

**Attachment to the Directive No. 96/2017
of the Rector State University of Applied Sciences in Nowy Sącz
dated 29th of December 2017**

**The Rules and Regulations of Wydawnictwo Naukowe
Państwowej Wyższej Szkoły Zawodowej in Nowy Sącz**

§ 1

The rules and regulations of Wydawnictwo Naukowe Państwowej Wyższej Szkoły Zawodowej in Nowy Sącz [Scientific Publishing House of State University of Applied Sciences in Nowy Sącz], hereinafter referred to as the "Regulations", define the grounds for operations of Wydawnictwo Naukowe, hereinafter referred to as the "Publishing House", in particular its tasks, organizational structure and publishing procedures.

Tasks of the Publishing House

§ 2

1. The tasks of the Publishing House include publishing:
 - 1) the works indispensable for the realization of the didactic process and scientific development;
 - 2) informational materials;
 - 3) other studies and compilations for State University of Applied Sciences in Nowy Sącz, hereinafter referred to as the "School".
2. The Publishing House publishes, in particular:
 - 1) scripts and textbooks;
 - 2) monographs;
 - 3) collective works under scientific editorship;
 - 4) post-conference materials;
 - 5) scientific journals and magazines;
 - 6) information materials concerning the School, including "Candidates' Guide to Studies";
 - 7) other documents and publications commissioned by the School's authorities.
3. The Publishing House may publish works under commission of external entities. The entirety of the costs is borne by the commissioning party.

The Organizational Structure of the Publishing House

§ 3

1. The Rector of the School, hereinafter referred to as the "Rector", in order to ensure the high substantive level of the published works and to coordinate publishing activities, establishes bodies of the Publishing House:
 - 1) The Editorial Committee, hereinafter referred to as the "Committee", consisting of:
 - a) The Publishing House Secretary - the president of the Committee,
 - b) members – a single representative from each Institute, appointed by the Director of this Institute, and one representative appointed by the Director of the Library;
 - 2) The Scientific Council, hereinafter referred to as the "Council", consisting of:
 - a) The President – Vice-Rector for science development and cooperation,
 - b) members – a single representative from each Institute, holding at least the PhD degree, appointed by the Director of this Institute;
2. The term of the bodies of the Publishing House indicated in section 1 lasts 4 years and concludes with the end of the same calendar year during which the term of the Rector concludes.
3. The Rector may dismiss a member of the Committee or the Council at any time following the notion submitted by the President.

The Editorial Committee

§ 4

1. The tasks of the Committee, set forth in the § 3, section 1, pt 1, include, in particular:
 - 1) supervising publishing operations;
 - 2) cooperation with authors, editors and reviewers;
 - 3) monitoring the editorial and financial plans of the Publishing House;
 - 4) realizing actions conducive for development of the Publishing House.
2. The Committee adopts resolutions by simple majority of votes in the presence of at least half of the composition. In case of a tie the vote of the Publishing House Secretary is decisive.
3. In specific cases the decisions of the Committee may be adopted through traditional and electronic correspondence. Giving no response is to be treated as expressing consent.

