

TIPS FOR AUTHORS

In the quarterly “**The Issues of Agricultural Advisory Service**” are published the original and review scientific works, among others in the field of methodology and organization of agricultural advisory, functioning of agribusiness, rural development, economics and organization of farms, economic aspects of modern production technologies, environmental protection against originating from agricultural production, agrarian policy, agricultural education, and cooperation between advisory and science in the above-mentioned areas.

In "The Issues of Agricultural Advisory Service" are also published:

- information about advisory work and the life of consultancy institutions;
- information about symposia, seminars and other educational forms in the field of advisory and advisers;
- reviews and discussions of works related to agricultural consultancy, rural areas and agribusiness;
- reviews of domestic and foreign magazines showing the achievements in the fields mentioned above;
- other information in the areas mentioned.

GENERAL REQUIREMENTS AND PREPARATION OF ARTICLE

1. The content of the article should be submitted in the B5 format, 12 point font, in single standard line spacing.
2. Articles sent to the journal should not exceed 40 thousand characters spaces and footnotes and with tables, diagrams, charts and photos.
3. The work should be written with the use of Microsoft Word 2003 (and newer versions), additionally a preview of the article in the original version in a PDF file.
4. Drawings, tables, charts and graphics included in the main file of the article should be **ADDITIONALLY** attached in separate files in the formats of the source programs in which they were made, with the possibility of editing and in the PDF format, photos in the format of bitmap graphics JPG or TIF.
5. Graphic titles and their content, as well as their captions and legends, must be given in Polish, and the numbers written sequentially with Arabic numerals.
6. The submitted article should be accompanied by an abstract in Polish and English, keywords in Polish and English, content divided into chapters with an introduction and conclusions or a summary, full affiliation (name, address of the author's institution), e-mail and telephone number and ORCID number.
7. Footnotes assigned automatically - if the text contains the number of the next footnote, it should be presented as a number without additional characters, eg. brackets.
8. When creating a text file, the ENTER key is only used at the end of a paragraph (all titles, enumeration points, etc. are treated as separate paragraphs).

9. Paragraph indents are selected only with the tab stop or other tools of the editor used. Do not use spaces for this purpose. Spaces should only be used to separate words, after a period, comma, exclamation point, colon, semicolon, etc. (never before these characters). Do not use spaces after the opening brace and before the closing parenthesis, as well as before and after the reference number.

10. References to articles and literature are prepared in accordance with the APA style, according to the formula: (Kowalski, 2019) – citation in the text; Kowalski, J. (2019). Title of publication. Place: Publishing house, pages. – entry in the bibliography. More about APA style: ([APA style citation](#)) ([APA style literature](#))

11. The Editors reserve the right not to accept an article or study for publication if it obtains negative reviews consistent with the opinion of the Editorial Team. The editorial office do not return submitted works, regardless of whether they were qualified.

12. Articles are selected for publication by the Editorial Team (more in [REVIEW PROCEDURE](#)).

13. Authors and co-authors are required to complete the copyright declaration, and then attach a scan of the completed declaration to the submitted article and send the original to the Editorial Office ([declaration](#)).

14. Full texts of the articles are published in open access on the website <https://www.cdr.gov.pl/dzialania/wydawnictwa/zagadnienia-doradztwa-rolniczego>

15. The publication of articles in “The Issue of Agricultural Service” is free of charge.

16. The editorial office does not pay royalties.

17. Authors of the articles receive one author's copy free of charge.

**Scientific or informative article,
meeting the above-mentioned
please send the requirements to the following address:
kwartalnik@cdr.gov.pl**