

STUDIES IN PUBLIC LAW

EDITORIAL GUIDELINES – ELEMENTS OF STYLE

- I. General requirements
- II. Text formatting
 - 1. Font, size, spacing and margins
 - 2. Headings and sub-headings
 - 3. Text layout
 - 4. Punctuation
 - 5. Abbreviations
 - 6. Citation
 - 7. Figures and Tables
- III. Footnotes formatting
 - 1. Font, size, spacing
 - 2. Bibliographic footnotes
 - 3. Quotation of judicial decisions

I. General requirements

Manuscripts should be submitted in a .doc format (Word 97 or newer) and a .pdf format (Adobe Reader). Authors are requested to submit a full electronic version (main text, footnotes and final tables, figures and illustrations) in both formats. The .doc and .pdf versions must be identical. Pages must be numbered, with page number in the footnote, aligned to the right.

II. Text formatting

1. Font, size, spacing and margins

Font 12 pts Times New Roman, aligned with 1.5 spacing, margins 2.5 cm.

2. Headings and sub-headings

The text of the article begins with an Introduction and ends with the Conclusion – not numbered. For the sake of clarity, the structure of the paper should contain no more than three (3) subheadings:

- 1. Heading
 - 1.1. First sub-heading
 - 1.1.1. First sub-subheading
 - 1.1.1.1. First sub-subsubheading
- 2. Heading
 - 2.1. First sub-heading (etc.).

Capital letters should be used only at the beginning. There is no full stop at the end of Introduction, headings and sub-headings, and Conclusion, which should be bolded. Subheadings for commentaries, polemics,

opinions, *glosses* or summaries of judgments are not recommended, although exceptions are possible.

3. Text layout

1. Texts must not be aligned using space characters.
2. New paragraphs, if indented, must be made using the indent Tab. Indenting with the use of space characters is not permissible.
3. Words must not be divided, nor single letters or figures may be moved to the next line; no special formatting is allowed (professional editors will take care of that).
4. The text may be differentiated using the following: *italics* – for the title of publication, foreign language words (e.g. *prima facie*, *de lege ferenda*) and for words or expressions used as examples; **bold** – for titles/headings, terms and expressions and fragments of a text which need to be bolded; emphasis – for terms and expressions which need to be emphasized.
5. If it is necessary to use characters or symbols which are not on the keyboard, the ‘insert symbol’ option or a properly programmed macro may be used. In such a case, however, the manuscript must be accompanied with a list of all changes/characters made in this manner.
6. In each submitted manuscript, the Latin expressions such as e.g. *ibidem*, *idem*, *eadem*, *op. cit.* should be consistently written in regular font, not italicised.

4. Punctuation

Footnotes: footnote numbers in upper indices must precede punctuation marks. **Hyphenated words – hyphens** "-" never have spaces on either side (e.g. socio-economic). **Dashes** “–” when used as a punctuation device should have spaces on either side, while when used as a range dash (e.g. years 1901–2001, pp. 11–19, art. 16–20) – do not have spaces. **Commas, full stops, exclamation marks, question marks, semi-colons, colons** should be moved towards the word that precedes them.

5. Abbreviations

1. When the name of an institution appears for the first time, its full name should be followed by the abbreviated version in brackets e.g. the European Court of Justice (ECJ).
2. It is recommended to use abbreviations when quoting official gazettes and journals of laws e.g. Dz. U., M. P., Dz. Urz. MNiSW, titles of statutory laws or codes e.g. Criminal Code may be referred to as c.c. once the full name of such a law has been first stated. It is also recommended to use abbreviations of the titles of legal acts along with the appropriate reference to the editorial unit of the act (art., paragraph., point).

