

FORMAL AND EDITORIAL REQUIREMENTS FOR SCIENTIFIC TEXTS SUBMITTED
FOR PUBLICATION IN THE SCIENTIFIC JOURNAL *PRZEGLĄD RYNKU FINANSOWEGO*
– *FINANCIAL SUPERVISION REVIEW*

1. A scientific text submitted for publication in the scientific journal, hereinafter: ‘text’, should:
 - 1) be written in Polish or English;
 - 2) have an abstract in English including the translation of the title, and in the case of texts in English, also an abstract in Polish including the translation of the title;
 - 3) indicate key words or expressions in Polish and English (up to 5 words or expressions) and JEL classification codes (Classification System for Journal Articles);
 - 4) have a bibliography.
2. The text should have a title and be divided into chapters, and have a separate introduction and ending (summary).
3. The text of a scientific article should not exceed 40 000 characters including spaces, the text of a review and a gloss – 20 000 characters including spaces, and the text of a research report – 10 000 characters including spaces.
4. The author should indicate:
 - 1) the ORCID number and affiliation with a specific institution – or lack of affiliation;
 - 2) the e-mail address which will be published together with the author’s details.
5. The author may make a reservation that the text should be accompanied by the following wording: ‘The opinions presented in the text are the author’s personal opinions and must not be interpreted as the standpoint of the institution(s) with which the author is professionally connected.’
6. The author should add to the text a biographical note of up to 450 characters including spaces.
7. An article should be prepared in accordance with the following requirements:
 - 1) the text should be in a .doc (.docx) or .rtf file, with minimum formatting, in accordance with the following guidelines:
 - font for the body text: Times New Roman 12 pt, 2.5 cm top, bottom, left and right margins, first line indentation of 1 quad (12 pt), line spacing 1.5 lines, without spacing before and after line indentation (0 pt),
 - no special formatting, including in particular boxes or text fields,
 - quotations should be put in quotation marks, without italics,
 - no special formatting within the text, apart from italics, which should be used only for foreign expressions,
 - pages should be numbered (continuous numbering, placed in the bottom right corner of the page),
 - the option ‘Don’t hyphenate’ should be selected,
 - tables, diagrams and figures should have titles, numbers, references to sources and references in the text, and should be in black and white, with shades of grey,
 - graphic elements should be saved in .jpg, .png or .pdf format; each graphic

element should be saved in a separate file,

- for diagrams, please additionally provide source data in .xls (.xlsx) format,
- footnotes should be put in the bottom of the page, with continuous numbering, in accordance with the rules specified in Appendix No 1 hereto;

2) tables and diagrams may be part of the text, but extensive tables and panel diagrams should be placed in an annex; the Editorial Team reserves the right to move all the graphic elements to the annex if the accumulation of illustrations prevents the typesetting of the text or makes it difficult;

3) the first page, before the body text, should include:

- the author's full name, academic degree or title and details referred to in point 4,
- an abstract of up to 150 words,
- JEL classification codes (Classification System for Journal Articles),
- keywords;

4) bibliography should be prepared in accordance with the rules specified in Appendix No 2 hereto.

8. The text should be submitted to the Editorial Team in the form of file or files, in accordance with the requirements specified in point 7, to the e-mail address: redakcja@knf.gov.pl.

9. The Editorial Team does not return unsolicited texts.

10. The author should submit a statement, according to the template included in the application form provided on the scientific journal's website, to the effect that:

1) they are the author of the text;

2) the text has not been published in whole or in parts or abridgements in any form and has not been submitted for publication in any other journal or publication.

11. By submitting a text to the Editorial Team, the author agrees to checking the text's originality with the use of anti-plagiarism software, to submitting the text for external review, and to its publication if it is positively assessed.

12. In the case of texts with multiple authors, each co-author should provide the information and statements referred to in points 4, 5 and 11 separately.

13. In the case of texts with multiple authors, each author should disclose their contribution to the scientific text.

14. If the text has been created as part of a project funded from external sources, the source of funding should be disclosed.

