[[1]](#footnote-1)*Abstract*— The text, written using \_*Abstrct* style, should be replaced with the correct text of the written article. The abstract should be self-contained and should not exceed 200 words. Follow the style of structured abstracts, but without headings. It should contain main items: place the question addressed in a broad context and highlight the purpose of the study, briefly describe main methods or treatments applied in the paper, summarize the paper's main findings; indicate the main conclusions or interpretations with the proviso that it cannot contain results which are not presented and substantiated in the text. Do not cite references in the abstract.

First A. Author1, Second B. Author2 and Third C. Author2

1Department of …………………, University name

Address separated by commas - Country

2 Department of …………………, University name

*Address separated by commas* - Country

Preparation of Stage One Paper Submission for ASEJ - Scientific Journal
of Bielsko-Biala School of Finance and Law (use style \_Title)

Keywords— Keywords, written using \_*Keywords* style, three to six pertinent, specific to the paper, keywords added after the abstract, separated by commas.

# introduction (use style \_Header)

The text below, written using \_Text style, should be replaced with the correct text of the written article. These instructions give you guidelines for preparing papers for ASEJ Scientific Journal. Use this document as a template if you are using Microsoft Word 2003 or later. Otherwise, use this document as an instruction set. The format of this paper is a letter size, one column text, with 20 mm top and bottom margins and 16,5 mm left and right margins. In case of further questions or concerns, please visit ASEJ web page and look at [Instructions for Authors](https://asej.eu/index.php/asej/Instructions_for_Authors).

ASEJ manuscripts should have length – from 0.5 to 1 publishing sheet (about 42000 characters) and is written with the style named *\_Text*. Authors are obliged to save their manuscript in Word (.doc, .docx, .rtf) format of single column single-spaced page, Times New Roman font type, and 10 points font size. For the convenience of writing the article Authors may use readymade *ASEJ\_Template.docx* with styles starting from (\_Name of the style), prepared in MS-OFFICE version (follow the link to download the template).

When you open *ASEJ\_Template*.docx, do not change the font sizes or line spacing to squeeze more text into a limited number of pages. *Use italics for emphasis; do not underline*.

# types of manuscripts

*Research manuscripts* submitted to ASEJ should neither been published before nor be under consideration for publication in other journals and should comprise the following parts in the form of chapters:

* Front matter: Title, Author list, Affiliations, Abstract, Keywords,
* Research sections: Introduction, Materials and Methods, Results, Discussion, Conclusions.
* Back matter: Supplementary Materials, Acknowledgments, Author Contributions, Conflicts of Interest, References.

*Review manuscripts* should comprise the following parts in the form of chapters:

* Front matter: Title, Author list, Affiliations, Abstract, Keywords, Literature review section and
* Back matter (it is not strictly required to follow the remaining structure).

*Structured reviews and meta-analyses* should use the same structure as research papers and ensure they conform to the PRISMA guidelines. You should follow the instructions in this template before submitting paper for review. In case of any questions visit ASEJ Scientific Journal website for more information.

# Key parts of the manuscripts

When writing the manuscript, pay attention to the proper description of its key parts.

* 1. Title

Mandatory part. Title should be concise, specific and relevant. It should identify the study (trial data, systematic review, and meta-analysis or replication study).

* 1. Author list and affiliations

Mandatory part. Authors' full first and last names must be provided (initials of middle names can be added). Department, Faculty, University, address information including city, zip code, state/province, country, and all email addresses should be provided.

* 1. Abstract

Mandatory part. Abstract should be a single citation-free paragraph, no more than 200 words, follow the style of structured abstracts, but without headings. It should contain main items:

* place the question addressed in a broad context and highlight the purpose of the study,
* briefly describe main methods or treatments applied in the paper,
* summarize the paper's main findings;
* Indicate the main conclusions or interpretations with the proviso that it cannot contain results which are not presented and substantiated in the text.

To prepare Abstract \_*Abstract* style from of this template must be used.

* 1. Keywords

Mandatory part. Keywordsshould include three to six pertinent, specific to the paper terms, added after the abstract. To prepare Keywords \_*Keywords* style from of this template must be used.

* 1. Introduction

Mandatory part for research manuscript. This section should briefly place the study in a broad context and highlight why it is important (a style *\_Section* should be used). The purpose of the paper should be defined including specific hypotheses which will be considered. The current state of the research field should be reviewed. The main aim of the work altogether should be highlighted.

* 1. Main part of the manuscript

To prepare a main part of the manuscript a \_Text style must be used. This part of the manuscript should be divided into chapters (use \_Header style). Materials and methods should be presented with sufficient details to allow others to use published results. It can be divided into subsections if a number of methods is used. Authors should present the concise and precise description of the experimental results if any. These results should be discussed and explained how they can be interpreted in perspective of previous studies and of the working hypotheses.

Section patents is not compulsory, but may be added presenting results from the work reported in this manuscript. Authors should pay special attention to indicate grants received for supporting research work or cover publication costs. Acknowledgements should appear right below the end of the paper and above the section References. Authors’ contributions to the conception or design of the work must be clearly defined (range of pages or part of the work) and agrees to be personally accountable for the author’s own contributions and for answering questions related to the accuracy or integrity of any part of the work. Furthermore, Authors must identify and declare any personal circumstances or interest that may be perceived as inappropriately influencing the representation or interpretation of reported research results. If there is no conflict of interest, please state "The authors declare no conflict of interest."

* 1. Conclusions

Mandatory part of the manuscript. Authors should briefly summarize the presented work, achieved results with special emphasis on its importance and relevance. To prepare final conclusion \_Text style from of this template must be used.

