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## **MANUSCRIPT FORMAT**

All electronic files should be composed in a word processing format. Manuscripts received by ASK that do not adhere to these guidelines may be, at the discretion of the Editor, rejected without further review.

Text must be double spaced with margins of 2,5 cm (1 inch), and page size A4. Manuscripts in 'Letter' size (8.5 by 11 inch) should not be used. Use a proportional typeface font, like 'Times New Roman', 12-point size. The length of the manuscript should not exceed 8,000 words.

Tables must be consecutively numbered: 1, 2, 3,... The title of each table should briefly and accurately identify its content and must be unique for each table. Column headings should be as short as possible. All relevant and important information (e.g. sample size) should be submitted in a note below the table or noted clearly in the text under an easily identifiable heading. Footnotes to table cells should be marked with lower case letters: a, b, c,... Footnotes indicating the significance level should use asterisks (not letters). Each table should start from a new page.

Charts and graphics may be developed under any software and then embedded as picture objects into the manuscript. All charts must be titled and numbered as Figure 1, Figure 2, etc. Place all tables and charts at the end of document and provide clear references to them in the text.

Except in tables, charts and graphs, ASK prefers endnotes to footnotes. Endnotes should be collected after the end of the text, before the references. We remind you to limit the number of footnotes and endnotes.

The references format should follow the ASA style ([www.asanet.org/](http://www.asanet.org/)). For more information, please see the website for ASK ([www.AskResearchAndMethods.org](http://www.AskResearchAndMethods.org)). Please attach the DOI numbers, if available.

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ASK: RESEARCH AND METHODS

E-ISSN 2544-0799

ISSN 1234-9224

*Ask: Research and Methods* is an open access journal co-published by The Ohio State University Libraries and the Institute of Philosophy and Sociology, Polish Academy of Sciences. ASK is a peer-reviewed journal devoted to the methodology of social science research. ASK welcomes articles on a broad range of topics, including conceptualization and measurement, survey methods, quantitative and qualitative data analysis, data archiving and research ethics.

This volume of *ASK: Research and Methods* is financed by funds allocated by the Ministry of Science and Higher Education for the dissemination of knowledge [DUN].

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