

Editorial regulations

§1 Publication

1. Publication in the columns of *The Opole Studies in Administration and Law* is free of charge.
2. The Editorial Board do not return materials which were not ordered.
3. The author/s is/are obliged to send in the material in compliance with the requirements defined in the document "Detailed instructions for authors". In case the formal requirements are not met, the Board reserve the right to return the material to the author/s for necessary corrections.

§2 Copyright and personal data

1. The copyright of the published work is held by Opole University (as regards collective works) and by the authors (with reference to individual parts of a collective work, which are of an independent character).
2. It is exclusively materials that have not been published before which can be submitted for publication in *The Opole Studies in Administration and Law*.
3. Opole University does not restrict the authors' further use of their work provided that *The Opole Studies in Law and Administration* is cited as the primary source of its publication.
4. Agreement to have the work published in the columns of *The Opole Studies in Administration and Law* is tantamount to the authors' granting the licence to Opole University, covering the right to use the work without territorial or temporal limitations in the following areas of exploitation:
 - a) recording and multiplying the work: producing – by means of a determined technique – any number of copies of the work as a whole or its part, including the techniques of printing, reprography, magnetic recording, as well as the digital technique, entering the work into computer memory and computer network,
 - b) turnover of the original work or copies of thereof, on which the work was recorded – introducing into the turnover, lending or hiring of the original or its copies,
 - c) popularization of the work in a different manner from those defined in Point 2 – rendering the work or its abstract available online, through making it accessible to receivers in the online fashion or by downloading to their own devices to acquaint themselves with the content, inserting the work or its abstract in electronic databases dealing with dissemination of

scientific works, including – in particular – the base CEJSH (The Central European Journal of Social Sciences and Humanities),

d) creating and disseminating dependent works realized with the use of the work – making use of them in the areas of exploitation defined in Points 1-3.

5. The author's granting the licence rights to use their work does not entitle them to demand any remuneration.

6. The author agrees for Opole University to grant further permission to use the work (sub-licence) in the areas of exploitation listed in Par. 2 Item 4.

7. The author agrees to have their personal data made public in connection with the dissemination of their work, that is the first name, the surname, affiliation and e-mail address.

§3 Preventing “ghostwriting” and “guest authorship”

1. Accepting, as its goal, prevention of “ghostwriting” and “guest authorship”, *The Opole Studies in Administration and Law*, citing instructions issued by the Ministry of Science and Higher Education, declares as follows:

Reliability makes one of the qualitative cornerstones of science. Readers should never be left to doubt that authors of publications present results of their own genuine work in a clear, reliable and honest way, irrespective of whether they are its direct authors or have made use of aid from a specialist subject (a natural or legal person). A proof of the scientific worker's ethical attitude and the highest editorial standards should be disclosure of information on the subjects who contributed to the writing of the publication (substantially, materially, financially, etc.), which is a manifestation of not only good practices, but also of social responsibility. Examples to the contrary are the so-called “ghostwriting” and “guest authorship”. We come to deal with the former when somebody has contributed to the publication to a substantial extent, without revealing his/her share as one of the authors or without mentioning his/her role in acknowledgements inserted in the publication. On the other hand, “guest authorship” (“honorary authorship”) occurs when the author's share has been scanty or none at all, yet despite this he/she is listed as a co-author of the publication. In order to prevent cases of “ghostwriting” and “guest authorship” the Editorial Board should introduce suitable procedures, typical of the represented domain or a discipline of science and/or implement the following solutions:

□ *The Board should require the author/s to disclose the share of individual authors in writing the publication (including their affiliation and share), that is information on the author/s of*

the concept, assumptions, methods, protocol, etc., which were used to prepare the publication, still the main responsibility rests of the author who submits the manuscript.

□ *The Board should elucidate in the “Instructions for authors” that “ghostwriting” and “guest authorship” are manifestations of dishonesty and that all discovered cases will be exposed, including notification of relevant subjects (institutions employing authors, scientific societies, associations of scientific editors, etc.).*

□ *The Board should obtain information on the sources of financing, the share of scientific-research institutions, associations and other subjects (“financial disclosure”).*

□ *The Board should document all manifestations of scientific dishonesty, especially breaking and violating principles of ethic, which are obliging in the scholars’ world.*

2. Accepting the significance of these recommendations, though, fortunately, the indicated negative phenomena are not frequent incidents as regards legal, administration and historical sciences, the Editorial Board of *The Opole Studies in Administration and Law* require, in the case of co-authored works, determining the leading author and indicating the percent share of individual authors.

3. The Board will document revealed cases of violation with the aim to eventually forward the material to relevant organs.

4. In the case when the scientific studies which make the basis of the published text were financed by an institution other than indicated in the author’s affiliation, they are requested to indicate the source of financing. This does not apply to the case of financing research from the author’s own purse.

§4 Declaration of the original version

The Editorial Board declare that the paper version is the original (referential) version of the journal.