
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, gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

FOR AUTHORS

The Editors of *Zarządzanie Publiczne*/Public Governance wish to inform all Contributors that as of issue 2 (44) / 2018 of the quarterly, all the texts will be published in English only. Therefore as of July 2017, the Editors will cease to accept submissions in Polish.

Submissions

The Editorial Board of *Public Governance* approves for publication the following papers in English or in Polish:

- Academic articles and research reports,
- Book reviews.

The Editorial Board approves only original papers previously unpublished in any other periodicals or books or being subject of evaluation in other journals. All submissions and publications are free of charge. Submissions should be emailed and sent by regular mail to the Editorial Board: [anna.chrabaszcz\(at\)uek.krakow.pl](mailto:anna.chrabaszcz(at)uek.krakow.pl)

The Editorial Board reserves the right to introduce – in consultation with the author – appropriate modifications, including cuts, to the paper if it exceeds the approved length. The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts as these materials will not be returned. The decision to accept the submission (and begin the review process) or reject it shall be made by the Editorial Board. The author is notified of the decision no later than 10 days from the date of submission. The authors are not paid for the publication of their papers. Submissions from Programme Board and Editorial Board members are handled in the same way as those from other authors.

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Authors have the right to appeal the Editorial Board's decision to refuse publication of their paper based on peer reviews. All appeals must be submitted in writing to the Editorial Board within two weeks of receipt of the rejection notice. The appeal should include arguments in favour of publication of the paper in question. The Board, based on the arguments offered, either upholds the original verdict or requests a re-review of the paper. The re-review shall be completed within three weeks of the date of receipt of the appeal.

Publication Ethics and Malpractice Statement

The submitting author is responsible for any copyright violations and other related issues. Specifically, the author should obtain relevant consent from other authors/editors/publishers to use excerpts from other publications, charts, graphics and similar sources. If the paper has several co-authors, the submitting author shall obtain relevant consent from other co-authors in order to meet the editorial requirements listed above.

Ghostwriting and guest-authorship

In order to prevent ghost-writing and guest-authorship, the Editorial Board requires the submitting authors to disclose the contributions of individual authors to paper development (listing their

affiliations and inputs, i.e. the information about the author of the concept, hypotheses, methods, protocols, etc. used in the writing of the paper), while the overall responsibility for the paper rests with the main author. In consideration of the fact that ghost-writing and guest-authorship constitute symptoms of scientific dishonesty, the Editorial Board shall report each such case to relevant bodies (academic units employing the authors, academic associations, academic editors' associations, etc.).

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

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. CoreDRAW, 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).