

Editorial requirements and instructions for Authors:

- First names and surnames should be typed in ordinary print. This principle also applies to initials.
- All expressions in foreign languages should be typed in italic characters as well as those ones in Latin which are numerous in legal texts. Titles of any publications (books, articles etc.) should also be in an italic typeface.
- Mind your quotation marks. In Polish, we use apostrophe quotation marks: „...”. We use: »...« only as the quotation marks of the second degree -i.e. quotation marks in quotation marks.
- It should be remembered that the author of the text uses parentheses i.e. round brackets: (...) while square brackets are reserved for the text commentator.
- It is unacceptable to close brackets just one after another:)) or to open a new bracket immediately after closing one:)(.
- A full stop is always used after a bracket -it finishes a sentence.
- Please remember about correct affiliation. If Author is a person from outside a scientific centre, the affiliation should include information about a profession or an institution to which the Author is related.
- Every text must be summarised in Polish (5-7 statements) and its English equivalent must be prepared in a form of an abstract and five keywords must be given.
- Submitted texts should be not shorter than 0.5 of a writing sheet (20 thousand characters with spaces i.e. about 10 pages of typescript (font of Times Roman 12 and the leading of 1.5).
- Every article must have footnotes and reference list formatted in line with the Chicago style.
- A footnote is only to introduce the so-called interjecting (nota bene)

Instructions for moderating a reference list and footnotes are placed on the website of The Chicago Manual of Style: [Website](#)

Published volumes of Folia from no 77 can be an example.

Principles of citing sources of law, literature and court case decisions

When a source of law is set out for the first time it is necessary to give:

art. 10 ustawy z 2.7.2004 r. o swobodzie działalności gospodarczej (tekst jedn. Dz.U. z 2007 r. Nr 155, poz. 1095 ze zm.),

art. 15 ustawy z 19.3.2004 r. – Prawo celne (Dz.U. Nr 68, poz. 622 ze zm.)

When the act is cited next time, it is necessary to give:

art. 10 SwobGospU

art. 15 PrCel

When the act is cited without a number of an article the whole title must be given and not abridged one. A sentence should not begin from a short name of an act.

Invoking court case decisions in the main text. File numbers of court decisions are not written down in footnotes. They are always placed in the main text. Invoking a given judicial decision, its character must be mentioned (a resolution, a judgement, an order).

An example:

uchw. SN z 22.7.1994 r. (III CZP 87/94, OSNC 1995, Nr 1, poz. 5)

uchw. SN z 15.2.1978 r. (III CZP 1/78, niepubl.)

We always give abbreviations:

uchw.

uchw. SN (7)

orz.

post.

wyr.

If a case decision is cited in full in brackets, a comma should be placed between a date, reference number and publication.

An example:

(uchw. SN z 22.7.1994 r., III CZP 87/94, OSNC 1995, Nr 1, poz. 5).

PROCEDURE

The text should be sent in a file as word to the address of the Editor. The texts are subject to preliminary evaluation by the Editor and then sent to two Reviewers coming from scientific centres outside UŁ. "Double blind review" is applied. Having received a positive review Authors are obliged to sign an agreement. Then the texts are submitted to the Publisher to start an editorial process. Every Author receives an author's copy.