

# Author Guidelines for JMET

## Instructions for Preparing Scientific Articles

### 1. Journal profile

*Journal of Management, Economy and Technology* (JMET) is a peer-reviewed, interdisciplinary scholarly journal published electronically by the Faculty of Management and Computer Modelling of Kielce University of Technology. The journal aims to disseminate research findings and support knowledge exchange between academia and business practice.

JMET provides an open platform for scholarly communication in management, economics, technology, and related fields. The journal particularly welcomes interdisciplinary research, including (but not limited to) studies on organizational, innovation, and project management; economics and finance; quality sciences; production engineering; information technologies in management; the application of modelling and data analysis methods in economic and technology-oriented research; as well as sustainability, entrepreneurship, and innovation policy.

The journal has an international scope and publishes articles in **Polish and English**, particularly original research articles and review articles. For articles submitted in Polish, authors must additionally provide the article title, abstract, and keywords in English at the end of the manuscript.

JMET is published in an open-access model and is available at [jmet.tu.kielce.pl](http://jmet.tu.kielce.pl).

### 2. Structure and content of the article

*2.1. The manuscript must be prepared using the current JMET editorial template, available in two language versions:*

- JMET\_template\_2026\_pl.docx (Polish version)
- JMET\_template\_2026\_en.docx (English version)

*2.2. The recommended length of the manuscript is 30,000–45,000 characters (including spaces).*

*2.3. Required elements of the manuscript:*

- **Title.**
- **Author information:** full name(s), affiliation(s), e-mail address(es), and ORCID iD(s). For multi-author papers, the corresponding author must be indicated.
- **Abstract.** The abstract is a key part of the paper and often determines whether the reader proceeds to the full text. It should therefore be prepared with great care and include all essential information. The abstract must be structured and include the following components:
  - **Research background** – justification for the topic and identification of the main research problem(s);
  - **Purpose** – the main aim of the study and the specific research questions and/or hypotheses;
  - **Methodology** – the methods and techniques applied in the study;
  - **Findings** – the key results and their contribution to the issue under investigation;

- **Practical implications** (*if applicable*) – potential applications of the results and their practical relevance;
- **Originality/value** (*if applicable*) – the novel aspects of the study and the value it adds to scholarship and/or practice.
- **Keywords** – should reflect the main topics addressed in the paper and facilitate its retrieval in databases and search engines.
- **Journal of Economic Literature (JEL) classification code(s)** – should be provided for articles whose subject matter falls within economics, finance, management, or related fields. JEL codes identify the content of articles in bibliographic databases and should reflect as accurately as possible the main research area addressed in the paper. For interdisciplinary studies that include an economic or management component, authors are encouraged to indicate the JEL code that most closely corresponds to the topic analysed. For papers of a technical or engineering nature, or those focused primarily on information technologies, providing JEL codes is **not mandatory**. The full list of JEL codes is available at: <https://www.aeaweb.org/econlit/jelCodes.php>
- **Structure of the main body of the article.** The main body of the manuscript should be organized in a logical and coherent manner, appropriate to the nature of the study and the research conducted. For original research articles, particularly empirical studies, a structure corresponding to the IMRaD model (Introduction, Methods, Results, Discussion/Conclusions) is required. However, modifications of section titles as well as merging or separating sections and subsections (e.g., Results and Discussion) are permitted, provided that the logic of the IMRaD structure is preserved. For review articles, a different arrangement of sections may be used, provided that the overall structure of the paper remains logical and clear.
- **Introduction.** The Introduction should present the context of the topic, its scientific and/or practical relevance, and the rationale for addressing the research problem. Authors should identify the research gap or limitations of previous studies that justify undertaking the proposed investigation. The section should conclude with a clearly stated aim of the paper.
- **Literature review (if applicable).** In this section, the author should present the results of the literature review, summarizing prior scholarly work in the relevant research area. The review may cover theories, methodological approaches, findings of earlier studies, and comparative perspectives. The literature review should lead to the identification of existing gaps or research problems and provide a rationale for undertaking the author's own study.
- **Methods / research methodology.** In this section, the author should describe the research methods and techniques applied, the data sources, and the approach used for data analysis. The research procedure should be presented in sufficient detail to allow the reader to understand how the study was conducted and to assess its reliability and validity. For empirical studies, it is recommended to specify the subject, scope, and limitations of the research.
- **Results and discussion (combined or separate).** In the Results section, the author should present the study outcomes in a clear and logical manner, consistent with the adopted research methodology. Results may be presented using tables, figures, or other visual formats. In the Discussion section, the author should interpret the findings in relation to the research aim and—where appropriate—compare them with prior results reported in the literature.

- **Conclusions.** In the Conclusions section, the author should formulate the main conclusions drawn from the study and relate them to the aim of the paper. Conclusions should succinctly summarize the results and indicate their theoretical and/or practical significance. Where justified by the nature of the work, the author may also indicate the study limitations and propose directions for future research.
- **References.** The reference list should include only the sources cited in the text. It must be prepared in accordance with the APA style (7th edition).

### 3. Technical and editorial preparation

#### *3.1. Article title*

The title should be left-aligned and should not use ALL CAPS, underlining, or italics. It must not exceed 12 words and should be set in Calibri, 16 pt, bold. Leave 24 pt of space before the title and 24 pt after it. Style: **Paper Title**.

#### *3.2. Authors and affiliations*

Author names should be provided on a single line, in alphabetical order. The corresponding author should be marked with an asterisk (\*). Format the names in Calibri, 12 pt, bold, with 6 pt spacing after the paragraph. Style: **Author Names**.

Affiliations should be listed on subsequent lines and numbered to correspond to the authors. Provide the full institutional name (university and unit/department), country, e-mail address, and ORCID iD. Use Calibri, 8 pt, left-aligned, single spacing, with no spacing before or after the paragraph. Style: **Author Affiliation**.

#### *3.3. Abstract*

The abstract must be structured and must not exceed **300 words**.

The Abstract heading should be set in Calibri, 12 pt, bold, and left-aligned. Leave 24 pt of space before the heading and 12 pt after it. The heading should not be numbered. Style: **Abstract Heading**.

The abstract text should be justified, single-spaced, and set in Calibri, 10 pt. No spacing should be applied before the paragraph; leave 6 pt after the paragraph. Style: **Abstract**.

#### *3.4. Keywords*

Provide up to five keywords or key phrases, separated by semicolons. Keywords should be specific and relevant to the topic; overly general terms should be avoided. The text should be left-aligned and set in Calibri, 9 pt, single spacing, with 12 pt spacing before and 6 pt after. Style: **Keywords**.

#### *3.5. JEL classification*

Authors are asked to provide up to three JEL classification codes. The text should be left-aligned and set in Calibri, 9 pt, regular (not bold), single-spaced. Leave 6 pt of space before the codes and 12 pt after them. Style: **JEL Classification**.

#### *3.6. Main section headings*

Main section headings (e.g., *Introduction*, *Literature Review*, *Methods*, *Results and Discussion*, *Conclusions*, and *References*) must be numbered automatically and formatted in Calibri, 12 pt, bold. Headings should be left-aligned. Leave 24 pt of space before the heading and 12 pt after it. Style: **Section Heading**.

The *References* heading should follow the **Section Heading** style but should not display a section number. All other sections should be numbered automatically.

### 3.7. Subsection headings

Subsections (second-level headings) must be numbered automatically (e.g., 2.1, 2.2) and formatted in Calibri, 11 pt, bold. Headings should be left-aligned. Leave 12 pt of space before the heading and 6 pt after it. Style: **Subsection Heading**.

### 3.8. Main text

The main text should be written in an impersonal style and in formal academic language—clear, precise, and coherent.

The text should be justified and set in Calibri, 11 pt, with 1.15 line spacing. Each paragraph should start with a first-line indent of 0.75 cm. Do not add spacing before or after paragraphs. Style: **Main Text**.

