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## **Editorial requirements of the journal “Wychowanie w Rodzinie” [“Family Upbringing”]**

The editorial requirements of the journal “Wychowanie w Rodzinie – Family Upbringing” are presented below. The elements to which special attention should be paid are highlighted in yellow. Detailed information on APA editorial style can be found at: <https://apastyle.apa.org/>

### **1. Information about the authors:**

In the footnote:

**e-mail: [current address]**

University (name), Faculty (name), Institute (name), street, code, town [in Polish and English]

**ORCID: xxxx-xxxx-xxxx-xxxx**

### **2. Text composition:**

#### **ABSTRACT<sup>1</sup>**

**Introduction/ Wprowadzenie.** The APA editorial style was originally used for editing psychological texts. Nowadays, this style is not only required for psychology texts. Reputable journals on the Philadelphia List have also standardised editorial requirements using proposals from the American Psychological Association (Kowalski, 2017). Malinowski (2015) believes that these changes will increase in scope.

**Aim/ Cel.** This article aims to present material on the use of APA editorial style in scientific texts

**Materials and methods/ Materiały i metody.** The following tools were used in this study: multimedia presentation, lecture

**Results/ Wyniki.** The observations so far show that the APA style is most readily used in scientific journals

**Conclusion/ Wnioski.** Optional.

**Keywords:** APA, editorial style, bibliography, footnotes, editing<sup>2</sup>.

The APA editorial style was originally used for editing psychological texts. Nowadays, this style is not only required in psychology texts. Reputable journals on the Philadelphia List have also standardised editorial requirements using proposals from the American Psychological Association (Przykładowski, 2017). Jan Wzorowski (2015) believes that these changes will increase in scope.

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<sup>1</sup> Abstract in English and Polish.

<sup>2</sup> 5-8 keywords.



## REFERENCES

Kowalski, A. (2017). Title of the article. *Title of the journal*, 2(3), 40–50.

Malinowski, M. (2015). Title of the chapter. In: A. Książkowski (Ed.), *Title of the book* (pp. 20–39). City: Publisher.

### 3. Preparation of the text:

- The text should be prepared in Microsoft Office Word and shall not exceed a publishing sheet (40,000 characters including spaces).
- Main text font: Times New Roman, 12 pt. Title: 14 pt., bold. Subheading: 12 pt., bold.
- Margins: 2.5 cm on the top, bottom, left, and right sides of the page (default setting in Microsoft Office Word).
- Text alignment: justified.
- Text spacing: 1.5.
- Paragraphs indented (size: 1.27cm).
- Numbered pages (numbering in the upper right corner of the page).
- Word-splitting turned off.
- Tables and graphs with titles are placed in the text, each table should be referred to by the author in the text and discussed. **There should be a source under each table.** If it is the author's own study, this should also be indicated.

### 4. Distinctions in the text:

#### Use of italics:

- In giving titles: books, book chapters, journals, articles, texts from websites, films, videos, TV programmes, and microfilms.
- In the bibliography: titles in main texts, titles of periodicals.
- Foreign language terms.

#### Other distinctions in the text:

DO NOT underline, **DO NOT bold**.

#### “Enumerations”:

- We do not number.
- For distinction we use hyphens as in this example.
- We pause after the enumeration before – we don't.

#### Inverted comma, dash, and hyphen:

- **guillemet** «...».
- **inverted comma** “...”. We usually use inverted commas, the exception being a quotation in a quote, in which case a guillemet distinguishes the one in the middle. Example: E. Smith (2015) considers “quotation «in-quote» quotation”.
- **dash** – a long dash with which we mark a pause in a sentence. Example: APA standards – word processing rules.



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— **hyphen** – a short dash with which we connect words. Example: easy-going.

### 5. Footnotes:

- The first time you cite an author in the text, **give the author's full name and surname. Each subsequent time – the initial of the first name and surname.** The table below shows examples of in-text references considering the number of authors.
- Footnotes are given in the text! At the bottom, there are only footnotes informing about the copyright and possible explanatory, supplementary footnotes, which should be kept to a minimum!
- Footnote composition: (Author, year, page). In the case **of paraphrases**, page numbers are not given.

Table 1

*Template of footnotes according to the number of authors*

Number of authors	The first reference in the text	Further references in the text	The first reference in brackets	Further references in brackets
one	Jan Kowalski (2017)	J. Kowalski (2017)	(Kowalski, 2017)	(Kowalski, 2017)
two	Jan Kowalski and Józef Malinowski (2017)	J. Kowalski and J. Malinowski (2017)	(Kowalski, Malinowski, 2017)	(Kowalski, Malinowski, 2017)
three–five	Jan Kowalski, Józef Malinowski, and Olaf Baszyński (2017)	J. Kowalski et al. (2017)	(Kowalski, Malinowski, & Baszyński, 2017)	(Kowalski et al., 2017)
six and more	Jan Kowalski et al. (2017)	J. Kowalski et al. (2017)	(Kowalski et al., 2017)	(Kowalski et al., 2017)

*Source:* Author's own study based on the literature (Harasimczuk, Ciecuch, & Smith, 2013).

