INFORMATION FOR AUTHORS

GENERAL RULES

1. Publication of scientific papers will be in multi-autorship monograph published by University of Warmia and Mazuria in Olsztyn publishing house. This publishing house is available on the polish ministerial list, hence to that author of every paper will achieve 20 points in accordance with the regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity.

2. Scientific papers in Polish and congress languages are published, which are the results of the author's own research, who then sends the text for publication under his name.

3. Composite works are subject to the scientific review procedure adopted by the Editorial Board. For the article to be published it will need to receive positive reviews from two reviewers.

4. Prior to publication, the author of the published work is obliged to transfer his copyright to the publisher and make a statement that the work was not published in another journal or published online.

5. The author is required to accept the rules of the ghostwriting firewall procedure.

6. We would like to inform you that the person submitting the text for publication is responsible for any breach of editorial and copyright (quoting, reprinting of illustrations, tables and graphs from other sources).

7. We advise you to keep a backup of your all your works until your publication is published.

8. The editorial office reserves the right to make shortcuts and corrections, and to propose substantive changes and additions agreed with the author.

9. The author is required to sign publishing agreement and author statement written in polish during the conference.

STRUCTURE OF THE PUBLICATION

1. Author’s first name and surname.

2. Affiliation (about 200-300 characters), i.e. academic degree, specialization, name of the department or institution, university name, correspondence address: postal and e-mail.

3. Title of the work in Polish and English (and/or any other congressional language being the language of publication).

4. The main text of the publication, preferably divided into paragraphs.

5. Summary of the work in the national language and English (and/or any other congressional language being the language of publication), with a volume of about 600-1000 characters.

6. Keywords in the national language and English.

TECHNICAL GUIDELINES

1. Acceptable text editors: MS Word (preferred - all editions), Open Office (preferred - all editions) or others that support RTF.

2. Work volume: up to 20 pages including tables, drawings, photographs, etc., 1800 characters per page.
3. Font: Times New Roman, font size: 12 points, leading edge: 1.5, margins: 2.5 cm (top, bottom, right, left).
4. The main text of the publication (including the abstract, the appropriate text of the article and the list of laws, case law and literature) should be recorded in one file.
5. All graphic elements (drawings, diagrams, graphs) should be saved in a separate file in a program running in a Windows environment (eg Excel, Corel Draw, Adobe Photoshop, Adobe Illustrator, etc.); it is also preferable to include them in the main text of the publication so as to indicate in which section it should be.

EDITORIAL GUIDELINES

1. We kindly ask you to limit formatting to the minimum necessary, i.e. paragraph indentation or justification; it is acceptable to use honors in the text, such as italic or bold text, but without highlighting whether the spacing is short or dense.
2. Please provide complete bibliographic descriptions.
3. Bibliographic footnotes should be placed under the text in which they occur (so-called footnote).
4. We would point out that the published publication should additionally contain a bibliographical list (containing a list of used legal acts, case law, literature); Individual items in the literature should be ordered alphabetically - according to the name of the first of the authors (e.g. Matusik G., Śladkowski M., Pozycja prawna aplikanta radcowskiego w postępowaniu cywilnym, PS 2008, nr 11-12, s. 91-105), or - if the item is a collective work - on the basis of the title of this work (e.g. Ewolucja polskiego postępowania cywilnego wobec przemian politycznych, społecznych i gospodarczych, Materiały konferencyjne Ogólnopolskiego Zjazdu Katedr Postępowania Cywilnego Szczecin-Niechorze 28-30.9.2007 r., red. H. Dolecki, K. Flaga-Gieruszyńska, Warszawa 2009, s. 265-279).
5. Avoid using too many footnotes in one sentence. If in a sentence it is referred to multiple individuals with the same theory by name, It is not advisable to place a separate footnote with each name but rather one footnote at the end of the sentence in which the bibliographical descriptions of the respective publications authored in the sentence of the persons will be indicated.

Examples of a bibliographical description in the footnote:

Tamże, s. 15-19.
K. Wojtyła, Miłość i odpowiedzialność..., s. 18-20.
K. Dobbleaere, Sekularyzacja..., s. 255.

Example of a bibliographic description in an attachment bibliography:
REVIEW PROCEDURE –
THE MOST IMPORTANT INFORMATION

1. The reviewer's comments are forwarded to the author of the review text. The rationale and motivated conclusions outlined in the reviews are binding on him. He is obliged to take into account the recommendations of the reviewers and correct the text accordingly. Reviewers have the right to revise their revised text.

2. If the author of the text does not agree with the reviewer's conclusions, he or she has the right to write a response to the Editorial office.

3. The editorial decision is taken by the Editor-in-Chief, with the support of the members of the Editorial Committee, on the basis of the analysis of the comments and conclusions contained in the review together with any possible replies to the author of the text and the final version of the text provided by the author.

4. Once a year the editorial staff publishes an updated list of the reviewers they work with on the website.

5. Articles rejected by reviewers are archived in the magazine's editorial board for a period of five years.

We kindly remind you that the text should be sent by 15 June 2020 to the e-mail address:

bsitek@swps.edu.pl

with the subject:

„XI Polish-Spanish Conference of European Legal Tradition”