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# For Authors

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej [bazhum.muzhp.pl](http://bazhum.muzhp.pl), gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

## FOR AUTHORS

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### *Financial disclosure*

Authors are obliged to disclose information concerning all the sources of funding for their publication, including the contributions of research institutions, associations and other entities. In case of doubt, please observe the guidelines contained in the statement by The Committee on Publication Ethics (COPE): [http://publicationethics.org/files/Principles%20of%20Transparency%20and%20Best%20Practice%20in%20Scholarly%20Publishing\\_0.pdf](http://publicationethics.org/files/Principles%20of%20Transparency%20and%20Best%20Practice%20in%20Scholarly%20Publishing_0.pdf)

### **Peer review process**

Each paper is anonymously given to two reviewers. The author receives their reviews irrespective of whether or not the submission is approved for publication. If the submission is approved for publication, the author is requested to comment on the suggested modifications by the deadline set by the Editor.

Evaluation criteria: clarity of the stated objective, originality of research issues, theoretical background, quality of empirical research, originality of conclusions, significance for the research area aligned with the scientific profile of the quarterly, quality of language, comprehensibility, punctuation and appropriate source selection. Each review ends with an unambiguous recommendation:

- The paper can be published as submitted.
- The paper can be published pending minor modifications and inclusion of additional relevant information.
- The paper can be published pending substantial revision and re-review. The paper is unsuitable for publication.

### **Editorial requirements**

All submissions should meet the following formal requirements:

1. They should be in Polish or in English.
2. They should be emailed in electronic format (MS Word), including tables and charts (MS Excel or MS Word Chart Editor). If the paper contains tables, charts or graphics saved using other software (e.g. CorelDRAW, Statistica, SPSS), the author is expected to save them as.wmf or.eps files with enclosed fonts and in 300 dpi resolution. The printed copy must include every national character and all the mathematical symbols.
3. The submission should include a cover page containing information about the author's academic title (position), affiliation and address for correspondence (including e-mail and telephone numbers).
4. The submission should be accompanied by a completed and signed Author Statement form (<http://www.zarzadzaniepubliczne.pl/en/for-authors>).
5. Authors should use the following citation format: author (year of publication) and bibliographical data according to APA as shown in the examples below:

#### *Monographs:*

Author, A. (date). *Title of book*. Location: Publisher.

Hausner, J. (2008). *Public governance*. Warsaw: Wydawnictwo Naukowe Scholar.

#### *Chapters in monographs:*

Author, A. (date). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx-xx). Location: Publisher.

#### *Articles:*

Mazur S. (2013). Institutional change, *Zarządzanie Publiczne*. 2–3 (24–25), 34–43.

#### *Websites:*

Author, A. (date). *Title of document* [Format description]. Retrieved from <http://xxxxxxxxx>

6. The submission should be accompanied by a list of 4–5 keywords and an abstract (100–150 words) both in Polish and in English. Essential elements of the abstract include:

*Background:* A simple opening sentence or two that place the work in context.

*Aims:* One or two sentences stating the purpose of the work.

*Method(s):* One or two sentences explaining the research methods used.

*Results:* One or two sentences indicating the main findings.

*Conclusions:* One sentence giving the most important findings.

The total number of pages (including the bibliography presented in accordance with the requirements described above, the abstract and the keywords) should not exceed 22 standard pages (1800 characters per page).

## **Reviews**

1. Only reviews of academic papers (by a single author, by a group of authors, a collection of documents, an edition of source documents etc.) can be approved for publication. Reviewed books should not be older than one year in the case of Polish publications and two years in the case of foreign-language ones.
2. The review should contain complete bibliographical data of the book (name and surname of the author, title, publisher, place and year of publication, number of pages, appendices, etc.). The review may refer to several papers by the same author or to a similar research question. The reviewer should express his/her personal attitude towards reviewed paper (approval or criticism) and formulate conclusions (i.e. what the book contributes to a given scientific area, evaluation of scientific methodology, bibliography, presence or absence of an index, graphics, tables etc.). The reviewer may also evaluate the quality of editing work (spellchecking, proofreading, graphics etc.).
3. Authors of reviews are expected to contact the Editorial Board in order to agree on the subject of the review and to obtain approval for publication.
4. An individual review should consist of a minimum of 3 and a maximum of 11 standard pages (1800 characters per page).