**Title of the article
(Times New Roman font size 14 pt, bold, centered)**

**Author's name, names of other authors
(Times New Roman, font size 12 pt, bold, centered)**

***Abstract***

*(Times New Roman 10 points, text block alignment (paragraph))
A plain text. A plain text. A plain text. A plain text. A plain text. A plain text.*

**Keywords:** 3-5 keywords, in alphabetical order, separated by commas
(Times New Roman 10 pt, italic, text block alignment (paragraph))

**Admission**

**(First-degree headline, Times New Roman, 11pkt, bold, 12 point apart and 6pts below the headline.)**

In the introduction, please consider the research methods and materials that were used to write the article)

The main text of the article. The first paragraph of the chapter with no indent at the beginning of the first row. The usual text of the article. The first paragraph of the chapter with no indent at the beginning of the first row. The usual text of the article. The first paragraph of the chapter with no indent at the beginning of the first row. The usual text of the article. The first paragraph of the chapter with no indent at the beginning of the first row.

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**1. Title of the chapter
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**1.1 Subchapter**
**(Header of the second degree, Times New Roman 10 points, bold, space 12 points above and 6 points below the headline)**

We ask authors to follow the instructions as shown below. Note the changed style. It should also be remembered that incorrectly formatted documents will be sent back for improvement. The returned manuscript must be modified accordingly.

Second and subsequent paragraphs also without indentation, the plain text of the article.
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Tables and figures should be numbered and the text of the article must refer to them. The description of the table or figure should contain its title (10 points) and its source (10 points).
The article will be printed only in black and white.

**1.1.1 Section**

**(Third-level headline, Times New Roman 10pkt, italics, 12 point gap above and 6 points below the header)**
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**Conclusions**

**(The article should be summarized, emphasizing its most important points, taking into account the results of research, discussion)**

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Please indicate people or supporting institutions (including the Science Foundation). For example: This article has been written as part of the project .... Project number ... .

**Footnotes and quotations**
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***Citation from archives***

1. Archives of the Chamber of Crafts in Opole, Personal files of candidates for the championship examination. 1955 Education [hereinafter: AIR Op. Education], reference number B-50, bp.
Citation from legal acts
2. § 1.1., Ordinance of the Minister of Finance of 9 March 1956 on the collection in the form of a lump sum of turnover and income taxes on small craftsmen not on March 9, 1956 from the Minister of Finance (Journal of Laws of 1956, No. 7, item 36).
3. Art. 4.1. The Act of 22 March 1989 on Crafts (consolidated text: Journal of Laws of 2015, item 1182, 1782, as of 2016 item 64).
4. Art. 2.1., The Act of June 8, 1972 on the Execution and Organization of Handicrafts (Journal of Laws from 1972 No. 23, item 164, as amended)

***Citation from books***

1. E. Orzeszkowa, A Few Words about Women, S. Lewental, Warsaw 1874, p. 201.
2. Agata Mirek, Difficult years. Great days. Women's Orders in the People's Republic of Poland. Austere years great days. Contents in the Polish People's Republic, E. Fiutka] Catholic University of John Paul II, Center for Research on Historical Geography of the Church in Poland, Lublin - Ząbki 2015, p. 12.
3. M. Ossowska, Moral norms. An attempt to systematize, PWN, Warsaw 1985
4. L. Kohlberg, The Psychology of Moral Development, New York 1955 quoted by: B. Klimczak, Economic Ethics, Publisher of the University of Economics in Wrocław, Wrocław 1996, pp. 27-31.
Citation an article in a magazine
5. J. Mencel, The legal system of industry, "Rzemiosło" 1947, No. 1, p. 7.
6. Information dr. Karczewski on the registration fees, "Śląsko-Dąbrowski Dziennik Wojewódzki" 1945, No. 13, p. 141.
7. W. Gasparski, Business Ethics in the World, "Information Bulletin of the Business Ethics Team" 1996, No. 20, pp. 3-5.

***Citation a scientific article***

1. J. Świętek, Customs and legal concepts of the Nadrabski folk, "Anthropological and archaeological and ethnographic materials", Kraków 1896, pp. 266, 281-362.
2. Fauve-Chamoux, Old age and aging in Pyrenean families in the XVIII-XIX centuries. "Demographic past of Poland" No. 18: 1991, pp. 225-244

***Citation conference articles***

N. Potoczek, Employment process in international enterprises, [in]: A. Pocztowski (ed.), International human resources management, Oficyna Ekonomiczna 2002, p. 88.

***Citation websites***

D. Zaborek, Ravensbrück Women, "High Heels. Gazeta Wyborcza "from December 26, 2011, [online], access: www.wysokieobcasy.pl/wysokie-obcasy/1,53662,10856128,Kobiety\_Ravensbruck.html, as of 4 May 2016.

**Bibliography**
Bibliography should be created according to the following formula. The list should be numbered and written in alphabetical order. The bibliography may contain only those items referred to in the text of the article. The bibliography will be attached to the content of the article.

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1. Albert M., Capitalism versus capitalism, Signum, Krakow 1994.
2. Bombala B., Integrated competitive advantage in a personalistic perspective, "Praxeology" 140/2000.
3. Caritas in Veritate - www. vatican.va/holy\_father/benedict\_xvi/encyclicals [access] 18/08/2014].
4. Griffin R., Fundamentals of organization management, PWE, Warsaw 2000.
5. Hampden - Turner Ch., Trompenaars F., Seven cultures of capitalism, Outbuilding of Economy, Cracow 2003.
6. Karczewski L., Business Ethics. Cultural Determinats, Wydawnictwo Politechniki Opolskiej, Opole 2008.

**Annex**
If applicable, the annex should be placed directly after the bibliography, without numbering and not on the new page.

**Abstract**
(Times New Roman 10 points, text block alignment (paragraph))
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**Keywords:** 3-5 keywords in English, in alphabetical order, separated by commas
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