

GUIDELINES FOR AUTHORS

I. “Polish Civil Procedure” (hereinafter called also PPC) is a quarterly devoted to the issues of construction, interpretation, application and enacting of civil procedural law. It publishes materials on Polish, European and foreign civil procedural law, including enforcement proceedings, insolvency proceedings and proceedings before arbitration courts (<http://www.czasopisma.wolterskluwer.pl/polish-civil-procedure>).

II. Submitted materials will be published in one of the following four sections: articles (studies, dissertations and contributions), legal issues (answers to legal questions), case-law (glosses), reviews.

The submitted materials should be accompanied by **an abstract and keywords in Polish and English, the author’s ORCID number**, as well as **the title of the text translated into English**. You should also provide an attachment bibliography, provide information on sources of funding (e.g. from a grant), and in the event of co-authorship – provide the percentage of the contributions of particular authors to the publication.

Texts sent to the “Legal issues” section should have a short title, which can be in the form of a question, and shall be written in a concise language; texts including footnotes not exceeding the total of 20,000 characters with spaces are accepted to this section.

The gloss should have the title and contain the designation of the court which issued the commented decision, date of issue of the decision, reference number, thesis (if the thesis is formulated by the author - this should be noted) and the place of publication, if the decision was published. In the case of judgments of the Court of Justice of the European Union, it is sufficient to provide the yearbook and page of the official set of judgments (abbreviation: “ECR”); European Court of Human Rights rulings available in the HUDOC database should be cited in accordance with the citation guidelines posted on the Court’s website (e.g. *Kress v. France* [GC], no. 39594/98, § 72, ECHR 2001-VI, *Hornsby v. Greece*, March 19, 1997, § 40, Reports of Judgments and Decisions 1997-II). If the decision was published in Polish (e.g. in the Bulletin of the Information Office of the Council of Europe), the place of Polish publication should also be indicated.

The heading of the review should include the name of the author of the reviewed publication, title of the work, place and date of its publication, name of the publishing house and number of pages. For foreign-language publications, it is sufficient to provide the title in the original language.

III. The submitted materials should contain the author's name, academic degree or title, ORCID number, address, contact telephone number and e-mail address; in the event of researchers – also their affiliation.

IV. Articles should be sent electronically to: polskiprocescywilny@gmail.com. The text should be written in Times New Roman, 12 points, 1.5 spacing; the footnote text (only footnotes are used) - Times New Roman font, 10 points, spacing 1, continuous numbering. Pages should be numbered.

V. Materials published in PPC are subject to the assessment by two reviewers who are habilitated scholars, coming from outside the scientific unit affiliated by the author. The author and reviewers do not know their identities. The review is prepared on a form, the template of which is available on the PPC website. The text is also proofread. The editors reserve the right to make changes in the English version of the title proposed by the author.

VI. The editorial office kindly informs that royalties are paid for selected articles published in the “Polish Civil Procedure”.

VII. The editors inform that ghostwriting and guest authorship are manifestations of academic misconduct - all detected cases will be documented and relevant entities (institutions employing authors, scientific and scholarly associations, associations of scientific editors, etc.) shall be notified about the misconduct. Ghostwriting occurs when someone has made a significant contribution to the publication without disclosing his or her participation as one of the authors or without mentioning his or her role in the acknowledgments contained in the publication. Guest authorship consists in the fact that the author's participation is negligible or has not taken place at all, yet he or she is the author or co-author of the publication.

VIII. It is allowed to use commonly accepted abbreviations of titles of Polish journals; in the event of foreign periodicals, the full title of the journal should be provided in brackets with the first reference. Authors are asked to follow the guidelines for authors of articles submitted to Wolters Kluwer Polska Sp. z o.o., available at <https://www.wolterskluwer.com/pl-pl/solutions/informacje/dla-autorow>.

IX. The editorial office does not return unsolicited materials.