

SUBMISSION AND PUBLICATION RULES

1. Subject matter

The “Quarterly of Private Law” publishes articles, materials and reviews on Polish, European and foreign private law (including family and commercial law), conflict of laws, agricultural law, labour law and civil procedure (including arbitration and mediation).

2. Types of manuscripts

Articles

We publish papers on issues of wide scientific significance. Preferably, manuscripts should exceed 40 000 characters including spaces. Articles on the overall objectives of legislation and on draft measures are published in the “Discussion” section.

Materials

The “Materials” section covers a wide range of annotated resources (including, but not limited to, bills, texts and translations of international agreements, foreign legislation and EU measures), as well as documents (materials and reports) on the activities of international organisations working for the unification of private law.

Reviews

We welcome reviews of books (including, but not limited to, monographs, textbooks, commentaries and reference works), published either in Poland or abroad, that are of great significance to private law.

The “Quarterly of Private Law” does not publish reports from scientific conferences or comments on case law. We do, however, release thematic case law reviews.

3. Formatting requirements and submission guidelines

Manuscripts should be sent to kpp_redakcja@onet.eu in electronic format. We accept MS Word files and other compatible formats. Please provide author's personal data (including home address, telephone number and e-mail address), as well as a statement confirming that their manuscript has not been previously published (in another journal, as part of a collective work or as part of a monograph) or accepted for publication elsewhere. In the case of co-authorship, information should be provided to detail the respective contributions of individual authors.

Manuscripts should meet the requirements laid down by the Editorial Department (see, in that regard, "Guidelines for authors" below).

Articles should be accompanied by an English translation in electronic format. The translation should follow this template:

Author¹:

Title²:

Source: Kwartalnik Prawa Prywatnego ("Quarterly of Private Law")

Year: 2019, vol.: XXVIII, number, pages:....

Keywords:

Discipline: Law (Private Law, International Private Law, European Law, Commercial Law, Labour Law, Civil Procedure³)

Language: Polish

Document type: Article

Publication order reference⁴:

Abstract:

The abstract should not exceed one page of text.

¹ Where the article has been co-authored, then all authors should be listed. Furthermore, translators should be credited for translated works.

² Title in Polish and in English.

³ Please specify the appropriate discipline.

⁴ Please specify institution(s) **the author is affiliated with (as an employee, PhD student etc.), as well as the e-mail address readers can use to reach the author. If the author is not affiliated with any institution, please specify their place of residence (e.g. Kraków, Poland), as well as the e-mail address readers can use to reach the author.**

Abstracts are published:

- 1) on the journal's website: <http://pau.krakow.pl/index.php/en/publications/scientific-journals/the-quarterly-of-private-law/abstracts>;
- 2) in the CEJSH ("The Central European Journal of Social Sciences and Humanities") database:
http://cejsh.icm.edu.pl/cejsh/search/page.action?q=c_0language_0eq.all*sc.article*c_0all_0eq.Kwartalnik%2BPrawa%2BPrywatnego*I_0*c_0fulltext_0eq.all>=SEARCH.

4. Proofreading

The Editorial Department reserves the right to make linguistic and editorial changes to papers accepted for publication.

A proof sheet will be sent to the author in electronic format (or, exceptionally, as a hard copy) for author's corrections. Changes made by the author must be clearly indicated. Corrections should be made by the deadline specified by the editor. The author's failure to submit the text within such deadline shall be deemed to be an acknowledgement and acceptance of the version as sent by the Editorial Department.

5. License agreement

When a paper is accepted for publication, we will sign a license agreement (non-exclusive license) with the author. The author will receive a template of the license agreement in two counterparts. Each of them should be signed and sent back to the Editorial Department.

6. Original version

The journal is only published in paper format (hard copy).

English abstracts are published online:

- 1) on the journal's website: <http://pau.krakow.pl/index.php/en/publications/scientific-journals/the-quarterly-of-private-law/abstracts>;
- 2) in the CEJSH ("The Central European Journal of Social Sciences and Humanities") database:
http://cejsh.icm.edu.pl/cejsh/search/page.action?q=c_0language_0eq.all*sc.article*c_0all_0eq.Kwartalnik%2BPrawa%2BPrywatnego*I_0*c_0fulltext_0eq.all>=SEARCH.

