Editorial regulations

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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.

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§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.

قة 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.).

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

قة 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.