



LAW AND ADMINISTRATION IN POST-SOVIET EUROPE

Submission of Manuscripts – Instructions for Authors

Submissions are subject to academic review

Submissions shall be written in English.

Submissions can be made at any time via email:

kontakt@kj.edu.pl

Submissions must include:

1. Information about Author(s).
2. Title of the paper.
3. Main text with footnotes.
4. Summary.
5. Key-words.
6. Other data/appendices.
7. References.

ad. 1. Author's information

Submission must include Author's full name, details of scientific degrees, institutional affiliation, and contact information, including e-mail address.

Author is obliged to reveal all co-authors of the manuscript and participants in the project.

Information about Author should be placed on the first page, preferably in the upper left corner of the paper.

ad. 3. Text/paper/discussion/review

- a) Length of the article: should not be less than one publisher's sheet (40 000 chars with spaces [approx. 10–15 pages]),

- b) Technical requirements:

- file type: .doc or .docx,
- normal format with justified text,
- *italics* and **bold** are allowed,
- do not underline or **highlight**,
- do not use header or footer,
- do not number pages,
- margin: 2.5 cm,
- preferable font: Times New Roman – main text 12 (with 1.5 line spacing), footnotes 10 with 1.0 line spacing),

- c) It is strongly advisable to divide the paper into parts i.e.: the introduction, at least 3–4 main issues, and conclusions.

All quotes must be put in inverted commas and have a source.

Footnotes:

- a) At the bottom of the page, numerical, ending with a dot.
- b) Latin abbreviations (*idem*, *ibidem*, *op.cit.*, *s.v.*, *passim*)
- c) **Legal sources – acts, statutes, court rulings**
 - Legal acts should be cited in accordance with the general rules of the publication institutions.
 - Polish legal acts:
 - Full title of the act, without quotation marks or inverted commas,

- Do not use shortened versions of publication journals info (e.g.: Dz.U.2011.9.111)

Examples:

Ustawa z dnia 4 lipca 1994 r. o prawie autorskim i prawach pokrewnych (t.j. Dz.U. z 2006 r. Nr 90, poz. 631 z późn. zm.).

Ustawa z dnia 23 kwietnia 1964 r. – Kodeks cywilny, t.j. Dz. U. z 2014 r. Nr 0, poz. 121).

Orzeczenie SN z dnia 10 maja 1963 r., II CR 128/63; OSNCP 1964/4 poz. 74.

- Citations of legal acts of *common law* – in accordance with Basic Legal Citation, s.f.:

<http://www.law.cornell.edu/citation/>

d) Books

Author's first name initial and surname, title of the book, place and date of publication, page(s).

Example:

A. Garczewska, Basics of Polish Law. Handbook, Toruń 2012, s. 33.

e) Article in a book

Author's first name initial and surname, title of the paper/chapter, [in:], title of the book, editor/editors initial and surname, place and date of publication, page(s).

Example:

A. Garczewska, Level of crime and feeling of safety in the USA – statistics and pop culture, [in:] Bezpieczeństwo współczesnego świata. Edukacja i komunikowanie, Z. Dziemianko, A. Kijas (eds.), Poznań 2013, p. 77–91.

f) Article in a journal

Author's first name initial and surname, title of the paper, description of the journal ["title" in inverted commas, volume, number, year], page(s).

Example:

A. Garczewska, Statek jako peculium w rzymskim prawie klasycznym, „Studia Iuridica Toruniensia” 2011, t. VIII, p. 208–220.

g) Press articles

Author's first name initial and surname, title of the paper, "title" of the journal in inverted commas, date of publication, page(s)/web link.

Example:

A. Olewiński, Budżet obywatelski: Sześć do realizacji z dwudziestu zgłoszonych, „Nowości”, 19.02.2014.

h) Internet resources

Description of the webpage, web address [deep linking without hyperlinks], date of access in square brackets.

Example:

Zasady edytorskie PAH, <http://www.pah.kjt.edu.pl/dlaAutorow.html>, [13.03.2014].

ad. 4. Summary

Summary should not exceed 1 000 chars with spaces.

ad. 5. Key-words

Key-words: 3 to 8 words or phrases divided by commas.

ad. 6. Appendices

Any maps, tables, pictures etc. data should be submitted within the paper and in additional files with description.

ad. 7. References

At the end of the manuscript a bibliographical list should be provided with all the sources used in footnotes.

The list should be alphabetical, in accordance with the rules of the footnotes, except for the inverted place of initials and surnames.

The bibliographical list may be broken into sections e.g.: legal sources, literature, web resources.