### 3.9. Bulleted and numbered lists

Bulleted and numbered lists should be used only when they improve the readability of the text. List items should be formatted in Calibri, 11 pt, with 1.15 line spacing, with no spacing before or after the paragraph. The bullet or number should be placed at the left margin, while the text of the list item should begin at an indent of 0.75 cm. A tab character should be used after the bullet or number. Wrapped lines within a given list item should be aligned with the beginning of the list item text.

A bulleted list should be used when listing equivalent elements, features, categories, examples, or variants, where the order of the elements is not significant. Style: **Bullet List**.

A numbered list should be used when the order of the elements is significant, in particular in the case of stages, procedural steps, etc. Style: **Numbered List**.

### 3.10. Tables

Tables should be numbered consecutively using Arabic numerals and provided with a title placed above the table. Each table must be cited in the text. Tables should be clear, concise, and editable, and must not extend beyond the page margins. The use of single lines with a thickness of 0.5 pt is recommended.

Table titles should be left-aligned and set in Calibri, 10 pt, bold, single-spaced. Leave 6 pt of space before and after the table title. Style: **Caption Title**.

Depending on the nature of the data, tables may include column headers only or both column and row headers. Table headings should clearly identify the presented data and should be concise and precise. Text in table cells should be left-aligned, whereas numerical values should be right-aligned.

Table headers should be set in Calibri, 10 pt, bold, single-spaced, with no spacing before or after the paragraph (0 pt). Style: **Table Header**.

Text in table cells should be set in Calibri, 10 pt, single-spaced, with no spacing before or after the paragraph (0 pt). Style: **Table Text**.

A source note must be provided below each table. Full bibliographic details for sources used in tables must be included in the reference list. Source notes should be formatted in accordance with APA style (7th edition), depending on the nature of the data, for example:

- *Source: authors' own elaboration.*
- *Source: authors' own elaboration based on (Kowalski, 2020).*
- *Source: (Kowalski, 2020).*

The source note should be placed directly below the table, left-aligned, and set in Calibri, 9 pt, italics, single-spaced. Leave 3 pt of space before the source note and 6 pt after it. Style: **Caption Source**.

### 3.11. *Figures*

Figures (charts, diagrams, and illustrations) should be numbered consecutively using Arabic numerals and provided with a caption (title) placed below the figure. Each figure must be cited in the text. Figures should be clear, of adequate quality, and must not extend beyond the page margins.

Each figure should be placed in a separate paragraph formatted using the same paragraph style as figure captions (Style: **Caption Title**) and centered.

All text elements within figures (labels, axes, legends, captions within the graphic) should use the Calibri font and remain legible in the electronic version.

Figure captions should be left-aligned and set in Calibri, 10 pt, bold, single-spaced. Leave 6 pt of space before and after the caption. Style: **Caption Title**.

The source note for a figure should be placed directly below the caption and provided in accordance with APA style (7th edition), analogously to tables. Full bibliographic details for sources used in figures must be included in the reference list.

The source note should be left-aligned and set in Calibri, 9 pt, italics, single-spaced. Leave 3 pt of space before the source note and 6 pt after it. Style: **Caption Source**.

### 3.12. *Equations*

Equations should be presented clearly using the equation editor available in the word processor. Each equation referenced in the text should be numbered consecutively using Arabic numerals. The equation number should be placed in parentheses and aligned to the right margin, either on the same line as the equation or directly below it.

Symbols and notations used in the equation should be explained immediately below the equation or in the text, in the order of their appearance. Explanations of symbols should follow the **Equation Notes** style.

Text elements within equations should be consistent with the Calibri font used in the template and remain legible in the electronic version. To ensure consistent alignment of the equation number to the right margin, the template uses an invisible table. Authors are advised to copy the entire equation layout together with its number.

### 3.13. *In-text citations*

In-text citations must follow APA style (7th edition) using the author–date system. For indirect citations (paraphrases), provide the author’s surname and the year of publication. For direct quotations, additionally provide the page number or another location identifier (e.g., paragraph number for electronic sources). Citations should be included in the main text; footnotes should not be used for references.