§ 5

1. Work of the Committee is led by the Publishing House Secretary appointed by the President and holding at least an MA degree.
2. The Publishing House Secretary, in cooperation with the remaining members of the Committee and the Council, organizes operations of the Publishing House.
3. Responsibilities of the Publishing House Secretary include organizing and supervising publishing cycle, in particular:
 - 1) developing the project of the yearly release plan on the grounds of the publishing applications submitted by didactic employees of individual Institutes, evaluated by the Council of a given Institute;
 - 2) preparing a project of the financial plan;
 - 3) preparing an annual report on the realization of the release plan for the previous calendar year;
 - 4) administrative management of the Council;
 - 5) preparing information necessary for initiation of the public contracts for realization of the services necessary for the publishing process;
 - 6) completing activities related to the technical editing and preparing publications for printing;
 - 7) proofreading;
 - 8) maintaining constant contact with authors/editors concerning all current arrangements, also during typesetting and page management of publications as well as relaying the material after typesetting and page management to the author for proofreading;
 - 9) cooperation with contractors within the framework of the publishing process;
 - 10) accepting the cover design and the title page layout of the completed material for publishing in cooperation with authors/editors;
 - 11) realization of the adopted release and financial plans of the Publishing House;
 - 12) maintaining documentation related to publishing activities (the register of publications, the register of reviews etc.);
 - 13) settling the wording of the publishing agreements with authors, translators and other owners of the copyrights to the publications;
 - 14) settling terms and deadlines for reviews of individual publications;
 - 15) supervising the process of registering the title of the scientific journal created under the School in the Regional Court under the motion of the executive editor of the scientific journal;
 - 16) cooperation with the National Library concerning assigning ISBN, ISSN and e-ISSN numbers to the published works;
 - 17) developing sales price schedule in arrangement with the Questor of the School;
 - 18) Providing voucher copies of works free of charge (to authors, editors and reviewers), storing copies for the archive purposes in the Science, Development and Cooperation Division (Wydawnictwo Naukowe) as well as maintaining the register of the aforementioned copies;
 - 19) Publishing the electronic versions of the publications on the website of the School (Wydawnictwo Naukowe tab);
 - 20) delivering publications to the repository of the Library;

The Scientific Council

§6

1. The tasks of the Council indicated in § 3, section 1 pt 2 include, in particular:
 - 1) expressing opinion on the release plan,
 - 2) expressing opinion on the financial plan of the Publishing House,
 - 3) initiating activities aimed at developing the Publishing House;
 - 4) appointing reviewers for individual publications, as discussed in § 2, section 2, pt 1-4.
2. The Council adopts resolutions through simple majority of votes, in presence of at least half of the composition. In case of a tie the vote of the President is decisive.
3. In specific cases the decisions of the Committee may be adopted through traditional and electronic correspondence. Giving no response is to be treated as expressing consent.
4. The Scientific Council may reject and refuse printing of the publications which rise objections of substantive character, do not follow publishing procedures (§ 10) and guidelines for authors (Attachment no. 3 to the Regulations) as well as violate the regulations resulting from the intellectual property rights.

§7

1. The President of the Council serves as the executive editor of the Publishing House.
2. The responsibilities of the President include, in particular:
 - 1) appointing the Publishing House Secretary;
 - 2) summoning meetings of the Council and presiding over the meetings;
 - 3) coordinating publishing activities of the School;
 - 4) approving release plans;
 - 5) in case of the publications indicated in § 2, section 2, pt 1-4, appointing the editor of the edition from among members of the Council (or, in justified cases, from among persons indicated by a given member of the Council);
 - 6) in case of the publications indicated in § 2, section 2, pt 5, instituting scientific journal editorial boards;
 - 7) submitting publications indicated in § 2, section 4, pt 1-4 to review, after making appropriate arrangements with the remaining members of the Council;
 - 8) applying for entering into civil law agreements with reviewers, translators and other people engaged in publishing process and supervising these agreements;
 - 9) applying to the National Library for assigning ISBN, ISSN and e-ISSN numbers to the publications published by the Publishing House;

§ 8

1. The editorial boards of scientific journals indicated in § 7, section 2, pt 6, are instituted for the scientific journals newly created or already operating under the School.
2. The composition of each of the scientific journal editorial boards consists of:
 - 1) The Editorial Committee consisting of the academic researchers of the Institute where a scientific journal was established or is already operating consisting of: an executive editor, an editorial office secretary, a language editor, a statistics editor, members;
 - 2) The scientific council consisting of academic researchers from Polish and foreign institutions;
 - 3) A team of reviewers consisting of academic researchers from Polish and foreign institutions;
3. The editorial board is appointed under the motion of the person initiating creation of a new scientific journal or the executive editor of an already existing scientific journal.
4. The editorial board works in accordance with the mode and rules of functioning set forth by the executive editor, dependant on the frequency of the periodical, in cooperation with the Publishing House Secretary and complaint to the provisions of these Regulations.
5. The editorial board of a scientific journal may – for the purpose of the operations of the journal – develop its own scientific journal regulations under the condition that these regulations will remain compliant with the provisions of the Regulations. The rules and regulations of the scientific journal should be approved by the President of the Council.

