**INFORMATION FOR AUTHORS ON THE PREPARATION OF MATERIALS FOR PUBLICATION IN THE JOURNAL “PARAGRAF. STUDIA Z PRAWA I ADMINISTRACJI”**

1. Texts sent to the editors for publication should be delivered in electronic form as a Word document. The submitted articles should have a volume of not less than 20,000. characters with spaces, i.e. about 10 typewritten pages, maximum 40,000 characters with spaces, including notes. The gloss should not exceed 20,000 characters with spaces. Reports and reviews should not exceed 10,000 characters with spaces.

2. Editors accept texts in Polish or English.

3. Along with the text, the recommendation of the academic tutor should be sent. The recommendation may be sent as a scan of the signed document or in the form of an e-mail sent from the tutor's mailbox in the university domain. The e-mail can be sent or redirected to the editorial office or added as an attachment to the message. The recommendation should include the name and surname of the author and the title of the article recommended for publication. It should also contain data enabling the tutor to be identified (name and surname, degree or academic title, place of employment). The function of the tutor may be performed by a person with at least a doctoral degree.

4. The text should be accompanied by in Polish and in English: an abstract (5-7 sentences), keywords (up to 5 words), an information about the author (affiliation, e-mail address, ORCID number). The title of the article should be given in both Polish and English.

5. At the end of the text, a consistent bibliography of the works cited should be placed (in Latin alphabet), arranged in alphabetical order according to the authors' surnames. If several authors of a collective work (e.g. a commentary) are quoted, each of the authors should be separately identified in the bibliography. The method of calling up the works has been specified below. Where possible, the DOI of the publication should be included.

6. In the case of a review, the headline should include the author's name and surname and the full title of the reviewed work, name of the publisher, place and year of publication, and the number of pages. Please put the name of the author of the review at the end. The title of the review article should be given in Polish and English (without the translation of the title of the reviewed work). A summary of the review is not required.

7. In the case of reports, the headline should include the type of the scientific event, its full title, place and date. The author of the report should be entered at the end of the report. Please provide the title of the report in Polish and English. A summary of the report is not required.

8. The author's failure to follow the instructions is the basis for the editors refusing to accept the text or returning the text for necessary additions and corrections. Texts in which: the basic rules of linguistic correctness appropriate for Polish or English have not been observed, no bibliography has been included, no notes have been made in accordance with the rules adopted in the journal will not be accepted. The editorial office reserves the right to remove stylistic flaws and standardize the text according to the indicated rules without consulting the author.

**I General remarks**

1. The materials sent to the journal should have the following parameters: font 12 points (Times New Roman); 1.5 line spacing; 1.25 cm paragraph indent; the text should be justified. Page numbering must be entered.

2. The material should use notes with the following parameters: font 10 (Times New Roman); 1.0 line spacing; no paragraph indent; justified text. The notes should be numbered with Arabic numerals. Consecutive numbering starting with 1 is used.

3. Do not use a paragraph indentation by pressing the spacebar repeatedly. This effect is achieved using the paragraph indentation option. Also, do not use spaces to align the text to the right and left margins.

4. It is unacceptable to force the end of the line with the help of the so-called hard or soft enter (shift + enter). If there is a single-letter word at the end of a line, leave it there. Do not use hard spaces and hyphenation.

5. English quotation marks are used in the text. Quotation marks are written as a pair of opening and closing marks (“...”). Inner quotation marks are written as a pair of single opening and closing marks (‘...’).

6. Do not put a space between a word and the following punctuation marks: full stop, comma, semicolon, colon, exclamation mark, question mark. Also, there should be no spaces between the opening quotation mark and the first word, or between the last word and the closing quotation mark. The same rule applies to parentheses. The space is placed in the units of the text of the act: Art. l § l and between initials: M.M. Kenig-Witkowska.

