

## **Publishing policy and information for the Authors:**

‘**Artes. The Journal of MISH Students**’ is an interdisciplinary periodical created by the students of the Inter-faculty Individual Studies in the Humanities (Jagiellonian University in Kraków), which publishes works in the field of humanities and social sciences. It is released semiannually.

The editorial board accepts only papers that have never been published before either partially or in their entirety.

Due to our care for transparency, accuracy and honesty in the published texts, as well as explicit condemnation of ghost-writing and guest authorship, Editorial Committee asks the Authors of submitted papers to explain (in an appropriate declaration accompanying the paper) the exact extent of the contributions of individual authors to the paper (along with providing their affiliation and contribution, i.e. Information on the author(s) of the concept and the premise of the paper, the methodology used in the creation of the paper, etc.). The main responsibility falls to the author submitting the manuscript.

The Board believes that the anti-ghost-writing procedures will help in preventing scientific disingenuity and violations of ethics in science.

We ask the Authors to send in the scan of the hand-signed declaration on ghost-writing and guest authorship (both available on our Facebook page and webpage). Submitting the article to the magazine is tantamount to handing over the publishing rights to the “Artes” Magazine Editorial Board.

### **Reviewing process**

All papers submitted for publication in the Magazine are subject to review. Those which receive a positive opinion from the Editing Committee as well as recommendations from the editors of a particular issue will be published. The papers are reviewed in accordance with the guidelines published by the Ministry of Science and Higher Education.

### **Basic rules of reviewing in *Artes***

- The papers which have been recommended by the editors of a particular issue and have also received a positive opinion from the Editing Committee will be forwarded for a review.
- Two unbiased reviewers from outside of the scientific institution affiliated with the author of the paper and (as far as it is possible) from outside of the Jagiellonian University and of the Magazine Scientific Council are brought forward to review the paper.

- The review is a written recommendation to either accept or reject the paper. The process applies to every submitted paper. The reviews are secret, i.e. the Editing Committee does not reveal their contents neither to the authors, nor to the second reviewer.
- The reviewers decide on the acceptance of the paper, based, among others, on its seminal approach to the topic, which takes into account the current and up-to-date source literature, appropriate methodology and the state of research.
- The reviewers' names of individual publications and issues of the periodical are not revealed. Once a year the Magazine publishes a list of cooperating reviewers on its website.
- The review process is double-blind: the authors of the papers and the reviewers do not know the personal data of one another.
- The final decision to approve or reject a paper is made by the topic editor of a given issue; the decision is based on the two external reviews.

### **Editing rules of the submitted papers**

The number of characters in submitted papers should not exceed 20,000. If the paper contains additional illustrations, the Author is obligated to attach them separately. The Editing Board also kindly requests information on affiliation and a short note on the Author (written in 3<sup>rd</sup> person). The Authors interested in being published in *Artes* should also submit an abstract including the list of works cited and keywords.

### **Formatting**

- Microsoft Word document
- Times New Roman font, 11 pts
- line spacing: 1,5 pts
- margins – 2,5 cm: upper, lower and side
- left alignment
- quotes (longer than 3 verses) separated in the main body of the text – 10 pts font

Oxford referencing style is used.

### **Privacy policy**

Before the approval of the paper for publication, the Editor and other members of the editorial board are not allowed to reveal any of the information regarding the submission to third parties, except the information on:

- the authors/co-authors of the paper
- the reviewers
- the members of the editorial team
- the publisher
- the publishing editors, proof-readers and digital typesetters taking part in preparing the issue for release

**The submission must contain the following consent form** (included in the e-mail or sent in as a scanned page with the Author's own signature):

*I hereby give consent for my personal data to be processed in matters pertaining to: name, surname, e-mail address for the purposes of publishing my article in 'Artes. The Journal of MISH students' in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 with regard to the processing of personal data and in accordance with the information clause attached to my consent.*

*In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (...) ("General Regulations") the Jagiellonian University informs that the administrator of your personal data is the Jagiellonian University 24 Gołębia Street, 31-007 Krakow. A Data Protection Officer has been appointed by the Jagiellonian University who is based at 24 Gołębia Street, 31-007 Krakow, room nr 31. The Officer can be contacted via e-mail: [iod@uj.edu.pl](mailto:iod@uj.edu.pl) or by phone – +48 12 663 12 25. Your personal data will be processed for the purpose of publishing Your work in 'Artes'. Providing personal data is voluntary. However, it is obligatory for publishing process. Your personal data will be retained for the duration of two years. You have the right to: access the data and demand its rectification, deletion, processing restrictions, transfer the data, object to the processing of data, withdraw your consent at any time in cases and under the conditions stipulated in "General Regulations". The withdrawal of consent shall result in resigning from having Your work published. The withdrawal of consent may be sent by email to [artes@uj.edu.pl](mailto:artes@uj.edu.pl) or In person at the office of Inter-faculty Individual Studies in the Humanities, which is based at Rynek Główny 8/16, 31-042 Kraków. You have the right to file a complaint with The President, Personal Data Protection Office (UODO) if you consider the processing of your personal data to be in violation of the provisions of the "General Regulations".*

*I hereby confirm that I have read and understood the above information.*

The Editorial Board of 2018/2019

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