* 1. References

This is an obligatory part of the work and it is the authors’ responsibility to ensure accuracy of references. Details for each work used or cited in a paper must be given in the Harvard reference style at the end of the paper and arranged alphabetically by the author. For more information, use Harvard Referencing guide. We recommend preparing the references with a bibliography software package, such as Harvard Generator, EndNote, Reference Manager or Zotero to avoid typing mistakes and duplicated references. Include the digital object identifier (DOI) for all references where available. Your reference list should look like this below. Note: the way of completing References is to be found in section IV D.

To prepare References use \_References\_style from style menu. Citations and References in Supplementary files are permitted provided that they also appear in the reference list here. In the text, reference numbers should be placed in square brackets ( ), and placed before the punctuation; for example (Author, Year), (Author\_1&Author\_2, Year) or (Author et all., Year). For embedded citations in the text with pagination, use both parentheses and brackets to indicate the reference number and page numbers; for example (Author, Year, p. number) or (Author, Year, pp. number-number).

Author 1, A.B.; Author 2, C.D. Title of the article. Abbreviated Journal Name Year, Volume, page range.

Author 1, A.; Author 2, B. Title of the chapter. In Book Title, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 154–196.

Author 1, A.; Author 2, B. Book Title, 3rd ed.; Publisher: Publisher Location, Country, 2008; pp. 154–196.

Author 1, A.B.; Author 2, C. Title of Unpublished Work. Abbreviated Journal Name stage of publication
(under review; accepted; in press).

Author 1, A.B. (University, City, State, Country); Author 2, C. (Institute, City, State, Country). Personal communication, 2012.

Author 1, A.B.; Author 2, C.D.; Author 3, E.F. Title of Presentation. In Title of the Collected Work (if available), Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference; Editor 1, Editor 2, Eds. (if available); Publisher: City, Country, Year (if available); Abstract Number (optional), Pagination (optional).

Author 1, A.B. Title of Thesis. Level of Thesis, Degree-Granting University, Location of University, Date of Completion.

Title of Site. Available online: URL (accessed on Day Month Year).

# Preparing Figures, schemes and tables

1. Figures and schemes must be prepared with a sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher) in one of the preferred formats TIFF, JPEG, EPS and PDF. Figures and schemes in colour should be prepared in a RGB at 8-bit per channel format. There is no additional cost for publishing full colour graphics. Figures, Schemes and Tables should be inserted into the main text close to their first citation and must be numbered following their number of appearance (Figure 1, Scheme I, Chart 1, Table 1, etc.). They should have a short explanatory title and caption (style *\_Table\_head* should be used). All table columns should have an explanatory heading and internal text (font 8 pt. in size – style \_*Text\_table* should be used). The Authors should indicate the source on the basis of which the table, figure or graph were created (font 8 pt. in size, centered – style \_*Source* should be used). We recommend to use graphics and tables width of 8.5 cm (3.34 inches) or of 17 cm (6.68 inches). Sizing less than 8.5cm may worsen their quality.

| table 1.the structure of public expenditure on culture and national heritage protection according to funding source (%) |
| --- |
| **Specification** | **2012** | **2013** | **2014** | **2015** | **2016** |
| Total expenses  | 100,0 | 100,0 | 100,0 | 100,0 | 100,0 |
| State budget *a* | 19,5 | 18,4 | 18,6 | 21,5 | 27,2 |
| Local governments budgets *b* total, including: | 80,5 | 81,6 | 81,4 | 78,5 | 72,8 |
| communes  | 36,0 | 35,9 | 35,8 | 33,9 | 32,5 |
| cities with poviat rights | 27,2 | 29,0 | 30,0 | 27,8 | 25,1 |
| poviats | 1,3 | 1,1 | 1,1 | 1,0 | 1,0 |
| districts | 16,0 | 15,6 | 14,5 | 15,7 | 14,3 |
| a. After transfers deduction to local government units. b. After transfers elimination between local government units.Source: Information and descriptions in given years (Kultura w 2016, 2017) |

chart 1. the structure of local government units expenditure
on culture and national heritage protection



Source: The Central Statistical Office, Kultura, Information and descriptions in given years

1. Math - to create mathematical equations, authors are asked to use either the Microsoft Equation Editor (Insert | Object | Create New | Microsoft Equation) or the *MathType* add-on ([http://www.mathtype.com](http://www.mathtype.com/)). Equations should be numbered on their right side. When referring to mathematical formulas, it is recommended to use (1). At the beginning of the sentence, it is possible to use “Equation (1) is ...”

$W\_{e1}=\frac{E}{N}$ (1)

*Where:
We – economic efficiency index;
E – effect (result) of an action;
N – expenditures incurred on the action, task.*

Zero before decimal points is the right form: “0.25,” as well as “cm3,” not “cc.”

1. Units - Authors are asked to use either SI units. English units may be used as secondary units (in parentheses). It is not recommended to combine SI and CGS units.
1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **ASEJ** - Scientific Journal of Bielsko-Biala School of Finance and LawVolume ??, No ? (202?), pages …https://doi.org/10.19192/wsfip.sj?.2022.?Received: ……., Accepted: ………., Published: ………. |  | **Copyright**: © 2021 by the authors. This is an open access article distributed under the terms and conditions of the Creative Commons Attribution CC-BY-NC 4.0 License (https://creativecommons.org/licenses/by/4.0/)Publisher’s Note: WSFiP stays neutral with regard to jurisdictional claims in published maps and institutional affiliations. |

 [↑](#footnote-ref-1)