

## **The regulations for submitting and publishing of works in the Scientific Journals of the Learned Society of Ostrołęka**

1. The Scientific Journals of the Adam Chętnik Learned Society of Ostrołęka, further referred to as the Journals, are a scientific periodical published in an annual editorial cycle.
2. The contents of The Journals is divided into following sections: the Region, Poland, Europe and the news and events at the Learned Society of Ostrołęka. The editor reserves the right to introduce changes to the layout and the contents of The Journals.
3. The editorial office of the Journals is located in the premises of the Learned Society of Ostrołęka. The editorial staff activities are supervised by the editor –in-chief.
4. To ensure maintaining adequate standards of the Journals and observe the proper editorial cycle, the staff cooperates with state and foreign scientific institutions, associations and another bodies.
5. Only the following, previously unpublished, non duplicated forms are accepted for assessment: editorials , monographs, commentaries, history papers, source materials, reports on science events , book reviews, bulletins, memoirs and jubilee notifications. The works are received by the editorial staff in the office of The Learned Society of Ostrołęka till the end of June each year. The submitted materials are not returned to the Author.
6. Each submitted work should be accompanied by the statement of originality, along with a declaration that it has not been submitted for publishing by another editor (the sample to be downloaded from the website of the Learned Society of Ostrołęka - see Appendix 1 of the Regulations). The statement should include the first Author's home address, phone number and e-mail address. It should also include the consent (signature) of all the co-authors of the work.
7. The works are published in Polish or English language version, in compliance with the language editor's recommendations.
8. The statement attached to the work should also acknowledge particular co-authors' contribution and list the source(s) of the research funds. Ghostwriting and guest authorship are regarded as scientific misconduct, and all the detected cases thereof will be disclosed and documented, including notification of the relevant bodies (institutions employing authors, learned societies, scientific editors associations, etc.).
9. The submitted papers are pre- reviewed and approved for publication by the Editorial Board, further referred to as the Board. The composition of the Board is decided on by the Presidium of the Learned Society of Ostrołęka.
10. The articles pre-selected by the Board are assessed by the reviewers, in accordance with the reviewing procedure published on the website of the Learned Society of Ostrołęka ( see the bookmark ' The Journals'). Along with the opinion, the reviewer also fills in the conflict of interest declaration, which is included in Appendix 2 of the Regulations. The editor notifies the authors about the assessment results, reserving the right to keep the review confidential.
11. The editing process is supervised by the editorial secretary, who approves the content layout of the Journals, specifies the requirements for the published articles, liaises with the reviewers, submits part of the materials to be approved by the Editorial Board, cooperates with the Board and another institutions to the extent ensuring maintaining proper scientific standards of the Journals and observing the editorial cycle.

12. The editors reserve the right to decline articles without giving reasons.
13. The submitted materials which do not meet the specified requirements are returned to the Author/Authors.
14. The Adam Chętnik Learned Society of Ostrołęka does not offer payment for the materials which have been approved for publication.
15. The original (referential) version of the periodical is the paper edition. The Journals are also available on the website of the Adam Chętnik Learned Society of Ostrołęka – [www.otn.org.pl](http://www.otn.org.pl), in the bookmark ‘The Journals’.