

## **GUIDELINES FOR AUTHORS / PUBLISHING RULES AND REGULATIONS**

The journal “Social Dissertations” publishes the following types of works:

- dissertations and articles,
- practice, research, implementations and social health,
- reports from scientific conferences,
- reviews,
- varia (information on conferences, abstracts of Ph.D. and habilitation theses, biographical notes),
- letters to the Editor with opinions on or comments to the earlier published works,
- advertisements, which may be published on separate pages of the journal; pricing will be negotiated individually.

“Social Dissertations” publishes articles in Polish (additionally, the title, summary and keywords in English), or in English (additionally, the title, summary and keywords in Polish). The authors of articles written in Polish should provide the title, summary and keywords in English, the translation could be also commissioned by the Editor’s Office, authors are not charged for this translation.

“Social Dissertations” publishes articles without any costs.

“Social Dissertations” publishes only the works that have not been published elsewhere.

### **Submitting papers and editorial requirements**

Authors should send their articles via e-mail at: [p.rynkiewicz@pswbp.pl](mailto:p.rynkiewicz@pswbp.pl).

Editorial requirements:

- Word-processing software: Microsoft Word,
- Font: Times New Roman, size 12,
- Margins: left 2cm, right 3cm,
- Alignment: justification,
- Spacing: 1.5,

Editorial tips:

- the ENTER key must not be used elsewhere than at the end of a paragraph (all titles, listings, etc. are to be considered separate paragraphs).
- indentation at the beginning of each paragraph must be made by using the tab key only or another similar tool used in the word processor. One must not use the space key to this end. Spaces must be used only to separate words, after full stops, commas, exclamation marks, colons, semicolons, etc.
- please do not use spaces after opening brackets and before closing brackets, nor before or after numeric references (never before such marks).
- please do not use hard spaces.

**Authors' declarations**

The submitted works must be accompanied by two completed (or more – depending on the number of authors) copies of Free Non-exclusive License Agreement signed by the authors, as well as declaration of ethics, which should be filled and signed by the corresponding author. Declaration forms are available on-line at [http://www.pswbp.pl /index.php/pl/rozprawy-spoleczne](http://www.pswbp.pl/index.php/pl/rozprawy-spoleczne).

**Length and layout**

The length of any submitted paper should not exceed one publisher's sheet (Polish unit of text length = 40,000 characters with spaces).

**Page 1. Title page**

The title page should include: the title; authors' names along with their affiliation; name, surname, address, telephone (or fax) number, and e-mail address of the author for communication.

**Page 2. Summary**

The summary (max. 150 words) should comprise the following parts (in case of original articles): objective of the work, materials and methods, results and conclusions. Below the summary, one should provide 3-6 key words. The phrases "key words:" and "summary:" should be in bold.

**Page 3 and subsequent pages: Main body**

The main body of a research paper should comprise the following parts: introduction, material and methods, results, conclusions, discussion, acknowledgements (if necessary, in this part all financial sources [grants, projects], people, who are not authors of the work, but had an influence of the shape of the article, should be disclosed), notes (if applicable),

bibliography. Other types of papers should be coherent and the titles of individual sections should reflect the discussed issues.

### **Quoting rules**

- references to works by a single author: (Nowak 2008);
- if the work has two authors, both of them should be given each time (as above), separated by a comma;
- if the work has more than two authors, only the name of the first of these should be given, followed by the abbreviation “et al.” e.g. (Kowalski et al. 1994). The bibliography list should include, however, all the names;
- quoting works of authors with identical surnames requires using first-name initials in all cases;
- in the case of quoting fragments of texts verbatim, one should use the following form: (Nowak 2008, p. 15);
- when quoting web-page texts, one should include the web page address inside brackets in the article body;
- when quoting the author who had several publication in the same year, the letters of the alphabet next to the year should be provided, e.g. (Kowalski 2015a), (Kowalski 2015b).

### **Tables and figures**

- Tables and figures should be numbered and described, for example: “**Table 1.** Results summary”, “**Figure 1.** Building design”,
- the description from the table or figure should not be followed by a full stop,
- the number and description of a table should be put above a table, the number and description of the figure – under the figure,
- the source should be put below the table or figure, for example: “Source: own study.”,
- figures should be clear and readable, the data distinguished not by colours but by different shades of grey.

### **References**

The references list should be put at the end of a paper. They references should be numbered and arranged alphabetically. Individual items on the list should be recorded according to the following pattern:

**Book:**

Kunowski S. (2003), *Wartości w procesie wychowania*. Oficyna Wydawnicza “Impuls”, Kraków.

**Chapter from a book:**

Ostrowska U. (2006), *Aksjologiczne podstawy wychowania*. In: B. Śliwerski (ed.), *Pedagogika*. Gdańskie Wydawnictwo Pedagogiczne, Gdańsk, p. 391- 415.

