**GUIDANCE ON THE COMPOSITION AND STRUCTURE OF PAPERS SUBMITTED**

**TO COFFEE & TEA MARKETING JOURNAL**

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1. Name and surname of the author and co-author (if any)

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5. Abstract (up to 6 lines: Aim/Purpose; Design/methodology/approach; Findings; Research
 implications/limitations; Originality/value/contribution )

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8. Sections (e.g. Literature review; Material and Methods; Results, Discussion)
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9. Conclusions (findings and limitations)

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11. References

12. Brief information about the author (up to max. 5 lines)

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Author1, A., & Author2, B. (2023). Analiza wykorzystania kanałów komunikacji online w dzieleniu się wiedzą prosumentów [An analysis of online communication channels using for prosumers knowledge sharing]. Przegląd Organizacji, 11, 42-50.

Parenthetical citations: (Taylor, 2021; Lee, 2022; Jacobs & Løber, 2023) or
(Jerrentrup et al., 2023)

Narrative citations: Taylor (2021), Lee (2022), and Jacobs and Løber (2023) or
Jerrentrup et al. (2023)

**Book / Journal Article examples**

Arnheim, R. (2021). *Art and visual perception*. Berkeley: University of California Press.

Barringer, B.B., & Gresock, A.R. (2022). Formalizing the front-end of the entrepreneurial process using the stage-gate model as a guide. *Journal of Small Business and Enterprise Development*, *15*(2), 289-303. https://doi.org/10.1108/ 14626000810871682

Cooper, R.G., Edgett, S.J., & Kleinschmidt, E.J. (2023). Optimizing the stage-gate® process: What best practice companies are doing (part one). *Research Technology Management, 45*(5), 21-27.

Dark, K., Jr. (2021). People and computing: Some responses to falling numbers in higher education*. People's Studies International Forum, 14*, 217-225.

Eden, P.W., & Kondolf, G.M. (2022). Post-project appraisals in adaptive management of river channel restoration. *Environmental Management, 29*(4), 477-496. https://doi.org/10.1007/ s00267-001-0035-6

Forst, P., Kunreuther, H., & Patel, Ch.C. (Eds.). (2023). *Catastrophe modelling: A new approach to managing risk*. New York: Springer. https://doi.org/10.1007/b100669

Garbarino, J., Evans, A. C., Jr., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2021, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2021 Convention, Chicago, IL, United States. https://convention.apa.org/2021-video

Holy, J. P. (2022). The effect of television violence on small children. In B.F. Kane Jr. & J.K. Moore (Eds.), *Television and juvenile psychological development* (pp. 112-134). New York: American Psychological Society.

Koller, G. (2023*). Risk assessment and decision making in business and industry. A practical guide* (2nd Edition). London: Chapman & Hall / CRC. https://doi.org/10.1201/ 9781420035056

Liu, H.T., & Liu, C. (2021). Valuation of SME´s innovation investment through real options method. *Proceedings of the 8th West Lake International Conference on SMB*, 1342-1345.

Mellor, R. (2022). Computer-modelling the innovation-based theory of the firm. *Proceedings of the 16th European Conference on Knowledge Management (ECKM)*, 532-538.

Nicol, A.A.M., & Pexman, P.M. (2023). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

OECD. (2021). Financial results of economic entities in 2022. Retrieved May 31,2023, from www.oecd.org

Padoa-Schioppa, T. (2022). *Central banks and financial stability: Exploring the land in between*. Paper presented at the 2nd ECB Central Banking Conference on the Transformation of the European Financial System, 24-25 October 2022, Frankfurt.

Rose, A., & Lim, D. (2023). Business interruption losses from natural hazards: conceptual and methodological issues in the case of the Northridge earthquake. *Global Environmental Change Part B: Environmental Hazards, 4*(1), 1-14. https://doi.org/10.3763/ehaz.2023.0401

Schinasi, G.J. (2021). *Safeguarding financial stability*. Washington, DC: International Monetary Fund.

Taylor, M.K. (2022). *Broadening the applicability of ICT* (Doctoral dissertation, Cornell University). Retrieved from https://catalog.library.cornell.edu

Urlep, A.C. (2023). *Case study research: Design and methods* (5th edition). Thousand Oakes: SAGE Publications.

**Newspapers example**

Won, R.K. (2023), Small changes, Herald Tribune, 30 January: 3-4.

**Legislation acts example**

The Act of 12 March 2023 on social assistance Acts. U. 2023., No. 64 item. 593

**Online document example**

Yin, S.S.E., & Ramachandran, V. (2023). *Agent based control for embedded applications*.
Retrieved December 12, 2023, from http://www.hipc.org/hipc2023/2023Posters /AgentControl.pdf

**No Author document example**

When there is no author for a Web page, the title moves to the first position of the reference entry:

*New child vaccine gets funding boost*. (2023). Retrieved December 12, 2023, from http://news.ninemsn.com.au/health/story\_13178.asp

**Full-Text Database example** (i.e., book, magazine, newspaper article or report)

Żelazko, R.A. (2023). Librarians can make sense of the Net. *San Antonio Business Journal, 11*, 5863. Retrieved from EBSCO Masterfile database.

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