

## **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: [redakcja.znsa@nsa.gov.pl](mailto:redakcja.znsa@nsa.gov.pl)  
Detailed rules on how to prepare the paper are available at [www.nsa.gov.pl/publikacje/zeszyty-naukowe](http://www.nsa.gov.pl/publikacje/zeszyty-naukowe). 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 half-page summary (about 900 characters), 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](http://orcid.org).

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.nsa.gov.pl/publikacje/zeszyty-naukowe](http://www.nsa.gov.pl/publikacje/zeszyty-naukowe).

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 and a free author's copy.

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