Rules of preparing notes

1. Notes should have the form of footnotes and should have uniform numbering throughout the text; they should be set in Times New Roman 10 pt. There should be no whitespaces or tabs between the superscript reference and the text of the footnote.
2. References should be superscript Arabic numerals. In the body text, the reference should be put after the last word of the passage to which it refers (and in the case of a quotation, after the quotation mark), before the punctuation mark – a comma or a full stop.
3. Footnotes should start with a capital letter and end with a full stop.
4. Bibliographic notes should be made in accordance with the following rules:
 - 1) in the case of non-serial publications, the following information should be indicated in the following order:
 - a) author or authors – by providing initials of the first name(s), and the last name, and in the case of multi-authored publications, by providing initials of the first names, and the last names of all authors in the order in which they are placed on the title page,
 - b) full title (and subtitle, if any),
 - c) in the case of joint publications, the title should be followed by the initials of the first name(s), and the last name of the scientific editor, or the initials of the first names, and the last names if there are multiple editors, in the order in which they are placed on the title page,
 - d) issue (number, changed and supplemented),
 - e) volume, if the publication has many volumes,
 - f) publisher's name,
 - g) place and date of publication,
 - h) number of volumes, if the description concerns the entire publication consisting of many volumes,
 - i) number of page or pages which include the passage to which a reference is made;
 - 2) in the case of a chapter in a monograph, the rules specified in point 1 apply accordingly, but after providing the information referred to in point 1(a) and (c), you should add a comma and the preposition '[in:]' and provide information about a joint publication in accordance with point 1(b)–(j);
 - 3) in the case of article in a serial publication (journal), the following information should be indicated in the following order:
 - a) author or authors of the article – by providing initials of the first name(s), and the last name, and in the case of multi-authored publications, by providing initials of the first names, and the last names of all authors in the order in which they are placed in the text,
 - b) full title of the article,
 - c) title of the journal in quotation marks,
 - d) year, number or other designation – according to the information from the title page of a given issue of a journal,
 - e) number of page or pages which include the passage to which a reference is made;
 - 4) in the case of normative acts, the following should be indicated:
 - a) the provision (a relevant subdivision of a normative act)

- – if a specific provision is referred to;
- b) full title of a given act, including the following information in the following order:
- type of act,
 - issuing body – in the case of lower-order legal acts,
 - date of the act,
 - subject matter of the act (the expression ‘on...’, etc.),
- c) current promulgation address – including:
- official abbreviation of the title of the official journal,
 - year – if not identical to the year indicated in the act’s date,
 - item under which the act or its consolidated text has been announced, and items under which changes have been announced, if the act or its consolidated text have been amended;
- 5) in the case of court and tribunal rulings, the following information should be indicated in the following order:
- type of ruling,
 - name of the court or tribunal issuing the ruling,
 - date of issuing the ruling,
 - Case File No (without the expression ‘Case File No’),
 - publisher – if the ruling has been published (e.g. OSP, CBOSA, ONSA), or information that the ruling has not been published (‘unpublished’);
- 6) in the case of other legal acts, the rules specified in point 4 apply accordingly;
- 7) in the case of online sources, the following should be indicated:
- a) title of the source, and if not available, its generic or descriptive name,
 - b) full access path (URL address),
 - c) date of access in square brackets – in the following format: [access: DD.MM.YYYY];
- 8) in the case of other documents or source materials (reports, studies, etc., as well as press articles and other non-scientific publications), the rules specified in point 1 apply accordingly, but in the case of documents originating from a body or institution (institutional author), the title should be followed by the name of that body or institution.
5. After the first mention, a shortened title should be used (the first word or words, without other bibliographical information). Do not use the expression ‘op.cit.’. You may use the expression ‘ibidem’ (‘ibid.’). After the first occurrence of the full title of a legal act, please create an abbreviation based on the letters of its title (designation of the subject of the legal act), separated by full stops (e.g. ‘K.p.a.’ and not ‘Kpa’).

Rules of preparing bibliography

1. Bibliography should have the form of a reference list of all sources to which the text refers.
2. Bibliography should be divided into:
 - 1) literature (monographs and chapters in non-serial publications and articles in serial publications);
 - 2) normative acts and other legal acts (excluding case-law);
 - 3) case-law;
 - 4) online sources (unavailable in paper form and without publication information);
 - 5) other documents and/or source materials (reports, studies, etc., as well as press articles and other non-scientific publications).
3. Particular items of the bibliography should be arranged:
 - 1) with regard to literature on the subject – in alphabetical order, and if using the alphabetical order is not possible, in a chronological order starting from the oldest;
 - 2) with regard to normative acts and other legal – divided into the acts of EU law and international law and acts , of national law, taking into account the hierarchy of sources of law, in a chronological order starting from the oldest; draft legal acts should be indicated separately;
 - 3) with regard to case-law – according to the institutional position of courts and tribunals, in a chronological order starting from the oldest;
 - 4) with regard to online sources – in alphabetical order, with a full access path (URL address) and access date – in the following format: [access: DD.MM.YYYY];
 - 5) with regard to other source documents – in alphabetical order, and if using the alphabetical order is not possible, in a chronological order, starting from the oldest.
4. Particular items of the bibliography should be organised in accordance with the rules for notes, specified in Appendix No 1 hereto.