7. The material uses semicircular parentheses (not slashes), while the square bracket [...] is reserved for the text commentator. It is unacceptable to close parentheses directly after each other:)), or starting after closing a new parenthesis. As a general rule, a period goes outside of the parentheses when the parenthetical phrase is an incomplete sentence sharing contextual information or examples. A period goes inside the parentheses when the parentheses contain a complete sentence that stands alone.

8. A note begins with an uppercase letter and ends with a period or other punctuation mark. The note reference is placed before the closing period of the sentence.

9. If the material is divided into numbered passages, you should be consistent and either give subtitles (in bold) to all passages or not include them at all. No subheading should be the same as the title of the study. It is not required to number short (usually one-letter) introductions and summaries.

10. It is permissible to introduce one division level in the material (fragments numbered with Arabic numbers). Due to the necessity to ensure the legibility of the text, no further division (eg "2.1.1.4") is applied.

11. Dates are written using Arabic numbers.

12. First names and surnames appear in the usual typeface. This rule also applies to initials. All foreign language phrases and titles of all publications (books, articles, etc.) are written in italics. Quotes are written in quotation marks, not in italics.

13. The first time of use the text requires the full name of an organization or institution, such as the United Nations, to be given.

14. Graphic materials (photos, scans, maps, diagrams, charts) should be included in the text and attached in separate files. Charts and diagrams should be available in separate files in an editable version. Tables should be prepared in the Word program and placed only in the text. The description of graphic materials follows the pattern appropriate for the table.

**Table 1. The title of the table**

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Source: Bibliographic description according to the guiding principles in the notes.

**II Citing legal acts**

1. When legal acts are mentioned in the material, the place of their publication should be indicated in the note. This does not concern constitutional acts and codes. The note is placed after the last word of the name of the act. If the full name of the act appears in a note, the place of publication should be indicated in parentheses after the name.

Example:

1 Consolidated text: Journal of Laws of 2020, item 1845 as amended.

2 Act of 5 December 2008 on the prevention and combating of infections and infectious diseases in humans (consolidated text: Journal of Laws of 2020, 1845 as amended).

2. In the case of legal acts of the European Union, the type of the act, its number (in line with the original entry in the Official Journal), issuing authorities, date of issue, name and place of publication should be provided in the following format:

Example:

1 Council Directive 93/13/EEC of 5 April 1993 on unfair terms in consumer contracts (OJ L 95, 21.4.1993, p. 29–34).

**III Citing judicial decisions**

1. In the case of domestic court judgments, please indicate the type of judicial decisions (judgment, decision, resolution, etc.), date and reference number. The place of publication of the decision is also given, using commonly known abbreviations of the names of the sets of decisions. It is allowed to provide - instead of the place of publication - the number used in the electronic database (e.g. LEX no. 14587). It is unacceptable to refer to other types of electronic sources, in particular to websites with databases of Supreme Court or Supreme Administrative Court judgments (e.g. IPO, CBOSA).

Example:

1 Judgment of the Supreme Court of 12 March 2008, I CSK 430/07, OSNC 2009, No. 5, item 75.

In the case of another reference in the text of the same judgment, only the place of publication should be omitted.

Example:

1 Judgment of the Supreme Court of 12 March 2008, I CSK 430/07, OSNC 2009, No. 5, item 75.

2 Judgment of the Supreme Court of 12 March 2008, I CSK 430/07.

2. In the case of judgments of the European Court of Human Rights, commonly available in the HUDOC database, the following should be provided: the date of the decision, the name of the case with the abbreviation v. and the name of the country in Polish, the number of the application and a specific fragment (point) of the judgment. It is unnecessary to indicate where the publication is.

Example:

1 Judgment of the ECHR of 25 May 1993, *Kokkinakis v. Greece*, application No. 14307/88.

If the same judgment is cited again in the text, it is sufficient to mention its name and possibly the fragment to which the note refers.

Example:

1 Judgment of the ECHR of 25 May 1993, *Kokkinakis v. Greece*, application No. 14307/88.

2 *Kokkinakis v. Greece*, para. 33.

