shall be separated by a slash; in such cases, individual years are recorded in full form, i.e. 1999/2001, not 1999/01.

11. Record of numerals (example format):

- one thousand, four hundred and forty (1,440),
- three hundred and one thousand (301,000),
- five point nine (5.9).

12. Enumeration:

- within one publication only one type of enumeration should be used;
- one-sentence enumeration can be marked with a miniscule or a number expressed in Arabic numerals, followed by a closing bracket; each of the points starts with a miniscule, such enumeration can be written in a row or each point can start a new line; after the text of each point a comma is placed, at the end of the enumeration there is a full stop;
- if there are a lot of commas in the points that are the subject of the enumeration, then the individual point ends with a semicolon, and the whole enumeration with a full stop;
- points which are the subject of a single-sentence enumeration, in which each point begins a new line, can be marked with en dashes;
- enumerations longer than one sentence are marked with a number expressed in Arabic numerals, followed by a full stop. Each of the points starts with a new line and starts with a miniscule and ends with a full stop.

IV. Footnotes and bibliography.

GENERAL COMMENTS ON FOOTNOTES

1. Footnotes are inserted as footnotes (not endnotes and not in the text).
2. We use abbreviations in Latin:
 - *ibidem* (therein),
 - *idem* (the same),
 - *eadem* (that),
 - *os. cit.* (quoted work),
 - *et al.* (and others),
 - *passim* (in various places).

3. Footnotes are separated by a short horizontal line beginning on the left under the basic text. This separation eliminates the possibility of recognizing footnotes as simple continuation of the basic text.
4. All footnotes in the main text end with a full stop. The footnote mark is placed BEFORE a comma or full stop, which ends the sentence (but after the exclamation mark (!) And question mark (?), when they are the last characters in the sentence). We do not put the footnotes immediately after the conjunction form (and, with, etc.).
5. When giving a page number, insert a space between the abbreviation "p." and the number denoting the page number (p. 50, not p.50).
6. If you provide names of publishing houses, place them between the place of issue and the date of issue, separating the individual information with commas.
7. It should be noted whether we quote or paraphrase the study - if it is a quotation, we quote the work from which it comes, and if the paraphrase (using certain information), then the bibliographic address is preceded by "See" or "Compare".
8. After "See" or "Compare" we do not put a colon.
9. Tables:
 - footnotes to tables are placed directly under the tables,
 - footnotes to table titles are placed at the bottom of the column (like the other footnotes).
10. Texts in foreign languages are added in a given language using the abbreviations there in force.
11. The bibliographical address of the work mentioned for the first time in the footnote must be full – remember about the name of the publishing house, the year of publication, volume, website, but also, in the case of a foreign language work, about a translator (which goes directly after the title, with the abbreviation "transl.". If the author of the article translates the foreign language text himself, he should mark it at the end of the bibliographic description, in brackets – (translated by the author); websites in footnotes (as well as in the bibliography) must have a written daily access date, recorded in the form: accessed 12.08.2017.

FOOTNOTES: MAGAZINES

- 1) the first letter (s) of the first name/s of the author and last name (s); if the number of authors does not exceed three, all names are given, if there are more than three authors, the first one should be quoted and then the abbreviation "et al." should be added,
- 2) the title of the work in full in italics,
- 3) the title of the journal in straight writing, in quotation marks,
- 4) year,
- 5) volume,
- 6) page.

Examples:

¹ M. Podstawka, *Mity i prawdy o Kasie Rolniczego Ubezpieczenia Społecznego*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2010, nr 37, p. 9.

² J. Pszczółkowska, *Ubezpieczenia społeczne rolników – stan obecny i możliwości rozwoju*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2000, nr 6, p. 5.

³ A. Kowalski, *Znaczenie uchwalenia i funkcjonowania ustawy o ubezpieczeniu społecznym rolników*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2012, nr 46, p. 7–16.

⁴ *Systemy zabezpieczenia społecznego wobec wyzwań demograficznych i rynkowych*, red. M. Szczepański et al., Poznań 2014, p. 122.

FOOTNOTES: BOOKS AND MONOGRAPHS

- 1) the first letter (s) of the first name/s of the author and last name (s); if the number of authors does not exceed three, all names are given, if there are more than three authors, the first one should be only quoted and then the abbreviation "et al." should be added,
- 2) the title of the work in full in italics,
- 3) if the work is a part of a collective book, use [in:] and provide the title of the book in italics, followed by the first and last name of the editor preceded by the abbreviation "ed.",
- 4) place of publication,
- 5) publishing house (optional, you can leave),
- 6) year,
- 7) pages.