Tasks of the Library

§ 9

1. The Publishing House closely cooperates with the Library.
2. The tasks of the Library include:
 - 1) sending legal deposits to the eligible libraries;
 - 2) organizing promotion for the publications;
 - 3) distribution, sale and exchange of publications with other libraries and publishing houses;
 - 4) sending publications within the framework of cooperation agreements to eligible schools and institutions;
 - 5) preparing annual reports on the sales of publications;
 - 6) organization and all formal and legal actions related with publishing publications of the Publishing House in digital libraries;
 - 7) participation in book fairs;
 - 8) collecting and storing publications in the repository;
 - 9) registering academic publications in electronic databases (e.g. www.scholar.google.pl).

The Publishing Procedures

§10

1. The Publishing House does not accept for printing the works which have been already published or submitted for printing in any other publishing house.
2. The documents required when applying for acceptance of the publication into printing:
 - 1) the application for the inclusion into the release plan, accepted by the Institute Council, submitted to the Secretary by the 15th of November of the year prior to publishing of the work (Attachment No. 1 to the Regulations);
 - 2) The text of the publication in two versions (in print and in an electronic format), submitted along with the application for publishing or (in justified cases) after entering the publication into the release plan, submitted by the deadline indicated in the application for publishing;
 - 3) the Author's Declaration (Attachment No. 3 to the Regulations).
3. The works which do not meet the editorial requirements set forth in the Attachment No. 2 to the Regulations will not be published.
4. The acceptance of the applications for publishing is decided and approved by the Council which enters a positively assessed application into the release plan for the current calendar year.
5. The publications entered into the release plan are realized in accordance with the release schedule and proceedings determined by the Publishing House Secretary.

§ 11

1. The publications indicated in § 2, section 2, pt 1-5, are subject to compulsory review conducted in the „double-blind review process” mode:
 - 1) the publications indicated in § 2, section 2, pt 1-4 are subject to at least one review prepared by an academic researcher from outside the School, holding at least the degree of doktor habilitowany (post-doctoral degree) and indicated by the Council;
 - 2) in case of student's publications a review prepared by an academic researcher from outside the School, holding at least the PhD degree in a given discipline of science, is permissible;
 - 3) each paper submitted for the publications indicated in § 2, section 2, pt 5, is subject to at least two independent reviews prepared by academic researchers from outside the School, holding at least the PhD degree and indicated by the executive editor of the scientific journal;
 - 4) publications under agreements of cooperation with foreign partners require at least one review from each country.
2. In case of the works published within the framework of cooperation agreements entered into with foreign institutions of learning the issues concerning the review of the papers submitted by the partner, in particular the issues of appointing a reviewer and remuneration for preparing a review lie within the responsibility of the partner.
3. The remuneration for the review is dependent on the number publishing sheets. The rates are determined by the Rector in a separate ordinance.
4. The master copies of the reviews are stored within the documentation of the Publishing House.

Financing

§ 12

1. The publishing activities are financed from the funds of the School determined in the annual financial plan, subject to section 2.
2. Financing publications by other means, including co-financing publications within the framework of the agreements entered into with national and foreign institutions of learning or other entities, is permissible.
3. The revenues from the sales of publications are the revenues of the School.
4. Accounting records of costs and revenues are maintained by the Finances and Payroll Department of the School.

§ 13

1. The publications containing foreign language texts and abstracts of the papers in foreign language are translated on author's/editor's own discretion.
2. The authors have the option to apply for covering the costs of translating their work into a foreign language by applying to the Institute Director for co-financing within the framework of funds for scientific and professional development of the employees of this Institute.
3. Translating the publications authored by the employees of the School, published under the cooperation agreements entered into, is realized under the Publishing House budget.

Final Provisions

§ 14

The following attachments constitute the integral part of the Regulations:

- 1) Attachment No. 1 – The application for inclusion into the release plan
- 2) Attachment No. 2 – Publishing guidelines for authors
- 3) Attachment No. 3 – Author's declaration

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(unit)

Nowy Sącz,.....