3. In the case of judgments of the Court of Justice of the European Union, please provide the date of the judgment, the case reference number, its name with the abbreviation v., the ECLI identifier and the justification paragraph.

Example:

1 Judgment of the CJEU of 13 May 2015, C-516/13, *Dimensione Direct Sales Srl, Michaelle Labianca v. Knoll International SpA*, ECLI:EU:C:2014:76, para. 39.

2 Opinion of AG P. Mengozzi of 12 June 2015, C-491/13, *Mohamed Ali Ben Alaya v. Germany*, ECLI:EU:C:2014:1933, para. 19.

If the same judgment is cited again in the text, it is sufficient to refer to the case number and its name and possibly the fragment to which the note refers.

1 Judgment of the CJEU of 13 May 2015, C-516/13, *Dimensione Direct Sales Srl, Michaelle Labianca v. Knoll International SpA*, ECLI:EU:C:2014:76, para. 39.

2 *Dimensione Direct Sales Srl, Michaelle Labianca v. Knoll International SpA*, para. 50.

**IV Bibliographic notes**

1. **Reference to the book**. The note should be made according to the following scheme: initial of the first name and full surname of the author (in the case of two names, there are no spaces between the initials); the title of the publication in italics after the decimal point; place and year of publication; page or range of pages, possibly the word *passim*, if the author refers to information contained in various parts of the cited work. In the case of consistent co-authorship, the names of all co-authors should be provided. In the case of collective work, the following entry shall be used: the title of the publication in italics; abbreviation "ed. by" followed by the initials of the first name and full surnames of the editor(s); place and year of publication.

Example:

1 M. Pyziak-Szafnicka, *Uznanie długu*, Warszawa 1996, p. 40.

2 W.J. Katner, *Umowne nabycie własności ruchomości w prawie polskim*, Warszawa 1992, *passim*.

3 H.L.A. Hart, *Pojęcie prawa*, tłum. J. Woleński, Warszawa 1998, p. 41.

4 M. Gutowski, P. Kardas, *Wykładnia i stosowanie prawa w procesie opartym na Konstytucji*, Warszawa 2017, p. 15.

5 *Bezpośrednie stosowanie Konstytucji Rzeczypospolitej Polskiej*, ed. by K. Działocha, Warszawa 2005, p. 27.

2. **Reference to a collective work**. The note should be made according to the following scheme: initial of the first name and full surname of the author; the title of the article in italics after the decimal point; "[in:]"; further as in the case of collective work (cf. point above). In addition to providing the page, you can also indicate a border number or thesis of a comment. In the case of comments published only in legal information systems, the template as below (note 4) should be used with a border number or thesis instead of the page number.

Example:

1 E. Łętowska, *Nieodzowność wykładni dynamicznej przy ocenie reżimu prawnego Kościelnej Komisji Majątkowej (przyczynek do braków w metodach prawniczej analizy problemu)*, [in:] *Prawne granice wolności sumienia i wyznania*, ed. by R. Wieruszewski, M. Wyrzykowski, L. Kondratiewa-Bryzik, Warszawa 2012, pp. 144–162.

*- commentaries*

2 W. Wróbel, [in:] *Kodeks karny. Część ogólna*, t. I, *Komentarz do art. 53–116*, ed. by W. Wróbel, A. Zoll, Warszawa 2016, pp. 31–32.

3 K. Buchała, [in:] K. Buchała, A. Zoll, *Kodeks karny. Część ogólna*, t. I, *Komentarz do art. 1–116 kodeksu karnego*, Kraków 1998, p. 377.

*- commentaries in legal information systems*

4 A. Liszewska, [in:] *Kodeks karny. Komentarz*, red. R. Stefański, Legalis/el. 2021, art. 13, thesis 9.

*- system studies*

5 B. Michalski, [in:] *System Prawa Karnego*, vol. 10, *Przestępstwa przeciwko dobrom indywidualnym*, ed.by J. Warylewski, Warszawa 2012, pp. 307–308.

