

Guidelines for authors on how to prepare the paper for publication

The editorial board accepts only papers drafted in the WORD editor, with electronic carrier attached or sent via e-mail: msawicka@nsa.gov.pl
Detailed rules on how to prepare the paper are available at www.nsa.gov.pl/zeszyty-naukowe.php. By submitting the paper to the editorial board, the author agrees to transfer the right to its publication, which is confirmed by the author's declaration on the transfer of publishing license available at [www](http://www.nsa.gov.pl).

The length of the paper should be approx. 1 publishing sheet (40,000 characters: main text, footnotes and other elements), while the length of the explanatory note (*glosa*) should be approx. 0.5 publishing sheet (20,000 characters). The paper should be accompanied by a one-page summary, key words in Polish and English and bibliography attached.

The author should state his or her academic and professional title, place of work, address of residence, telephone, PESEL number and [ORCID id](#).

The editorial board reserves its right to shorten texts and implement corrections. Texts are adjusted and authorised by the authors. The author is responsible for the final version of the paper. Studies are reviewed according to the rules described on page 3 of the journal's cover and available at [www](http://www.nsa.gov.pl).

The consent of the original publisher is required for any reprint, while the source must be specified in any quotations.

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The editorial board introduced a procedure that safeguards the originality of academic papers:

- if the paper has been written by more than one author, contribution of each of the authors should be clearly marked (in the footnote) (by clearly stating who is the author of the concept, assumptions, methods, etc., used in the process of preparing the paper). Also the names of all people who contributed to the paper and are not named as authors should be mentioned (e.g. in acknowledgements). This is to prevent academic dishonesty, such as ghostwriting (i.e. concealing the contribution of people who took part in the process of drafting the paper) and quest authorship (i.e. naming as authors people who had none or close to none contribution to the paper).

- if any practices of such nature are discovered by the editorial board, proper entities will be notified (such as the institutions employing the authors, academic societies, associations of academic editors, etc.),

- information on the sources of funding for a specific paper, such as national grants, international grants, subsidies from foundations, associations and commercial institutions should be provided (in the footnote),

- the author who submits the paper to the editorial board is responsible for the provision of the above information.

The author receives author's fee for the publication in the “Zeszyty Naukowe Sądownictwa Administracyjnego” bi-monthly journal.

The editorial board does not return any submitted materials to the authors.

Detailed information

Editorial guidelines

1. Formatting:

- title in the language of the paper,
- authors in separate lines, short affiliation after a comma,
- ORCID for each author (if authors do not have their number assigned, it may be received after filling the registration form at: <https://orcid.org/register>),
- summary of the paper in the language of the text (up to 1,200 characters) – this should not be the introduction to the paper, but it should include information about: research question, methodology and conclusions,
- key words in the language of the paper (max. 5),
- title of the paper in English (for English papers, title of the paper in Polish),
- summary of the paper in English (for English papers, summary of the paper in Polish),
- key words in English (for English papers, key words in Polish),
- body – Times New Roman, 12, 1.5 line spacing, no paragraph spacing, justified, 1.25 indent in the first line of each paragraph, 2.5 margins,
- no more than two levels of section titles: the first-level section title – centred; second-level section title – aligned to the left,
- biography note (up to 500 characters) in Polish and in English, including the academic/professional title, current affiliation, description of academic interest and e-mail address,
- bibliography was formatted as the body (instead of an indent – a 1.25 hanging indent for the first line), sorted alphabetically, without categories of sources, in line with the guidelines provided below.
- irrespective of the language of the body, bibliography must be written in the Latin alphabet, in the case of languages with other alphabets, it is necessary to use proper transliteration. For detailed guidelines, please contact the editorial board.

2. Graphics and images used in the paper should be sent to the editorial board in a separate file, as a .jpg file of the resolution adequate for printing purposes.

3. Bibliography formatted as the body (instead of an indent – a 1.25 hanging indent for the first line), sorted alphabetically, without categories of sources:

- monography (I. Surname, *Title in italics*, Warsaw 2010, s. xx.),
- paper in the collective volume edited by (I. Surname, *Title in italics w: Title of the collective Volume*, ed. I. Surname, Warsaw 2010, s. xx.),
- academic journal paper (I. Surname, *Title in italics*, „Journal title” 2010, nr x, s. xx.),
- press article – date and page number should be stated (I. Surname, *Title of the article in italics*, „Title of newspaper”, 10 X 2010, nr xx, s. xx.),

- legal act (Act of [date], title, reference; e.g. ustawa z dnia 10 października 2010 r. tytuł ustawy, Dz.U. Nr 10, poz. 10.),
- archive resource (Archive name, sygn. [ref. no], „Title of archived document”, k. [page]), e.g. Archiwum Akt Nowych, Akta ZNSA, sygn. 10/B 10, t. 2, „Title of archive document”, k. 3.),
- electronic version of an academic paper (I. Surname, *Title of the academic paper published on-line*, <http://www.czytelnia.pl>, s. xx, dostęp 10 X 2010),
- source material available on-line (entity responsible for the website or the name of the website should be stated, short URL, title of the document, date of retrieval) (e.g. website of the Faculty of Law, <http://www.prawo.pl>, „Title of the on-line document”, dostęp 10 X 2010),
- judicial decision (name of the decision, name of the body that issued the decision, date of the decision, reference number, and if published, source, page quoted or referred to),
- audiovisual material (*Film title*, reż. Jan Niewiadomski, Poland-Norway, 2010,10:20-10.12.).

Failure to apply the above guidelines may be a reason for sending the paper back to the author(s) for necessary corrections and completions. The papers in which basic standards of language quality for Polish or English are not met will not be accepted for editing and adjustment phase.