In-text citation examples (APA 7th edition):

- one author: ... (Smith, 2020)
- two authors (parenthetical citation): ... (Smith & Johnson, 2020)
- three or more authors: ... (Smith et al., 2020)
- direct quotation: ... (Smith, 2020, p. 15)
- same author, same year (different works): ... (Smith, 2020a, 2020b)
- different authors with the same surname: include the author’s initial in the citation, e.g., A. Smith (2020) / (A. Smith, 2020)
- multiple sources in one parenthesis (alphabetical order): ... (Brown, 2018; Smith, 2020)

- report (institution as author): ... (Institution, 2023)
- strategy / government document: ... (Ministry of Development and Technology, 2024)
- statistical publication (e.g., Statistics Poland): ... (Statistics Poland, 2024)
- website with an identified author/institution: ... (Institution, 2024); when no date is available: ... (Institution, n.d.)
- legal act (act/regulation): ... (Title of the Act, 2020); in subsequent citations, a shortened title may be used, e.g., ... (Act on ..., 2020).

Narrative citation involves incorporating the author's surname (or the name of an institution) into the sentence, with the year of publication given in parentheses, e.g., Smith (2020) or Statistics Poland (2024).

Detailed rules for in-text citations (paraphrases, direct quotations, and sources without page numbers) as well as for formatting the reference list should follow the official APA Style guidelines: <https://apastyle.apa.org/style-grammar-guidelines/citations>

Authors are encouraged to prepare citations and the reference list using reference management software (e.g., Zotero or Mendeley) with the APA 7th style applied, which helps maintain consistency and reduces editorial errors.

### 3.14. References

The reference list should include only sources cited in the text. It must be prepared in accordance with APA style (7th edition), ensuring complete bibliographic information (including DOI identifiers where available) and consistent formatting throughout. Detailed guidance on preparing an APA (7th edition) reference list is available in the official APA Style guidelines: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/reference-list>

Entries in the reference list should be arranged alphabetically by the authors' surnames. Examples of bibliographic entries in APA style (7th edition):

- Journal article: Smith, J., & Johnson, A. (2020). Title of the article. *Journal Title*, 15(2), 123–138. <https://doi.org/10.xxxx/xxxx>
- Book: Brown, L. (2019). *Title of the book*. Publisher.
- Chapter in an edited volume: Green, R. (2018). Title of the chapter. In P. White (Ed.), *Title of the book* (pp. 45–62). Publisher.
- Report (institution as author): Institution. (Year). *Title of the report* (Report No. xx, if applicable). Publisher (if different from the author). URL
- Strategy / government document: Public institution. (Year). *Title of the document*. URL
- Statistical publication (e.g., Statistics Poland): Statistics Poland. (Year). *Title of the statistical publication*. URL
  - (if a database / Local Data Bank dataset): Statistics Poland. (Year). *Database name* [Data set]. URL
- Legal act (act/regulation): *Title of the legal act*, Journal of Laws Year, item xxx (Year). URL
  - (if an EU legal act): *Title of the legal act*, act number, *Official Journal of the European Union*, issue, pages (Year). URL
- Webpage: Author, A. A. / Institution. (Year, Month Day). *Title of the webpage*. Website name (if different from the author). URL
  - (if no date is available): Author / Institution. (n.d.). *Title of the webpage*. URL

In APA (7th edition) reference entries, italics should be used for journal titles, book titles, titles of reports and other stand-alone publications, and—for journal articles—the volume number. Italics should not be used for article and chapter titles, issue numbers, page ranges, publisher names, or elements such as DOI/URL.

Authors are encouraged to prepare citations and the reference list using reference management software (e.g., Zotero or Mendeley) with the APA style (7th edition) applied, which helps ensure consistency and accuracy.

The reference list should be justified and set in Calibri, 10 pt, with 1.15 line spacing. Apply a hanging indent of 0.75 cm. Reference entries should not be numbered. Leave 3 pt of spacing after each reference entry. Style: **References**.