Guide for Authors

MUZEUM HISTORII POLSKI

GUIDE FOR AUTHORS

Typescript

Articles should be submitted electronically in word format. Editors will accept for publication original research material, review articles and case studies – analysis of actual events. The script should be in the Polish language or offical languages of the United Nations and not exceed 20 sides (A4, Times New Roman 12 pts., 1.5 interspaced), written without a division into columns (Total 40,000 characters, including spaces).

Types of articles

A. Original scientific article – describes the results of not yet published research and scientific experiments carried out by the author, or a team of scientists directly subordinated to him/her. The results are new in relation to the foregoing knowledge and achievements in the particular field, and constitute original contribution to the world's science. Such publications are usually scientific primary sources.

B. Short scientific report (initial report; survey report) – describes initial but at this stage promising results of conducted, but still unfinished research;

C. Review article – describes the current state of knowledge in the particular thematic field, sometimes providing controversial issues and contentions; involves both theoretical (current and properly chosen literature) and practical description of the topic; the author should include into the article unresolved problems related to the issue.

D. Case study – analysis of actual events – an article of this type includes: description of the untypical event / case (one or more), difficult from the scientific and practical point of view; the analysis of this event, discussion based on the up-to-date literature and conclusions derived from the conducted analysis.

E. Best practice in action – the basis for this type of article are experiences related to carried out rescue actions and other fire protection operations, conclusions of which can have practical application in other similar cases.

Structured abstracts

An article submitted for publication shall have a structured abstract written in two languages. Articles without structured abstracts and with less than 2400 symbols including spaces will not be qualified for the reviewing process.

1) Abstract structure of an original scientific article / short scientific report
• **Purpose** – should clearly state the hypothesis which is formulated in the article
• **Project and methods** – tools and methods used in the research
• **Results** – the outcome of the study
• **Conclusions** – the outcome in relation to the hypothesis and possible directions for future research

2) Abstract structure of a review article / case study – analysis of actual events

• **Purpose** – main questions made in the article

• **Introduction** – context / background of the issue/problem introduced in the article

• **Methodology** – methods or tools used in the analysis

• **Conclusions** – main conclusions derived from a review article / analysis of actual events

3) Abstract structure of an article best practice in action

• **Purpose** – main questions made in the article

• **Introduction** – context / background of the issue / problem introduced in the article

• **Conclusions** – main conclusions derived from the review article / analysis of actual events

• **Practical significance** – presentation of suggested application for practice

If the article does not fit none of the aforementioned structures, a most adequate structure shall be applied.

Authors are obliged to inform the editorial office about the type of article they are sending (an original scientific article, a review article, a scientific report, a case study – analysis of actual events or best practice in action article).

Article's structure

A. Structure of an original scientific article/short scientific report:

1) Title – in one of offical languages of the United Nations (Times New Roman 16 pts., upper-case CAPITALS) and in English (Times New Roman 14 pts., lower-case)

2) Structured Abstract – four paragraphs with headings in boldface type, about 2500 characters - including spaces in main language's title (but not less than 2400) and about 2500 characters - including spaces in English (but not less than 2400); Times New Roman 10 pts. (Native English-speaking authors are requested to provide the abstract only in English language)

3) Keywords (in Polish, official languages of the United Nations, or only in English in case of native English-speaking authors, a total of 10 phrases; Times New Roman 10 pts.)

4) Introduction

5) Methods

6) Results

7) Discussion about methods and results

8) Summing-up/Conclusions

9) Literature

10) Biographical note about the author(s)

B. Structure of a review article/case study – analysis of actual events / best practice in action article:

1) Title – in Polish (Times New Roman 16 pts., upper-case CAPITALS) and in English (Times New Roman 14 pts., lower-case)

2) Structured Abstract – four paragraphs with headings in boldface type, **about 2500 characters (but not less than 2400) and about 2500 characters - including spaces in English (but not less than 2400)**; Times New Roman 10 pts. (Native English-speaking

authors are requested to provide the abstract only in English language)

3) Key words in Polish or official languages of the United Nations and English, or only in English in case of native English-speaking authors, a total of 10 phrases; Times New Roman 10 pts.)

Literature

Literature references are identified at the end of the article in a sequence as they appear in the text. Bibliographic commentary should be in a uniform version. Names and titles, written in Cyrillic should appear in the transliteration in accordance with the standard GOST 52535.1-2006. It is recommended that, in the main, referenced material should be publications, which have been reviewed. In the case of precise quotations in the text against the number of an assigned publication located in the literature index, one should also include the page number, of the quotation source e.g. [2, p. 166]. Polish quotations and quotations in other languages should be inserted within quotation marks.