### Footnotes – additional comments:

- Same author, different years: (Kowalski, 2015, 2016).
- Different items are separated by a semicolon, e.g., (Kowalski, 2016; Malinowski, 2015). Sources should be arranged in alphabetical order.
- If we refer to two different works by the author, published in the same year, we have to identify them by letter: a, b... (Kowalski, 2015a, 2015b).

### 6. References:

- We do not number.
- We do not divide into netography, bibliography, filmography etc.
- Bibliographic positions should be in alphabetical order.
- Two authors, same year:

Kowalski, A. (2016a).....

Kowalski, A. (2016b).....

### Book:

Kowalski, A. (2016). *Title of the book*. City: Publisher.



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**Book chapter:**

Malinowski, B. (2016). Title of the chapter. In: B. Nowak, I. Kowalska (Eds.), *Title of the book* (pp. 20–39). City: Publisher.

**Journal article:**

Mrówkowski, O. (2016). Title of the article. *Title of the journal*, 5(3), 50–72.

**Article from the website:**

Dębowski, R. (2016). *Title of the article*. Retrieved from: website address<sup>3</sup>.

ATTENTION: We do not give links alone. We always try to use as much information as possible – if there is no date, then the date of access, if there is no article title then the name of the topic, page etc.

**Article with DOI:**

Sosnowski, A., Dębowski, U. G. (2017). Title of the article. *Title of the journal*, 24, 28–35. DOI: xxxxx.

ATTENTION: We indicate the DOI number wherever it has been assigned.

**Literature in a foreign language:**

Titles in a language other than English should be translated and indicated next to the original in square brackets.

Smith, J. (2017). *Polish title [Translated title]*. City: Publisher.

ATTENTION: Titles written in an alphabet other than Latin should be transliterated.

Title: „Комментарии к «Евгению Онегину» Александра Пушкина” **should be written as follows:**

Nabokov, V. (1999). Kommentarii k “Evgeniiu Oneginu” Aleksandra Pushkina [Commentary on “Eugene Onegin” by Alexander Pushkin]. Moscow: NPK.

You can use the transliteration program here: <https://www.ushuaia.pl/transliterate/>

**7. Tables and pictures:**

In tables, we do not give transverse edges or internal horizontal edges. The exception is separated with a horizontal line for item names or summary results—examples in Table 1 and Table 2 (below shown). We write the words “Table” and “Figure” without abbreviations. “Figure” also refers to images, graphs, etc. As opposed to a table, the name of a drawing is underneath it.

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<sup>3</sup> We do not mention the date of retrieval if the date of publication of the text is indicated. The exception is legal sources, where we need to indicate the date of publication and retrieval.



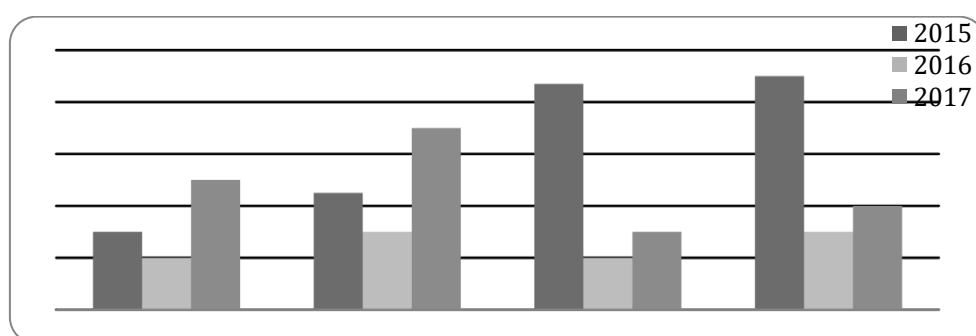
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Table 2  
Areas of the model tested (N = 542)

Model	df	$\chi^2$	$\chi^2/df$	RM	GF	AG	CF
6-level model	89	296.16	3.33	.066	.94	.90	.94
5-level model	94	414.13	4.41	.079	.91	.87	.91
4-level model	98	1540.50	15.72	.165	.65	.51	.61

*Note:* MP – the first model; MD – the second model; MT– the third model; MCZ – the fourth model. The results are from self-reported research.

*Source:* Author's own study.



Picture 1. Data showing figures for the last three years. *Source:* Author's own study.