6. Citation

1. **General:** only regular (double) quotation marks are allowed. There is no space between the text and the quotation marks which enclose it. Apostrophes may not be used instead of quotation marks.
2. **Emphasising citations:** short citations may be placed in the main text, indicated by quotation marks, without changing the font size or type. If, in the cited text, there is a fragment already in quotation marks, an internal quotation mark: « » may be used (using codes alt-0171 and alt-0187). Longer quotations of several lines must be separated from the main text by a blank line above and below the quoted text.
3. **Punctuation** – if the cited fragment constitutes the last part of a sentence, the closing quotation mark should be placed before the punctuation mark (full stop).
4. **Omissions in quotations** – deleted fragments in the quoted texts should be designated by three spaced points in square brackets: [...]. This symbol may only originate from the special symbols base or by using code alt-0133.
5. **Stylistic changes,** comments, explanations and complementary information introduced by the author in quoted fragments should be enclosed in square brackets, e.g. “[L]egislation is the process of giving or enacting laws. [It] is a function performed by a properly authorized organ or body, whose authorisation derives from the constitutional law or laws of the country; [...]”.

7. Figures and Tables

Tables should be in Times New Roman, 11 pts, with 1.5 spacing. Table headings must not be bolded and numerical data in tables may not be aligned using a Tab key or Space characters. In all language versions apart from English, a coma is used to separate decimals. Figures and tables intended for publication should be included in the submitted text. They should be of good quality, and be uniform in form and description (legend). Moreover, figures and tables must be numbered. Table title should appear above it; figure notation should be placed below it. Each time the source of the data must be stated below the table or figure.

Example:

Table 1. Changes in the GDP in years 2000–2011

Source: *Yearbook*, 2012.



Figure 1. Population density in Kielce region in the 4th quarter of 2002

Source: *Informator Urzędu Statystycznego* in Kielce, 2003.

If a table or figure has been created by the author, the following notation is necessary:

Source: Own elaboration.

III. Footnotes formatting

Font, size, spacing

Footnotes should be created using the facility provided in Word, use Times New Roman 10 pts, aligned with single spacing. Only numbered footnotes are allowed (always beginning with 1). Please note that a separate bibliography list cannot be published.

Bibliographic footnotes

1. **Monographs**: capitalised initial of the author's first name and middle name (if applicable), followed by a full stop and the author's surname, the title of the book in italics, place and year of publication, page(s) number.

Example:

K. Wojtczak, *Zawód i jego prawna reglamentacja. Studium z zakresu materialnego prawa administracyjnego*, Poznań 1999, p. 25 et seq.

2. **Collective work (multiple authors)**: capitalised initial of the author's first name and middle name (if applicable), followed by a full stop and the author's surname, the title of the chapter/article in italics, in: title of the collective work in italics, edited by: initial of the editor(s) first name(s) and surname(s), place and year of publication, page(s) number.

Example:

Z. Duniewska, *Prawo ochrony zdrowia*, in: *Materialne prawo administracyjne – pojęcia, instytucje, zasady*, ed. by M. Stahl, Warszawa 2005, p. 24.

3. **Team work**: capitalised initial of the authors' first name(s) and middle name(s) (if applicable), followed by a full stop and the authors' surnames, the title of the book in italics, place and year of publication, page(s) number.

Example:

H. Izdebski, M. Kulesza, *Administracja publiczna – zagadnienia ogólne*, Warszawa 1998, p. 171–198.

4. **Article in a journal**: capitalised initial of the author's first name(s), followed by a full stop and the author's surname, the title of the article in italics, title of the journal (full name in inverted commas, no abbreviations), year of publication, copy number, page(s) number.

Example:

D. Szostek, *Elektroniczna postać czynności dotyczących zamówień publicznych*, „Przełęcz Prawa Handlowego” 2005, no. 9, p. 30.

5. When a reference is made to **an item of bibliography listed directly above**: a signal *ibidem* should be used.

Example:

D. Szostek, *Elektroniczna postać czynności dotyczących zamówień publicznych*, „Przełęcz Prawa Handlowego” 2005, no. 9, p. 30.

Ibidem, p. 32.

6. When a reference is made to **an item already cited** but two or more works of the same author(s) have been listed: idem, eadem and iidem should be used.