Examples:

¹ M. Podstawka, *Rolnicze ubezpieczenia społeczne i propozycje ich zmian*, Warszawa 1998, p. 15.

² M. Podstawka, *Rolnicze ubezpieczenia społeczne i propozycje ich zmian*, Warszawa, Wyd. SGGW, 1998, p. 15.

³ S. Kamieniecka-Pieńkowska, *Automatyczne plany emerytalne w systemie dodatkowego zabezpieczenia emerytalnego – przesłanki tworzenia i funkcjonowania* [in:] *Doubezpieczenie społeczne – idea i kontynuacja*, red. M. Kawiński, Warszawa 2015, p. 110.

⁴ *Zmiany systemu ubezpieczeń społecznych rolników a finanse państwa*, red. J. Pawłowska-Tyszko, Warszawa, Instytut Ekonomiki Rolnictwa i Gospodarki Żywnościowej, 2011.

⁵ B. Wierzbowski, *Ubezpieczenie społeczne rolników* [in:] *Ubezpieczenie społeczne rolników* [in:] *Prawo rolne*, red. S. Czechowski, Warszawa, LexisNexis, 2011, p. 343.

TRANSLATIONS

Author (initial (s) + last name), title of the book, author of the translation, place of publication + date (no comma between), page (abbreviation "p."), e.g.:

¹ V. Nabokov, *Wykłady o Don Kichocie*, przeł. J. Kozak, Warszawa 2001, p. 77.

Note: in the description of foreign language works, information on the function of editing collaborators (editor, publisher, translator, introduction author etc.) and places of the series we use adequately to the language of the original, e.g.:

² *Möglichkeiten des Dialogs. Struktur und Funktion einer literarischen Gattung zwischen Mittelalter und Renaissance in Italien*, hg. von K. W. Hempfer, Stuttgart 2002, p. 56–78.

If you specify names of publishing houses, they should be placed between the place of publication (in no case instead!) And the date of issue, separating the individual information with commas, e.g.:

¹ R. A. Lanham, *A Handlist of Rhetorical Terms*, Berkeley, Los Angeles, London, University of California Press, 1969, p. 56 i 79.

We ask for consistency throughout the text.

NOTES: WEBSITES

- 1) if the author of the article is known: the first letters of the first and last name (s) of the author (s) of the quoted article are provided; if the number of authors does not exceed three, all names are given, if there are more than three authors, the first one should be only quoted and then the abbreviation "et al." should be added,
- 2) the title of the article in full in italics,
- 3) the website which the information originates from,
- 4) daily access date preceded by the wording: "accessed...".

Examples:

¹ B. Rędziaś, *Między wolnością a bezpieczeństwem*,
<http://www.niepelnosprawni.pl/ledge/x/91557>, accessed 5.06.2014.

²GUS, [www.http://stat.gov.pl/statystyka-miedzynarodowa](http://stat.gov.pl/statystyka-miedzynarodowa), accessed 22.08.2016.

FOOTNOTES: LEGAL ACTS

¹ Ustawa z 7 lipca 2005 r. o ubezpieczeniach upraw rolnych i zwierząt gospodarskich, Dz. U. 2005 nr 150 poz. 1249 ze zm.

² Ustawa z 13 października 1998 r. o systemie ubezpieczeń społecznych, Dz. U. 1998 nr 137 poz. 887 ze zm., art. 58.

³ Zgodnie z treścią zawartą z art. 58 ustawy z 13 października 1998 r. o systemie ubezpieczeń społecznych, Dz. U. 1998 nr 137 poz. 887 ze zm.

COLLECTIVE WORKS

- 1) when we refer to a specific chapter or article from a book containing the texts of only one author, the following record applies:

¹ E. Kotarski, *Dialogi Mikołaja Reja w perspektywie tradycji literackiej* [in:] idem, *Dziedzictwo i tradycja. Szkice o literaturze staropolskiej*, Gdańsk 1990.

2) for collective publications of different authors:

¹ A. Czyżewski, *Kwestia agrarna we współczesnej ekonomii – problemy i wyzwania* [in:] *Kwestia agrarna. Zagadnienia prawne i ekonomiczne*, red. S. Litwiniuk, Warszawa, FAPA, 2016, p. 453.

TYPES OF REFERENCES

1) If we quote a fragment of someone's work, we put a footnote reference directly after the quotation mark that marks the end of the quotation, and the footnote has the form:

¹ M. Okólski, *Demografia zmiany społecznej*, Warszawa 2004, p. 153.