3. **Reference to an article in the journal**. The footnote should be made according to the following scheme: initial of the first name and full surname of the author; the title of the article in italics after the decimal point; the title of the journal in quotation marks; designation of the year and number (e.g. 2015, No. 3); alternatively a page or range of pages. Journal names are not abbreviated.

*Przykład:*

1 B. Górowska, *Dziesięciolecie obowiązywania konkordatu polskiego z 1993 r.*, „Państwo i Prawo” 2008, No. 4, p. 32.

4. **Re-citing**. The following rules apply: (a) if work is cited for the first time, a full description is provided; b) if a given work has already been cited in the text - regardless of whether it is the only one or one of the many works by this author quoted in the text - the following shall be used: initial of the first name (s) and surname, comma, title abbreviation, page numbers; c) the following entries do not apply: idem .; ibid .; op. cit .

Example:

1 E. Łętowska, *Bezpodstawne wzbogacenie*, Warszawa 2000, p. 50.

2 E. Łętowska, *Bezpodstawne...*, p. 130.

3 R.M. Małajny, *Idea rozdziału władzy państwowej i jej interpretacje*, „Przegląd Sejmowy” 2009, No. 1, p. 30.

4 R.M. Małajny, *Idea...*, p. 2.

5. **Citing electronic materials**. When referring to materials published on websites, please provide: a) depending on the type of material: its name in italics or the author's details and the title of the text (in italics); b) website address, c) in parentheses, the date of the last access to the website, preceded by the word "access:". In the case of blog posts, the name of the blog and the date of publication should also be provided after the author's name and text title.

Example:

1 A. Śledzińska-Simon, *Poland’s Constitutional Tribunal under Siege*, Verfassungsblog, 04/12/2015, (http://verfassungsblog.de/polands-constitutional-tribunal-under-siege; access: 02/02/2016).

**V Text template**

*Jan Kowalski[[1]](#footnote-16582) (name and surname in italics, left-aligned, footnote informing about affiliation, e-mail, ORCID number)*

**Title**

title centered, bold

Summary in Polish (justified): Aaaaaaaaaaa aaaaaa aaaaaa aaaaaaaaaaa aaaaaaaa aaaaaaaaa a aaaaaaaaaaaaaaa aaaaaaaa aaaaaaaaaaaaaaa aaaaaaaaa aaaaaaaaa aaaaaaa aaaaaaa aaaaaaaaa aaaaaaaa aaaaaa aaaaaaaa aaaa aaaaaaaaa aaaaaaaaaaaaa aaaaaaaaa aaaaaaaaaa aaaaaaaaaaa.

**Keywords:** aaaaaaaaa, aaaaaaaaaaa, aaaaaaaaa, aaaaaaaaaa, aaaaaaaaaa

**Title in English**

Summary in English: Aaaaaaaaaaa aaaaaa aaaaaa aaaaaaaaaaa aaaaaaaa aaaaaaaaa a aaaaaaaaaaaaaaa aaaaaaaa aaaaaaaaaaaaaaa aaaaaaaaa aaaaaaaaa aaaaaaa aaaaaaa aaaaaaaaa aaaaaaaa aaaaaa aaaaaaaa aaaa aaaaaaaaa aaaaaaaaaaaaa aaaaaaaaa aaaaaaaaaa aaaaaaaaaaa.

**Keywords:** aaaaaaaaa, aaaaaaaaaaa, aaaaaaaaa, aaaaaaaaaa, aaaaaaaaaa

**1. Introduction**

chapter titles without dots

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**2. Sub-title**

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**3. Conclusion**

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**Bibliography**

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1. Information about affiliation (full name of the research center, institute, etc., e.g., Author is a 5th year student of the Faculty of Law and Administration, University of Lodz), e-mail address, ORCID number. [↑](#footnote-ref-16582)