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The Guidelines for Authors - the font size for the title: 14 pt, bold, text centred.

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The Surname then the first name; Surname, First name: 12 pts, bold, text centered

The Academy of Tourism and Hotel Management in Gdańsk: 10 pts, centered

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Abstract, 10 pts, bold

No indentation. The abstract should be written in Times New Roman font, 10 pt, up to 15 lines of text.

The keywords: Immediately below the abstract, No more than 5, Each with a capital letter.

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1. Chapter title, 12 pts, bold.

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1.1. Subchapter title, 11 points, bold

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1.1.1. Sub-section title, 11 points

Indentation 0.5 cm. The works should have a volume of 4, 6, 8 or 10 pages in B5 format, written on an A4 sheet, i.e. with the following margins: left 4 cm, right 4 cm, top 4 cm, bottom 6.5 cm. The text and the illustration area should be within the following dimensions: 19 cm vertically and 13 cm horizontally.

2. Composition

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The text should be typed in Times New Roman, 11 pt, without the page numbers. They will be added by the publisher. The text should be aligned left and right. We use from the computer: Layout/Hyphenation/Automatic.

3. The figures and tables

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3.1. The figures

The figures are understood as: a) graphics, b) paintings, c) photographs. The text should first be presented and then the reader should be referred to the figure - fig. 1. There may also be a reference as follows: (Fig. 2). The figure together with the description cannot extend beyond the text area (19 by 13 cm). The description of the figure (Times font, 10 pt) should be placed under the figure (caption), and if the figure is narrow, the description can be given next to the figure.

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Fig. 1. A figure may or may not be in a frame.

If there is more than one figure in the work, we number them with numbers using the Arabic numerals. If the signature is contained in one line - we center it, if in two or more - we align it to the left and right.

If the figure consists of two or more panels, each of them should be marked with a capital letter: **A, B** (12 pts, bold), e.g.:

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Fig. 2. Example with two panels: A - left panel; B - right panel. Marking A, B can be above or next to the panels.

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There is one blank line between the text and the figure and the description and the further text.

3.2. Tables

A table has a title written above the table. The title and the inside of the table should be written in Times New Roman, 10 pt, e.g.

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Tab. 1. This is an example of a table.

No.	The column title, bold, 10 pts	The column title, bold, 10 pts
1	This is an example of a table	
2		
3		

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If there is more than one table in the thesis, we number them with numbers using the Arabic numerals. The table cannot extend beyond the text area (19 by 13 cm). You can present the table on two pages by specifying on the next page above the table:

Tab. 2, continued 4.

4. The mathematical equations, the chemical formulas

4.1. The mathematical equations

Equations, written in 10 point font, are separated from the text (before and after) by one blank line. We number them if there is more than one:

$$F = m \times a / 1/$$

where: F – force, m – mass, a – acceleration

4.2 The chemical formulas.

The chemical formulas (10 point font) should be grouped and inserted as a figure.

5. The footnotes.

The footnotes in the text are marked numerically, with the top notation, e.g. tourist attractions¹. Their explanation is given at the bottom of the page, inside the page's vertical dimension of 19 cm. Footnotes concern only the necessary explanations, e.g.:

¹tourist attraction - an element of the natural environment, which is or may be the destination of tourism [en.wikipedia.org/tourist_attraction; 2023].

References should not be given in the footnotes, which will appear at the end of the thesis as a bibliography.

6. The Bibliography

6.1. The references in the text

In the text, the data source is given using the Harvard system, i.e. [Kowalski 2020] or [Kowalski and Nowak 2021] or [Kowalski et al. 2022].

6.2. The Bibliography at the end of the thesis

The bibliography is given alphabetically, and the same author - chronologically. Examples:

Adamski B. [2002] The article title. *The name of the journal in italics*, issue number: pages, e.g.: *J. Tour Manag*, 7:23-28.

Adamski B. [2008] Tourism. University of Gdynia. [an example of a monograph]

Kowalski P., Dekarz K. [2012] Chapter title in a collective study;

Nowak B., Lewandowski H. (eds.) *The title of the collective study*. Sopot, Eureka Publishing House, (p. 34-42).

Kowalski P., Roofer K., Malarz J. [2014] Tourism in Pomerania. Report No. 2014-12, Department of Tourism, The University of Gdynia.

Johnson H. [2023] Tourism in England: en.wikipedia.org/wiki/Tourism-in-England. Accessed: 2023.01.15.