

Editorial requirements for the authors of "Business Enterprise & Finance "

The structure of the article:

1. Name (Times New Roman, 12, left justified)
2. Organizational Unit (Times New Roman, 12, left justified)
3. The title of the article (Times New Roman, 14, bold, centered)
4. Introduction (Times New Roman, 12, bold, left justified)
5. Headings (Times New Roman, 12, bold, left justified)
6. Summary (Times New Roman, 12, bold, left justified)
7. References (Times New Roman, 10, bold, left justified)
10. Abstract (Times New Roman, 10, bold, fully justified)

Standards for the article:

1. Texts are subject to reviews – two positive reviews are required to have the text approved for publication. Therefore, the paper is to meet the requirements of the original work. The scientific board of the journal reserves the right to make amendments in the submitted texts without consultation with the author, if necessary.
2. The text of the article (up to 12 pages) is to be written in the font Times New Roman, 12, spacing 1.5 lines, fully justified text, successive paragraphs starting with the width 1.25 cm indent; all margins - 2.5 cm.
3. Requirements for the "Introduction": - the introduction entails the following, e.g. a rationale for the subject and undertaken research problem, the main aim of the text, and a short description of the subject.
4. Requirements for "Summary": - the summary specifies the synthetic conclusions and possible directions for further research. The summary, is not to be followed with the new topics that were not previously presented in the text.
5. Requirements for the abstract: an abstract is to contain the objective presentation of the article, its main thesis, research methods, etc. (font: Times New Roman, 10, fully justified).

6. The format of the article titles (including: introduction, summary): font - Times New Roman, 12, bold, left justified.

7. Possible explanations related to the main text are to be placed in footnotes (font Times New Roman, 10, justified, continuous Arabic numbering).

8. Figures, tables and graphs should not extend the text area.

Requirements for footnotes

References to the literature should be given as footnotes with a following style:

1. Full note (occurs only once in the text) - initials of the author's name, title, publisher, place and year of publication, page:

Piłatowska M., *Modelling of non-stationary economic processes. Methodological study*, Wydawnictwo UMK, Toruń 2002, p. 21.

2. Note incomplete 1 (for referring to the same source) - the author initials and last name, first two words of the title ..., op. cit, page:

M. Piłatowska, *Modelling non-stationary...*, op. cit, p. 28.

3. Note incomplete 2 (in case of repetition of the same source on the same page) - Ibid, page:

Ibid, p. 29.

The requirements for tables, figures and graphs

Numbering: Arabic 1, 2, 3, ...: Table 1, Figure 1, Graph 1

Description of the tables, figures and graphs are to be placed above and below the source object such as:

Table 1

Table Title (Times New Roman, 12)

Contents table	(Times New Roman, 10, single spacing)

Source: own study based on: ..., p. ... (Times New Roman, 10)

Figure 1. Structure of household expenditure in Poland in the years 1993-2005

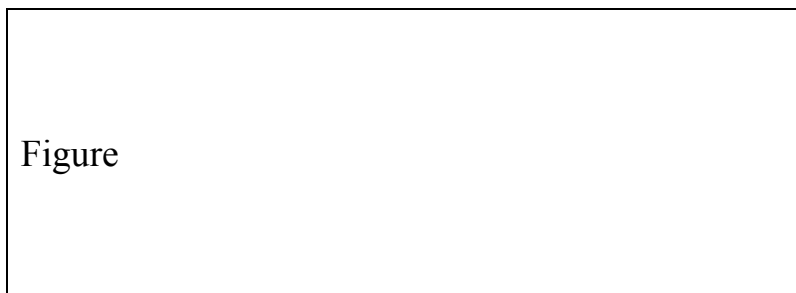
(Times New Roman, 12)



Source: own study based on:, s. ... (Times New Roman, 10)

Figure 1. Structure of household expenditure in Poland in the years 1993-2005

(Times New Roman, 12)



Source: own study based on:, s. ... (Times New Roman, 10)

Attention! Graphs need to be pasted as an object capable for edition. In addition to the main text these objects are to be submitted as a separate source files.

Technical requirements for the bibliography

The list of bibliographic entries (Times New Roman, 10) is to be placed after the main text and before the abstract in accordance with the following model:

1. Books - surname and initials of the author, title, publisher, place and year of issue - for example:

Piłatowska M., *Modelling of non-stationary economic processes. Methodological study*, Wydawnictwo UMK, Toruń 2002.

2. Chapters of books - the name and initials of the author, chapter title (in) title of work, edited by initials and surname of the scientific editor, publisher, place and year of issue - for example:

Mizon GE, *Progressive Modelling of Macroeconomic Time Series: The LSE Methodology*, (in:) *Macroeconomics: Developments, Tensions and Prospects*, edited by KD Hoover, Klüver Academic Press, Dordrecht, 2006.

3. Articles in journals - the name and initials of the author, article title, "journal title", volume, issue, year, pages, eg.:

Fiszeder P., *Forecasting volatility based on GARCH models*, "Futures Market", No. 25/2005, pp. 121-128.

Poon SH, Granger C, *Forecasting Volatility in Financial Markets: A Review*, "Journal of Economic Literature", Vol 41, No. 1 / 2003, p. 121-125.

West KD, Cho D., *The Predictive Ability of Several Models of Exchange Rate Volatility*, "Journal of Econometrics", No. 69/1995, p. 367-391.

4. Websites - The name and initials of the author, title, year of publication:

Rybinski K., *G20, finally exceeding expectations*,
<http://www.rybinski.eu/?p=716&language=pl> (19/04/2009)

Attention! The bibliography is to be put in the alphabetical order following the authors' names.