**THE APPLICATION FOR INCLUSION INTO THE RELEASE PLAN OF STATE
UNIVERSITY OF APPLIED SCIENCES IN NOWY SĄCZ FOR YEAR.....**

1. Type of publication:

a script / a textbook / a monograph / a joint publication under scientific editorship / a scientific journal¹ / other

2. Name and surname of the author/scientific editor/executive editor (contact phone no., e-mail):

.....

3. Title of the publication:.....

4. Suggested form of publishing: electronic / in printing* .

4.1 .In case of the electronic format publishing:

a) if the work is to be published on CDs please indicate the number of items:.....

4.2. In case of publishing in print:

a) the suggested volume of the paper expressed as a number of publishing sheets (including the number of publishing sheets in colour)**

b) the suggested print run ***

5. The projected date of submitting author's material:.....

6. Justification:

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7. Language of the printing:.....

8. Sources of financing

an institution of learning budget funds/ conference budget funds / scientific associations budget funds* / other.....

* underline as appropriate

** the maximum amount of 1 publishing sheet per each 10 hours of didactic classes from a given subject is to be planned (1 publishing sheet is 40,000 characters with spaces)

*** the demand should be planned in ratio of 1 copy per 3-4 students of an appropriate course, specialty, year of studies

Author/Editor

Institute Council President

.....
(signature)

.....
(signature)

Nowy Sącz,

I approve/do not approve

.....
President of the Scientific Council of the Publishing House

PUBLISHING GUIDELINES FOR AUTHORS

I. The following set of documents has to be submitted to the publishing house:

- a) a work with set parameters (pt. II) in printed and electronic versions (on a CD or via e-mail). Both versions have to be absolutely identical;
- b) Author's declaration (Attachment no. 3 to the Rules and regulations of Wydawnictwo Naukowe).

II. Editorial requirements:

1) General guidelines

- a) margins: all have to be 2.5 cm'
- b) Font and font settings:
 - main body of text: Times New Roman, 13 pt,
 - abstract, keywords and bibliography: Times New Roman, 12 pt;
- c) text alignment: justified text;
- d) line spacing: 1 line (also in case of tables, charts, pictures and footnotes);
- e) indented paragraphs (size: 1.25 cm)
- f) unified and continuous numbering of pages (pagination) - at the bottom of each page, in the middle;
- g) the option for word hyphenation switched off.

2) Specific guidelines compliant with the APA editorial standards

a) Citing

- **Reference marks to works of other authors**
 - **reference marks to a work of a singular author:**
 - ✓ if the name of the mentioned/discussed author does not appear in text it must be written down in parenthesis;
 - ✓ if the name of the author does appear in the text only the year of publication is to be put in parenthesis.
 - **Reference marks to works of several authors:**
 - ✓ if a work has 2 to 5 authors names of all authors have to be indicated in the first reference mark and in the following reference marks only name of the first author is to be given along with the "et al." abbreviation and the year of publication;
 - ✓ if a work has 6 or more authors give only the name of the first author and the "et al." abbreviation and the year of publication;
 - ✓ if the text refers to works of various authors sharing a surname the initials of the first names of these authors are to be given each time when works of these authors are referred to;
 - ✓ the order of reference marks – in case of referring to 2 or more works within the same parenthesis these works are to be arranged alphabetically following surnames of main/first authors. Reference marks to subsequent works are to be separated with a semicolon;
 - ✓ 2 or more works of the same author are to be arranged in order of publication (oldest to latest). The surname of an author is to be given only once, the subsequent works are to be marked with date only. References to subsequent works are to be separated with a colon;
 - ✓ if several works of the same author (or authors) were published in the same year a letter a, b, c etc. is to be put after the year of publication (with no space between the year and the character).

- **reference marks to internet sources:**

- ✓ are to be put in the main body of the text by referring to a website and the date of access written in parenthesis.

