



PROCEDURAL STANDARDS OF QUALIFYING SCIENTIFIC PAPERS FOR PUBLICATION BY WYDAWNICTWO C.H.BECK

§ 1. General provisions

1. Only papers that have not previously been published will be accepted for publication, unless they have been significantly changed as compared with the originally published version. Upon submitting the paper, the author will attach a declaration that it has not been plagiarised, does not contain duplicate elements and does not refer to fabricated data.
2. The Publisher obliges the authors of papers to disclose the contributions of individual authors, identifying their affiliation and contribution, i.e. information as to who has authored the concepts, assumptions, methods, protocol, etc. used in the preparation of the paper, with the main responsibility for its contents resting on the submitter.
3. The Publisher announces that ‘ghostwriting’ and ‘guest authorship’ are manifestations of scientific misconduct, and that all disclosed cases will be denounced, including the notification of appropriate organisations – the employers of the authors, scientific societies, associations of scientific editors, etc. In accordance with the publishing standards:
 - a. ‘ghostwriting’ occurs when somebody has made a significant contribution to creating a work/publication without disclosing their role as one of the authors or without mentioning their role in the acknowledgements;
 - b. ‘guest authorship’ (‘honorary authorship’) occurs when the contribution of the author is minimal or non-existent, but notwithstanding this they have been credited as an author of the work/publication.
4. The Publisher obliges authors to provide information on any possible sources of financing for the work/publication, contributions from research institutions, societies and other organisation to the publication (‘financial disclosure’). The Publisher is obliged to place information on the financial contribution of those organisations in the publication.
5. Scientific papers are subject to mandatory plagiarism checks before they are published by the Publisher.
6. In the process of evaluating scientific papers, the Publisher applies COPE procedures. More information on the applied procedures is available on the Publisher’s website beck.pl/zasady-publicacji/zasady-etyki-publicacyjnej, and at the address: publicationethics.org/resources/flowcharts
7. Detailed information on the procedure of reviewing scientific papers is contained in the document entitled: “Procedure of reviewing scientific papers”, which is available on the Publisher’s website www.beck.pl/zasady-publicacji/procedura-recenzji-oceny-prac-autorskich.



§ 2. Proposing a paper for publication

1. When proposing a paper for publication, the author is obliged to fill in and submit a publishing questionnaire containing: a description of the book, the proposed table of contents, a list of authors and a description of their scientific achievements, and a list of publications that have been published, as well as the contact data of the author, including an email address, in accordance with Attachment No 1 to these Standards.
2. If it is necessary to acquire additional information required to carry out the internal evaluation procedure, the Publisher will ask the author to supplement the publishing questionnaire. Without the additional information required by the Publisher, the internal evaluation procedure cannot be started.
3. In case the paper proposed for publication is a thesis presented as a requirement for an academic degree it is necessary to attach:
 - a. in the case of a doctoral thesis – an opinion from the scientific supervisor (doctoral advisor) and positive scientific reviews,
 - b. in the case of a habilitation thesis – an independent pre-publication/scientific review;
 - c. in the case of a professorial thesis – two independent pre-publication/scientific reviews.
4. In case the paper proposed for publication is not a doctoral or habilitation thesis, it is necessary to attach an opinion of the scientific supervisor or an independent pre-publication/scientific review.
5. The paper may be published only after the remarks of the reviewers have been considered. The author must file a declaration that the remarks arising from the review have been taken into account in the paper submitted to the Publisher.
6. After the paper has been submitted to the Publisher, a preliminary evaluation of the project in accordance with formal requirements set out in § 3 of these Standards will be carried out by: the Editorial Secretariat or Editors.

§ 3. Formal requirements for submitting a paper

1. Papers should be sent to the Publisher in a WORD file format to the email address: sekretariat.redakcji@beck.pl
2. Papers submitted to the Publisher should include:
 - a. a table of contents,
 - b. a list of abbreviations,
 - c. a bibliography,
 - d. all the reviews required in the course of obtaining a given academic degree,
 - e. the translation of the title into a foreign language (English or German or French),



- f. a brief summary in English,
- g. key words in Polish and in English,
- h. the declarations provided for in this document, including a declaration by the author that the remarks arising from the review of the paper have been taken into account; a declaration by the author that the paper has not been plagiarised, does not contain duplicated elements and does not refer to fabricated data;
- i. a publishing questionnaire filled in accordance with Attachment No 1 to these Standards.

§ 4. Internal reevaluation procedure and acceptance of a paper to the publishing plan

1. A paper may be entered into the Publisher's publishing schedule only after all the steps of the internal evaluation procedure have been fulfilled.
2. The internal evaluation procedure consists of the following steps:
 - a. **Step 1.** Preliminary evaluation of the paper by the Editorial Secretariat or the Editor. The proposed paper is subject to a preliminary evaluation with respect to keeping all the formal requirements set out in § 3 of these Standards. After it has been positively evaluated, the proposal is presented to the Editor-in-chief.
 - b. **Step 2.** Evaluation of the paper by the Editor-in-chief. A publication will not be approved for further processing under the internal evaluation procedure if its contents are inconsistent with the title, if there are factual errors, if the text is ostensibly not original, if the bibliography is superficial and insufficient for a paper in a given field, or if the subject discussed in the paper is of no interest to the Publisher. If the paper is not accepted, the author will be informed that the paper has not been approved to be entered onto the publishing schedule of the Publisher.
 - c. **Step 3.** Evaluation of the paper by the Editorial Board. Having been positively assessed by the Editor-in-chief, the publication will be subject to an evaluation by the Editorial Board, comprising the Heads of all Editorial Teams and the Marketing and Sales Departments. A positive evaluation by the Editorial Board in accordance with the internal evaluation criteria laid down in § 5 of these Standards allows the paper to be entered onto the publishing schedule of the Publisher.

§ 5. Internal evaluation criteria

1. During its internal evaluation of the paper the Editorial Board will consider the following criteria:
 - a. **subject selection:** the issue discussed in the text is of a scientific nature; the contents are consistent with the subject;



- b. structure and methodology of the paper:** the text has been correctly structured; it has been based on appropriate and up-to-date research as regards the doctrine and case-law, and contains properly prepared footnotes; the subject has been analysed in a consistent and comprehensible manner;
 - c. scientific significance of the paper:** the text is sufficiently original, when compared with the existing state of research; the subject or methodology are innovative or make a major contribution to the existing state of knowledge;
 - d. factual correctness of the paper:** the text is accurate with respect to facts; it is based on current legislation and correctly quotes the regulations and opinions of the case law and doctrine; the selected methodology has been properly applied; the text is correct rhetorically and with respect to the logic of the argument;
 - e. significance of the subject chosen by the author for the development of a given field of science in Poland;**
 - f. significance of the subject chosen by the author for the application of law in Poland (legal practice);**
 - g. level of scientific expertise,** as compared with other scientific papers published so far by the Publisher.
2. A positive assessment of the paper by the Editorial Board is tantamount to a decision to enter the paper onto the publishing schedule of the Publisher, and the decision to sign a copyrights contract with the author on terms specified by the Editorial Board.
3. Decisions of the Editorial Board on the acceptance or non-acceptance of papers to the publishing schedule will be communicated to the authors by the Editorial Secretariat of the Publisher by email.

Attachment No 1. Publication questionnaire