Examples of bibliographic references in the literature index (based on the Chicago Citation Style http://www.chicagomanualofstyle.org/)**:**

Tables, figures and illustrations

Captions for tables, figures and illustrations as well as texts in tables, figures and illustrations should be in the language in which the article was written and in English. Tables should be incorporated in the text and, additionally, produced in a separate file and submitted as an enclosure to the article. As a rule, figures should be submitted in a form ready for printing, in separate files (jpg or tiff format – minimum 300 dpi, about 1MB). Diagrams made in Excel (or its analogue) should be sent in .xls format.

Articles without graphic elements of appropriate quality will not be printed. Authors shall always indicate sources while presenting tables, figures, diagrams and photographs or inform about own elaboration using caption: "Author's own elaboration".

Abbreviations

At the end to the article the author should draw up the list of abbreviations used in the paper with the information what they stand for.

Author

The authors name should be accompanied by a note reflecting the full name of the institution, and the address for correspondence (e-mail address). Authors are requested to enclose a short biographical note (about 50 words). If an article has more than one author, it is necessary to indicate the percentage contribution of each individual to the creation of the article as well as the scope of authors' contribution (see Co-authorship)

Editors are obliged to preserve the confidentiality of personal information about authors and reviewers.

Co-authorship

Co-authorship, as defined by the Polish Ministry of Science and Higher Education in the publication 'Reliability in research and respect for intellectual property rights' should be understood in the following way:

A co-author is a person who has: written even a small fragment, made a creative contribution to the concept or format, participated in the design of a research project, from which a given piece of work represents the outcome. A co-author is not a person who performs administrative tasks related to a research project (e.g. head of a research establishment, a person raising research funding, a person engaged with data collection or someone performing statistical calculations). The right to co-authorship is not acquired by a consultant who shares his/her knowledge.

Accordingly, authors are obliged to identify, in percentage terms, co-author contributions and reveal the actual input of an individual co-author to original scientific papers, i.e. attribution (author of the concept, assumptions, methods).

Authors are also requested to provide information about funding sources supporting the work described in an article. Responsibility for veracity of the above mentioned information rests with the person submitting the script for publication.

Ghost-writing and guest authorship boundaries

In scientific research articles, ghost-writing and guest authorship is considered a misconduct.

1) *Ghost-writing* occurs when the input to an article is by a person who is not named in the list of authors or excluded from acknowledgements.

2) *Guest authorship* describes a situation where an article is created without participation or with a negligible contribution of a person named in the list of authors.

In accordance with directions from the Minister of Science and Higher Education, the Editorial Board requires authors to disclose individual contributions to articles in percentage terms, by an annotation to the title of an article.

With due regard to the need for integrity of information concerning authors and to avoid situations known as ghost-writing and guest authorship, the Editorial Board requires authors to disclose honest information about third parties who participate in the creation of submitted articles. Where ghost-writing or guest authorship is identified, the Editorial Board will inform the author's Research Establishment, associations of which the author is a member, other Research Centres and Editorial Boards of different publications about the incident.

Ethics

Material published in 'Kultura Bezpieczeństwa. Nauka – Praktyka – Refleksje' should be original. Articles reproduced previously in other journals and specialist study publications should not be submitted. Falsified data, plagiarism and any other inappropriate act, which could lead to false conclusions, is unethical.

Detailed information concerning Publication Ethics and Publication Malpractice Statement (based on Elsevier recommendations and COPE's Best Practice Guidelines for Jour-

nal Editors) which should be read before submitting the article for publication, can be found under the following link.
http://www.elsevier.com/editors/perk/about-cope

Anti-plagiarism system

The articles sent to the editing office are checked by Internet anti-plagiarism system (Plagiat.pl). If an author sends his/her article to the editing office he or she automatically accepts the fact that the article can be assessed in such a context. All cases of author's unreliability in research will be reported by the editing staff to appropriate administrative authorities.

Copyright

The author of the article sends the Publisher via traditional post a declaration, by means of which he or she transfers his or her all copyright to the Publisher so that the Publisher can make use of the article in any way, including publishing, copying in print and electronic version and publishing in other integrated scientific resources with the possibility for reading, downloading and copying. The author also confirms that the work has not been published previously and that the article does not infringe other persons' copyright.

Open access policy

The Quarterly „Kultura Bezpieczeństwa. Nauka – Praktyka – Refleksje" is published in free and open access, i.e., each user can read, copy, print, spread, cite and search open resources, including full texts of articles, respecting the copyright of its authors. A user can take advantage of articles published in the Quarterly in accordance with binding law on permitted use, indicating on the copy of the material information about the source and authors.

We invite Authors, regardless of their affiliation, to submit their papers.
e-mail: science2@apeiron.edu.pl