- **Quoting text**

- when quoting a fragment of a text ad verbatim the reference mark in the text must contain surname of the author, the year of publication and a page number;
- if the quotation consists of less than 40 words it must be put in quotation marks. The parenthesis containing bibliographical reference to the source of the quoted text or a parenthesis indicating the number of page, if the source was given previously, must directly follow the quotation;
- if the quotation consists of more than 40 words it must be separated from the main body of text (it must be put in a separate block of text, indented in regards to the main body of text) and quotation marks are not to be used. Such quotation should begin with a new line of text and be indented in regards to left and right margin of the remaining text. If the reference mark to the quoted source does not appear in the sentence introducing the quotation the parenthesis containing a bibliographical reference mark to the quoted source must be put at the end of the quotation.

b) Footnotes

- Footnotes are to be used to supplement the primary information contained within the main body of the text.
- All footnotes are to be numbered in the ascending order through the use of Arabic numerals as they appear in the text. In the main body of the text these numerals are to be written in superscript. Each footnote should be placed at the bottom of the page containing the contents the footnote refers to.
- Notation:

- A book:

Title of the book (page/s number), A. Author, B. Author, year, place of publication: the publishing house.

- A journal:

"Title of the article", A. Author, B. Author, year, *Title of the journal*, issue, page/s number.

- Publications authored by institutions:

Title, name of the institution, year. Downloaded from: www (date of access: date).

- Internet sources:

www (date of access: date).

c) Tables and pictures

- Number and title

- **table**

Number and title of the table are placed above the table. Number of the table is typed in the regular font and the title of the table is written below in italics. The phrase Table X and the title of the table are to be followed by full stop. Font: Times New Roman, 12 pt.

Table 1

Dane statystyczne za lata 2014-2017.

- **picture**

Description of a picture is to be put directly below the picture. The number of the picture is to be recorded in italics and the title of the picture in regular font in the same line. The phrase *Picture X* and the title of the picture are to be followed by full stop. Font: Times New Roman, 12 pt.

Picture 1. Dane statystyczne za lata 2014-2017.

- Annotations below a table or a picture

Annotations are to be put below a table or a picture. Each type of annotation begins in a new line and is concluded with full stop. The notation of annotations is the same as in the section 2: Footnotes. Font: Times New Roman, 11 pt.

d) Bibliography

- The bibliography is to be placed at the end of the article/book, in alphabetical order of surnames, without numbering.

- Notation:

- A book:

Surname, X., Surname, X.Y. (year). *Title of the book*. Place of publication: the publishing house.

- A book written under editorship:

Surname, X. (editor). (year). *Title of the book*. Place of publication: the publishing house.

- A chapter in a collective work:

Surname, X. (year). Title of the chapter. In: Y. Surname, B. Surname (editor), *Title of the book* (first page-last page of the chapter with p./pp. abbreviation, as appropriate). Place of publication: the publishing house.

- An article in a journal:

Surname, X., Surname, X.Y. (year). Title of the article. *Title of the journal, year's issue* (issue no.), the first and the last page (without p./pp. abbreviation).

- Foreign language publication (translation):

Surname, X. (year) *Title of the book*. Translated by: I. Surname, Place of publication: the publishing house.

- Foreign language publication (original text):

Surname, X. (year) *Title of the book*. Place of publication: the publishing house.

- publications authored by institutions:

Name of the institution. (year). *Title*. Downloaded from: (website address) / Place of publication: the publishing house.

- Website:

Address of the website (without the date of access).

AUTHOR'S DECLARATION

I, the undersigned,.....
(First name, surname)

employed in.....
on the position of.....

Hereby declare that the work I have submitted*

- a) the publication titled.....
 - b) a paper / a chapter / a picture etc. titled.....
- for a joint publication / the scientific journal titled

was not previously published in its entirety or in a meaningful part nor was it submitted for printing in any other publishing house and does not violate intellectual property rights, legal and material interests of third parties under the act of 4th of February 1994 regarding intellectual property rights and related rights (JoA 2017, item 880 as amended).

I hereby give my consent for the introduction of necessary changes resulting from the editorial process.

Simultaneously I transfer to Wydawnictwo Naukowe PWSZ in Nowy Sącz the exclusive right to publish the work and distribute it in printing and in electronic form as well as I waive the related remuneration.

I also declare that I solely bear the full responsibility for the scientific accuracy of the submitted work.

I oblige to not publish this work elsewhere, in any language, without prior written consent of the Publisher.

The contribution of the respective co-authors in creation of this work is as follows:

Name and surname	Percentage contribution (%)	The substantive scope of the contribution

.....
Place, date

.....
Legible signature