Example:

A. Jarocho, *Asysta i pomoc przy czynnościach egzekucyjnych*, in: *Prawo i Administracja*, vol. IX, ed. by K. Wojtczak, Piła 2010, p. 256.

Idem, *Postępowanie przed wojewódzką komisją do spraw orzekania o zdarzeniach medycznych*, „Studia Prawa Publicznego” 2013, no. 1, p. 38.

K. Wojtczak, *Urzędnicy we Francji*, „Samorząd Terytorialny” 1991, no. 6, p. 19.

Eadem, *Karta Polaka*, in: *Materialne prawo administracyjne. Part II*, Poznań 2008, p. 91 et seq.

B. Adamiak, J. Borkowski, *Polskie postępowanie administracyjne i sądownoadministracyjne*, Warszawa 1997, p. 3.

Iidem, *Kodeks postępowania administracyjnego. Komentarz*, Warszawa 2000, p. 31.

7. When **an item of bibliography is repeated** (and **the bibliography contains a reference to only one title by one author**): a capitalised initial of the author's first name(s), the author's surname, op. cit.

Example:

Z. Duniewska, op. cit., p. 143.

8. When **an item of bibliography is repeated** (and **the bibliography contains several titles of the same author**): a capitalised initial of the author's first name(s), the author's surname, the beginning of the title of the book or article in italics, followed by suspension points.

Example:

K. Wojtczak, *Pozycja prawna...*, p. 15 et seq.

Legal sources

1. A uniform system of denoting legal acts must be adopted.

Example:

Unified text, Dz. U. (J.L.) 2000 No. 98, item 1071 as amended; J.L. 2012, item 150; O.J. EU L 88 of 4 IV 2011, p. 76.

2. When a reference is made to a legal act in the **main text** the full name of the month of issue should be given.

Example:

Act of 7 April 1989: Law on Associations.

The footnote should then read: Unified text, J.L. 2001 No. 79, item 855 as amended.

3. Where the legal act is only cited in the **footnote**, the type of the act and date of its issue (month written using Roman numerals, with single spaces, no full stops), title and the journal in which the law was announced must be stated.

Example:

Act of 7 IV 1989: Law on Associations (unified text, J.L. 2001 No. 79, item 855 as amended).

4. When a legal act is cited for the first time, apart from its full title, the abbreviated title used further in the text should be given.

Example:

Act of 23 IV 1964: Civil Code (J.L. No. 16, item 93 as amended), hereinafter referred to as “c.c.”; Act of 14 VI 1960: Code of administrative procedure (unified text J.L. 2000 No. 98, item 1071 as amended), hereinafter referred to as “c.a.p.”.

Citation of judicial decisions

1. When judicial decisions (or opinions) are cited, the following must be indicated:

- **in the main text** – at least the organ that issued the decision and the date of issue;
- **in the footnote** – the issuing organ, the date of issue, file number and place of publication.

Example:

Decision of the Regional Administrative Court in Łódź of 5 IX 2012, II SAB/Łd 73/12, „Samorząd Terytorialny” 2012, no. 4, p. 5; decision of the Supreme Court of 24 VI 1993, III ARN 33/93, „Państwo i Prawo” 1994, no. 9, p. 111; decision of the Constitutional Court of 9 VI 1998, K. 28/97, OTK 1998, no. 4, item 50.

2. When a reference is made to a **website source** the date at which the source was accessed should be given (in brackets).

Example:

<http://www.mg.gov.pl/node/13275> (access date: 12 X 2010).

3. References to **LEX** or **LexPolonica sources** must be accompanied with issue no.

Example:

Decision of the Supreme Administrative Court of 10 X 2007, II GSK 156/07, LEX no. 399217; Resolution of the Supreme Administrative Court of 5 XII 2011, II OPS 1/11, LexPolonica no. 2803420.

4. Where a **decision** remains **unpublished**, this must be indicated.

Example:

Decision of the NSA – Branch in Łódź of 22 VI 1994, SA/Ł 522/94, unpublished.