

General Information for Contributors

Opole Law and Administrative Studies is the official journal of the Law and Administration Department of University of Opole. It is published quarterly and it's also available on [The Central European Journal of Social Sciences and Humanities](#) (abstracts only) and [The Central and Eastern European Online Library](#) (full articles). This guide is provided to assist authors in preparing articles for the *Studies*.

1. Content.

Opole Law and Administrative Studies includes articles in all fields of interest and concern to law and history of law and state. The *Studies* also encourages the publication of memorials, reviews and reports from scientific conferences.

2. Author's Responsibilities.

Manuscripts are accepted for review with the understanding that they have not been previously published, in whole or in part, other than as a working paper made available at a workshop or conference, distributed as part of a working paper series, or posted on an electronic database of working papers; and are not currently being considered for publication elsewhere. Authors are responsible for the accuracy of statements in their articles and for the accuracy and adequacy of the references.

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Manuscripts are evaluated for their appropriateness for *Opole Law and Administrative Studies*, significance, and clarity. If accepted, manuscripts will be subjected to two double-blind reviews. If extensive revisions are indicated, manuscripts are returned to authors with request for necessary changes and corrections before publication. Throughout the editorial process, the editor's purpose is to assist authors in effectively communicating their ideas. The editor welcomes advance queries from authors about possible *Studies* articles.

Instructions for Preparing Manuscripts

1. Title and Author.

Provide a title that is brief, specific, and descriptive of the article's content. Below the title, provide the name(s), professional title(s), and affiliation(s) of the author(s), and the address (including e-mail) of the author (or institution) to whom correspondence should be sent.

2. Abstract.

Provide an abstract of maximum one page in English and language of publication (if different than English).

3. Headings.

Larger articles should be divided into headings and subheadings. Author should use bold in this case.

4. Text.

The entire text, including quotations, should be typed in Times New Roman 12 pt; 1,5 space between lines with 2,5 cm margins on all sides. Text should be aligned to both left and right margin and pages should be numbered.

5. Footnotes.

Acknowledgements should be preceded by an asterisk and placed before the first footnote. Acknowledgements should consist of (at least): affiliation of author, address of the institution and author's e-mail address.

Footnotes should be identified in the text by superscript numbers and should be typed in Times New Roman 11 pt; 1,5 space between lines. Footnotes should follow the following example:

J. Smith, *Full title of article*, Name of journal and issue number, page number.

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Please, do not translate any titles of the publications and leave them in the original form.

6. Submitting the Manuscript.

Manuscripts should be sent to the editorial office: Aleksander Witosz, Wydział Prawa i Administracji Uniwersytetu Opolskiego, ul. Katowicka 87a, 45-060 Opole, Poland. Electronic versions in Word (doc or docx file type) may be sent by email to redakcja.osap@gmail.com. If manuscripts are submitted in paper format, CD with appropriate file should be attached and mailed to the address above.

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The author (one designated author, if there are multiple authors) will receive a clean copy of the manuscript before it is sent to the printer. The copy must be proofread, approved, and returned within 14 days. Upon publication, the author will receive one free copy of the issue in which the article appears.