**Main text**

-       The length of the text should be between 25,000 and 40,000 characters.

-     Throughout the text, the following should be used:

·     Times New Roman font, size – 12 pt;

·     line spacing – 1.5 lines;

·     paragraph indentations – 0.5 cm;

·     justify text;

·     upper and lower margins of 2.5 cm each, right margin 2.5 cm, left margin 3 cm.

-     Emphasis in the text should be kept to the minimum necessary; foreign words and phrases should be written in *italics*.

-     Do not force the end of a line using soft enters and manual hyphenation; do not move the conjunctions at the end of the line at this stage.

-     When using a multi-stage text division, subsequent parts of the text should be marked by using multi-row digital numbering. The titles of chapters and subsections should be numbered with Arabic numerals, using the decimal system:

·     Chapters 1, 2, 3;

·     subsections of the first degree 1.1, 1.2, 2.1, 2.2;

·     subsections of the second degree 1.1.1, 1.1.2, 1.1.3, [...] 2.2.1, 2.2.2, 2.2.3.

-     Polish quotation marks ("...") should be used.

-     The date record should be as follows: 17.06.2002 or 17 June 2002; in the 80s of the twentieth century; 1. mid-nineteenth century; 625 BC

-     The range of numbers should be connected by an en dash (dash) without lights on both sides (1989-2001; 5-7 years), and not by a hyphen (hyphen) (1989-2001; 5-7 years).

-     Characters in foreign languages should retain their graphic appearance (e.g. é, ö, ü, ç).

-     Decimal fractions should be written with a comma (10,1).

-     Four-digit numbers should be written without spaces, larger numbers – with spaces (7845, 62 189).

-     Do not use abbreviations at the beginning of the sentence.

-     Titles of cited materials:

·     books and articles, papers, images, films – should be written *in italics*;

·     newspapers and magazines as well as conferences, scientific sessions, competitions, exhibitions – should be written in plain writing in quotation marks;

·     documents – should be written in plain language without quotation marks.

**Quotes**

-     Each citation must be footnoted with the full bibliographic address and page number from which it originates. When citing an online source, the author, title, web address and date of access to the page should be provided.

-     Quotations in the text should be written in quotation marks, in plain writing.

-     The quotation in the quotation (second degree quotation) should be marked with quotation marks in German: "..."; while dictionary definitions – in French quotation marks: «...».

**Acronyms**

-     If there are abbreviations in the text which are not generally accepted or which have been established specifically for publication, a List of abbreviations shall be drawn up.

-     We use abbreviations: ed. – edited, edited; elaborate. – elaboration; s. – page; t. – volume; z. – notebook; Cz. – part; no – number; and others – and others; and subsequent – and subsequent; ed. – publishing, publishing; crowd. – translation; sign. – signature; b.r.w. – no year of issue; b.m.w. – no place of issue.

**Drawings, photographs, tables and charts**

-     Each graphic illustration intended in the publication should be provided in the form of a separate file with its name.

-     Save the image files in one of the following formats:

·     photographs, scans: .jpg, .tif, .pdf;

·     drawings, charts, diagrams, diagrams, maps, etc.: .pdf, .cdr, .ai, .eps.

-     Image files should have a resolution of at least 300 dpi.

-     Schemes drawn in Word should be grouped so that you cannot accidentally reposition individual elements relative to each other.

-     All descriptions in graphic files should be standardized in terms of language, terminology, technology (typeface, font size, highlights, e.g. bold, italics).

-     Tables should be included in the text and marked with sequential numbers within a given chapter (Table 1.1, Table 1.2). Place table titles above tables and sources below tables. Explanations of tables should be placed directly below the tables, and places in the table that need to be explained should be marked with lowercase letters or asterisks (superscript).

-     Captions for: photographs, drawings, charts, diagrams, maps, etc. shall be placed below the object in question, stating the source from which it was taken.

**Footnotes**

-       A uniform bibliographic notation in accordance with the TCMOS *(The Chicago Manual of Style)* standard should be used throughout the publication.).

-     Use traditional footnotes (continuous, bottom) on pages that have their cross-references.

Examples:

This is a standard feature of all modern aircraft 1.

This is important for understanding the development of civil aviation after 1991.2

-     In the case of referring to a publication cited in one of the earlier footnotes, the initial elements of the description (the author and the first words of the title constituting a logical whole) should be repeated.

-     In the case of referring to the publication mentioned in the footnote immediately preceding, the following should be used: "ibid.".

-     In the case of quoting the same name of the author in successive footnotes, the notation "the same"/"taż" should be used.

Examples:

1R. Olszewski, *Lotnictwo w odstraszaniu militarnym*, Warszawa 1998, p. 38.

2T. Chwałczyk, A. Glass, *Samoloty PWS*, Wydawnictwa Komunikacji i Łączności, Warszawa 1990, p. 70.

3Ibid., p. 71.

4R. Olszewski, *Lotnictwo...*, dz. cyt., pp. 113–115.

5Ibid., *Security of the Modern World,*Toruń 2006, p. 180.

-     In the case of referring to text from the Internet, a record containing the initial and name of the author, the title of the article, the name of the Internet domain and the date of access should be used:

Example:

1W. Matusiak, *Polish Air Force in Great Britain*, http://www.lotnictwopolskie.org.pl [accessed: 27.12.2015].

-     In the event that the material referred to from the Internet does not have the above data, please provide the full linkand date of access.

-     At the request of the author/editor of the publication, a different style of footnotes may be used, e.g. APA.

**Bibliography**

-     Bibliography should be prepared in accordance with the standard TCMOS.

-     Bibliographic items should be sorted alphabetically by the names of the authors, and in the case of collective works – by titles.

-     If the bibliography consists of various types of documents or sources, it is recommended to group them by type, e.g. compact publications, continuous publications, legal acts, Internet sources.

Examples:

Author's publications:

Januszewski S., *Secret aviation inventions of Poles. Russia 1870–1917*, Wrocław 1998.

Collective publications (edited):

*Pomerania in the defense system Polish in the interwar period and after World War II,*ed. T. Kmiecik, Słupsk 2004.

Articles in collective publications:

Konieczny J.R., *Sport balonowy w Polsce*, [in:] Polskie *lotnictwo sportowe*, ed. H. Szydłowski, Kraków 1987.

Articles in magazines:

Moszumański Z., *Colonel pil. Aleksander Wańkowicz (1881–1947),*"Aeroplan" 2006, No. 2.

Legislation:

Law of 3 July 2002 Aviation law (consolidated text) Journal of Law of 2017, item 959).

Regulation of the Minister of National Defence of 8 October 2010 on keeping military records (Journal of Laws of 2010, No. 199, item 1321).

Articles from the Internet:

Marczak J., *The Polish Defence Power – the Foundation of National Security Polish and Europe*in the *Twenty-First Century*, https://obronanarodowa.pl Retrieved 25.09.2017.