2) If in the text we refer to the thought contained in someone's work, but we do not quote it directly, the footnote has the following shape:

¹ See M. Okólski, *Demografia zmiany społecznej*, Warszawa 2004, p. 153.

In the same way we use "Compare".

MULTIPLE QUOTATIONS

1) If the referenced author is represented in the text only by one work, we write:
on the first occurrence:

S. Kamieniecka-Pieńkowska, *Automatyczne plany emerytalne w systemie dodatkowego zabezpieczenia emerytalnego – przesłanki tworzenia i funkcjonowania* [in:] *Dobezpieczenie społeczne – idea i kontynuacja*, red. M. Kawiński, Warszawa 2015, p. 110.

On the next occurrence:

S. Kamieniecka-Pieńkowska, op. cit., p. 111.

On the second occurrence, directly below the previous one, we use a shortened record:
Ibidem, p. 112.

2) If we quote more than one work of a given author in the text, on the first occurrence of each work, we give the full bibliographic address, and on each subsequent one we write:

W. Nagel, *Fundusz Rezerwy Demograficznej – dziesięć lat funkcjonowania. Próba bilansu i rekomendacje*, op. cit., p. 98.

If in the footnote we quote another work of the author quoted in the previous footnote (directly above), we use the following record:

Idem, *Polityka lokacyjna Funduszu Rezerwy Demograficznej: zmiany prawne, model zarządzania* [in:] *Systemy zabezpieczenia społecznego wobec wyzwań demograficznych i rynkowych*, red. M. Szczepański, T. Brzęczek, M. Gajowiak, Poznań 2014, p. 122.

or on the second occurrence of the given title:

Idem, *Polityka lokacyjna Funduszu Rezerwy Demograficznej: zmiany prawne, model zarządzania*, op. cit., p. 123.

Note: we always take into account the gender of the author, using the appropriate form – idem for a man and eadem for a woman.

3) In a situation when we refer to several works of one author in footnotes several times, it is possible to shorten long titles using ellipsis, e.g.:

W. Nagel, *Fundusz Rezerwy Demograficznej ...*, op. cit., p. 101.

LITERATURE AT THE END OF THE ARTICLE

Final bibliography: alphabetical order, by the last name of the authors with the initial of the first name, keeping the chronology – first the positions published earlier, we finish with the work last published. We do not use anywhere "r." as an abbreviation for a year.

Examples:

Czyżewski A., *Kwestia agrarna we współczesnej ekonomii – problemy i wyzwania* [in:] *Kwestia agrarna. Zagadnienia prawne i ekonomiczne*, red. S. Litwiniuk, Warszawa, FAPA, 2016.

Kamieniecka-Pieńkowska S., *Automatyczne plany emerytalne w systemie dodatkowego zabezpieczenia emerytalnego – przesłanki tworzenia i funkcjonowania* [in:] *Doubezpieczenie społeczne – idea i kontynuacja*, red. M. Kawiński, Warszawa 2015.

Kowalski A., *Znaczenie uchwalenia i funkcjonowania ustawy o ubezpieczeniu społecznym rolników*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2012, nr 46.

National Pension Reserve Fund, *Annual Report and Financial Statements 2008*, Dublin 2009.

Okólski M., *Demografia zmiany społecznej*, Warszawa, WN Scholar, 2004.

Podstawka M., *Rolnicze ubezpieczenia społeczne i propozycje ich zmian*, Warszawa, Wyd. SGGW, 1998.

Podstawka M., *Mity i prawdy o Kasie Rolniczego Ubezpieczenia Społecznego*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2010, nr 37.

Pszczółkowska J., *Ubezpieczenia społeczne rolników – stan obecny i możliwości rozwoju*, „Ubezpieczenia w Rolnictwie. Materiały i Studia” 2000, nr 6.

Rozporządzenie Ministra Pracy i Polityki Społecznej z 29 stycznia 2014 r. w sprawie lokowania środków Funduszu Rezerwy Demograficznej, Dz. U. 2014 poz. 152.

Ustawa z 13 października 1998 r. o systemie ubezpieczeń społecznych, Dz. U. 1998 nr 137 poz. 887 ze zm.

Zmiany systemu ubezpieczeń społecznych rolników a finanse państwa, red. J. Pawłowska-Tyszko, Warszawa, Instytut Ekonomiki Rolnictwa i Gospodarki Żywnościowej, 2011.