**Article from a journal:**

Drygas W., Piotrowicz R., Jegier A., Podolec P. (2008), *Aktywność fizyczna u osób zdrowych*. *Forum Profilaktyki*, 3 (12), p. 1–3.

**Web sources**

When an item from the bibliography is published on the Internet, it must be included in the bibliography list according to the following pattern:

1. Kowalski J. (2008), *Book/article title*. Publisher and place of publishing, www.webpageaddress.com, (accessed: 1<sup>st</sup> May, 2015).  
quoted in (Kowalski 2008)
2. Nowak A. (2007), *Title of an article in an electronic issue of a magazine*. Magazine Title, issue No., www.webpageaddress.com, (accessed:).  
quoted in: (Nowak 2007)
3. Kowalski C. (2006), *Title of an article in an e-book*, In: *Book title*, publisher and place of publishing (accessed:).  
quoted in: (Kowalski 2006)
4. Name of an Act, report, resolution, etc., www.webpageaddress.com, (accessed:).  
quoted in: (name of the Act, report, resolution etc.)

One should not put the address in the form of a hyperlink – please use black characters, no underlining. The list of web pages should be numbered and put in order according to the date of access.

When quoting other texts from web pages, the article text and the bibliography list should include their full addresses and the latter should include the date of access as well.

## **Paper evaluation (principles for reviewing publications)**

Submitted articles undergo the initial verification as far as the formal requirements are concerned. The articles whose authors did not follow the requirements might be rejected. In order to facilitate the submission and avoid the most common mistakes, a checklist is provided on the Journal's website. It should help the authors to ensure that the article was prepared properly before being sent to the Editor's Office.

Submitted and initially verified articles are reviewed anonymously by at least two independent and external reviewers. Further, a reviewer signs a declaration confirming that there exists no conflict of interest; a conflict of interest may arise when an author and a reviewer are connected by

- a) direct personal relationship (kinship, legal bonds, conflicts),
- b) professional subordination,
- c) direct scientific cooperation within the last two years before the review was made.

An author may suggest the name of the potential reviewer, but the Editor reserves the right to make the final decision on the matter. In order to ensure that all submitted articles are reviewed anonymously, the article must start with the so-called *blank page*, which includes the title only. Reviews shall be made in a written form (the review form can be found on the Journal's web page) and is concluded with an explicit statement on whether the article is to be published or not.

Basing on the reviewer's opinion, the Editor decides on the course of action in respect of the paper. The decision is final.

The names of the reviewers for individual publications/issues shall not be disclosed; once a year the magazine make the list of collaborating reviewers public.

### **Author's revisions**

After the work is edited by the editorial staff, it will be handed over to the author for revision. The author is obliged to send the revised work back within a week. The cost of revisions other than typesetting shall be borne by the author.

### **A note on "ghostwriting"**

Reliability is one of the qualitative cornerstones of science. Readers should be able to rely upon the fact that authors of different publications present their findings in the most

transparent, conscientious and honest manner, regardless of whether they are the direct authors of a given work or they engaged a specialist entity (whether natural or legal).

Evidence of a researcher's ethical attitude and the highest editorial standards should be manifested in transparent information on all contributors to the work (concerning contributions to its content, substance, financial aspects, etc), which is not only an expression of honesty but a social responsibility as well.

“Ghostwriting” and “guest authorship” stand in opposition to the above standards.

One can speak of “**ghostwriting**” if there is a significant contributor to the published work whose assistance as one of the authors has not been acknowledged and their name has not been included in the acknowledgments.

One deals with “**guest authorship**” (or “honorary authorship”) when the contribution of the credited author is insignificant or absent altogether, despite which he or she is included as the author/co-author of the published work.

In order to prevent “ghostwriting” and “guest authorship,” the Journal’s editorial staff strives to introduce appropriate procedures inherent to the given discipline or branch of knowledge, or to adopt the following solutions:

1. The Editor requires authors to disclose details concerning the contribution of respective authors in the production of a given paper (including their affiliation and participation, i.e. information on authors of concepts, premises, methods, procedures, etc., used in the work), while the primary responsibility shall rest with the author submitting the paper.
2. The Editor affirms in “Guidelines for Authors” that “ghostwriting” and “guest authorship” are evidence of scientific misconduct and all such incidents that come out shall be publicly announced, including notifications being sent to the relevant entities (institutions employing authors, scientific societies, scientific editors’ associations, etc.).
3. The Editor must be supplied with information on the sources for financing the article, the involvement of scientific and research facilities, associations and other units (“financial disclosure”).
4. The Editor follows the principle of documenting any instances of scientific misconduct, particularly violations and infringements of the principles of ethical conduct in science.

### **Editor’s rights**

The Editor reserves the right to correct stylistic, punctuation and linguistic defects as well as to abridge the text. Papers that fail to meet these rules and regulations shall be sent back to their authors for amendment.

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