7. Notice on personal data processing

Personal data are processed for purposes related to publication workflow. Data may be transferred to persons in charge of technical operations and IT, as well as to the Data Controller (the Polish Academy of Arts and Sciences).

Data subjects shall have the right to request access to and rectification or erasure of personal data or restriction of processing, as well as the right to data portability and the right to lodge a complaint with the President of the Polish Personal Data Protection Office.

For any matters concerning personal data processing, please e-mail the data protection officer: iodo@pau.krakow.pl. For more detailed information, see the website of the Polish Academy of Arts and Sciences:

www.pau.krakow.pl/notice_on_personal_data_processing.pdf

<http://www.pau.krakow.pl/index.php/pl/akademia/informacja-o-przetwarzaniu-danych-osobowych>

GUIDELINES FOR AUTHORS

1. General

Articles can be divided into sections. These can be marked using Roman numerals instead of titles. Shorter passages should be numbered using Arabic numerals, while individual parts within these passages should be marked consecutively, using Latin alphabet. Do not use bold format to emphasise a word or sentence. Words or sentences that are meant to be emphasised should be underlined (the text will then be reformatted according to our guidelines). Use italics only to distinguish foreign words (this, however, does not apply to the foreign names of public authorities, the titles of legal acts or foreign quotations). Do not italicise quotations (quotations should be preceded by a colon and enclosed within quotation marks).

Review heading should include the following: first and last name of the author of the reviewed work, full title (in italics), publishing house, place and year of publication and, where appropriate, the title of a series (as per the title page and copyright page), as well as the number of pages.

2. Footnote referencing style

Footnotes should follow the following style: (a) books – first name initial and last name of the author (do not separate last name letters with spaces), the title of the work (in italics), volume, place and year of publication, page or marginal number. When referring to an identifiable part of a collective work, please identify the author of the cited part and the work's title. Then, please use "w:" [in:] and provide respective information on the entire book and its editor(s); (b) articles – first name initial and last name of the author, the title of the article (in italics), the title of the journal (within quotation marks), year of publication (which may be preceded by a number indicating subsequent volume number, e.g. "R. II: 1993" [vol. II: 1993]), issue number within the volume, page (in the case of dailies a publication date can be provided instead of a number); it is possible to use generally accepted journal abbreviations (such as the "KPP"), yet in the case of foreign or discontinued journals please cite, in the first footnote referencing the article, the full title of such journal and its abbreviation that is to be used throughout the footnotes; (c) court decisions – the type of decision (judgement, order, resolution), the name of the issuing authority (it is possible to use generally accepted abbreviations, such as TK, SN or NSA, instead of a full name), date of the decision (using Roman numerals), case reference number and means of publication, including paragraphs or pages (e.g. "wyrok SN z 15 II 1999 r., I CKN 20/97, OSP 2000, z. 4, poz. 21") ["judgement of the SN of 15 II 1999, I CKN 20/97, OSP 2000, vol. 4, para. 21"]); if the decision has not been published, this fact should be reflected appropriately. When referring to the decisions of foreign courts, parties to the proceedings can be identified if this is generally accepted. When referring to legal acts, it is necessary to provide their full title and means of publications. Please note that foreign legal acts should be translated.

When the work is referred to for a second or subsequent time, please refer to the footnote providing full bibliographic information on such work (e.g. S. Grzybowski, [przyp. 4], s. 247) [(e.g. S. Grzybowski, [footnote 4], p. 247)]. If more than one work by the same author is referred to in a single footnote, use an unambiguous title abbreviation (e.g. S. Grzybowski, *Część ogólna...*, [przyp. 7], s. 29) [(e.g. S. Grzybowski, *Część ogólna...*, [footnote 7], p. 29)]. Phrases such as *op. cit.*, *dz. cyt.* or *ibidem* should not be used.

3. Bibliographies

The POL-index Polish citation database, which is a part of the POL-on information system on higher education, is currently being established. Therefore, the author should provide, in a separate file accompanying each manuscript, a list of works cited therein. If it follows from a review that bibliography should be supplemented with references to other sources, the author must amend their manuscripts accordingly and then submit an updated list of works cited therein.