

## THE MAIN EDITORIAL RULES

- Length of the article – **between 5 and 10 pages**.
- Format – **Word**, (.doc or .docx); PDF-format cannot be accepted.
- Margins – **2,5 cm**.
- Characters:
  - a. The main characters – **Times New Roman, 12 points**,
  - b. Spaces between lines **1,5**,
  - c. **Text justified**.
- **Titles of chapters and subchapters** – aligned to the left, without a dot at the end, maximum length – 12 words.
- Indicating chapters, paragraphs, or subtitles:
  - 1.
  - 1.1
  - 1.1.1.
- **No “hard spaces”** (Ctrl+Shift+Space) in the text.
- Articles should include an **abstract (max 300 words)** and **key words** at the beginning of the text.
- A brief author **biography and photo** should be submitted with the article.
- For every **1.500 words one streamer will be added to the text**. The authors can include the text for the streamer themselves, otherwise the chief editor will choose a quote from the text for the streamers.
- It is essential to use **the same format of enumerations**. When every idea starts with a sign, number, or a new line, it should start with a small letter and end with the sign “;”. The last line should end with a dot.
- **Every word from any other language than English should be written in italics**. Where possible, first the English word should be given, and then the foreign word written in italics, inside brackets, and preceded by an abbreviation of the language.

Example:

freedom (ger. *Freiheit*)

- **Abbreviations** should be explained in brackets. The explanation should be written in italics, if it originates from a foreign language. There should be only one explanation of a particular term in the text.

Examples:

EC (European Commission)

GES (fr. *gaz à effet de serre*)

- Please use the Oxford/serial comma when listing 3 or more things.

## TABLES, PICTURES, CHARTS, AND ALL SIMILAR MATERIALS:

- **TABLES AND FIGURES MUST BE SENT SEPARATELY** from the text in an **editable version** (direct pasting of pictures, tables, etc. or print screens are unacceptable).
- Every table, chart, or picture should have:
  - a. Its **own subscription and number** according to the example given below (please pay attention to the dots).
  - b. The title of a table, picture, or chart should end with a dot.
  - c. After the title, the **source** of information or a postscript “own chart based on...” should be given, as well as a date.
  - d. **The title** should be in bold and written in **Times New Roman, 10 points**. The source should be given in the same characters, but without bolding.
  - e. The subscription should be aligned to the left.

Example:

**Table 1. The impact of shale gas excavation on the local market in Poland.** Source: Bloomberg, 2000.

- The numeration of tables, pictures, and charts is independent from one another.
- All tables and figures will be printed in accordance with the colour code of the ECJ, so please don't use too many colours in figures.

## REFERENCES

**APA6** is used, Please follow APA Manual 6th Edition as of 2009 – the whole manual can be downloaded from <http://www.apastyle.org/>.

You may also read **APA Quick Guide** (a brief summary of 8 pages).

As for the characters in references:

- ✓ **Times New Roman, 10 points,**
- ✓ **No spaces between lines,**
- ✓ **Text justified.**

In case of any questions or doubts please contact us at: [editor@cybersecforum.eu](mailto:editor@cybersecforum.eu)

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