Editorial Requirements for Authors

Author should enclose the following information:

- name and last name,
- degree, academic title, place of affiliation, e-mail address
- ORCID ID
- short bio not exceeding four sentences (in a separate file)

The volume of the article should be minimum 2800 words and do not exceed 6000 words including references and footnotes.

The article in Polish should be accompanied by:
1. Title in English,
2. Abstract in English (125 - 200 words),
3. 3-6 keywords in English,
4. 3-6 keywords in Polish.

The article in English should be accompanied by:
1. Abstract in English (125 - 200 words),
2. 3-6 keywords in English.

The article in a language other than Polish or English should be accompanied by:
1. Title in English,
2. Abstract in English (1000 - 1500 characters),
3. 3-6 keywords in English,
4. 3-6 keywords in the language in which the article was written.

Editorial requirements. Text editor Word (format doc. or docx.); Font style: Times New Roman; Font size of the main text - 12 points; Font size of footnotes - 10 points; Line spacing of the main text -1.5 lines; Line spacing of footnotes - 1 line; Standard A4 page (30 lines with 60 characters); Justified text.

Bullet points. Bullet points must be marked with “-”.

Subtitles. Text can contain subtitles marked with Arabic numerals. Font size of the subtitles - 12 points, (bold), e.g.: "1. The role of electoral commissioner". It is permissible to include two levels of division in the text. Do not number short introductions or summaries.

Abbreviations. It is acceptable to use standard abbreviations of legal acts, e.g. the Penal Code –PC, Civil Code - CC,
In case of abbreviations composed of single letters, we do not insert spaces after dots, i.e. p.d.o.f. In the case of abbreviations composed of cut words, we put spaces after dots, i.e. wat. law.
Abbreviations are made from the most important terms used in the name. We neglect pronouns, prepositions, etc., e.g.: act- Higher Education Law - h.e.l., Law on taxes and local fees - l.t.l.f. The number of letters in the abbreviation should not exceed 5.

**References.** Each article must include references at the end of the article in alphabetical order by author or by title when there are no authors, for example:


**Tables.** The tables should be placed on separate pages, numbered with Arabic numerals and include titles and source.

**Diagrams.** Graphs should be submitted in a separate, black-and-white version of the Excel file – editable version.

**Figures and photos.** Figures and photos should be submitted in a separate file, quality 220 dpi.

References

Footnotes are numbered in Arabic numerals and should be placed at the bottom of each page.

Each footnote starts with a capital letter and ends with a dot.

**Books:**
Initials, surname, book title, place and year of publication, page number.

Example:

**Chapter in a book:**
Initials, surname, title of chapter or contribution, (in:) Author or Editor of publication with (ed.) or (eds.) in brackets, book title, place and year of publication, page number.

Example:
Journal articles:
Initials, surname, title of article, title of journal, year of publication, volume number, page number.

Example:

Repeated references:
Use “Ibidem” in case of reference to the work cited in the preceding footnote.

Once a reference has been given in full, a shortened form can be used when the same source is cited again in non-consecutive footnotes use the abbreviations “op. cit.”

Example:
Ibidem, p. 25.

Polish legal documents

The place of publication of legal acts should be indicated in the footnote.

Examples:


EU Treaties and Legislation

When citing EU legislation, the titles of documents should be capitalized, e.g. the Treaty Establishing the European Community, the Treaty on the Functioning of the European Union,

The capital letter should also be used for abbreviated names of such documents, e.g. TEC, TFEU, etc.

When citing a directive give:
- year,
- order number,
- the abbreviation of the treaty on which the act was based.

When citing a regulation or a decision give:
- abbreviation "no.",
- order number,
- year,
- the abbreviation of the treaty on which the act was based.

The reference to the Official Journal of the European Union should include:
- place of publication in parentheses,
- abbreviation: O.J. UE or O.J. EC
- serial number,
- date indication.

Examples:


Judgments of national courts

When citing the verdicts of national court judgments indicate:
- type of judgment (judgment, resolution, etc.);
- date and reference symbol (without the addendum “reference symbol of documents”),
- place of publication of the judgment using commonly used abbreviations, e.g. OSP, OSA, or electronic reference number, e.g. “Lex No. 2348”. In case of administrative court judgments it is permissible to refer to the online Central Database of Administrative Court Arbitration (www.orzeczenia.nsa.gov.pl).

Example:
The Judgment of the High Court of 9 October 1996, V KKN 79/96, OSNKW 1997, no. 3-4, item 27.

International judgments
The names of the parties of the proceedings should be written in italics.
The judgments of the European Court of Human Rights should be prepared according to the following example:
Judgment of ECtHR of 16 June 2015 on the case of Chiragov and others v. Armenia, application no. 13216/05.

Judgments of the Court of Justice of the European Union should be prepared according to the following example:

Internet sources

Articles, books and conference materials, which are published on the Internet in the form of separate text documents, are cited as above and when citing give the Internet address and date of access.

In other cases, the author (if any), the title of the text or statement, the Internet address and the date of access should be provided.

Example: