

# INFORMATION FOR AUTHORS

Publication in the journal “Probacja” requires the Authors to meet formal, substantive and technical requirements.

The author should make a statement about the originality of the text and that the text has not been previously published in any publishing house – the printable download of the statement can be found on the website of “Probacja”: [www.probacja.com](http://www.probacja.com) in the “For Authors” tab.

The editorial office accepts original materials in electronic version (file.doc or docx).

The editorial office does not return the received materials and reserves the right to make formal changes and necessary abridgements.

Materials should be submitted using the ICI Publishers Panel editorial system on “Probacja” website: [www.probacja.com](http://www.probacja.com) in the “Submit Manuscript” tab or sent to the e-mail address: [Joanna.Strzalkowska@ms.gov.pl](mailto:Joanna.Strzalkowska@ms.gov.pl)

## 1. Substantive requirements

Submitted texts should contain an analysis of the theme that has not been elaborated in literature hitherto.

Each text sent to the editorial office should start with clarifying the subject of the analysis, explaining why, in the author’s opinion, the selected topic is important from the point of view of a specific field of knowledge, indicating the research theses posed by the author, and it should end with clear conclusions resulting from the inference.

## 2. Technical requirements for the texts

Text volume for an article: max. 25 pages of normalized text (including bibliography, drawings, tables and graphs), for other elaborations: 10 pages.

Text editor: MS Word, preferably Times New Roman 11 point font, 1.5 spacing (for footnotes: 9 point font). Text should be justified, with numbered headings, bold and underline should be avoided. Quotation marks should be used for quotations.

Please include: keywords (up to 8 words) and summary (up to 500 characters) in Polish and English, as well as a bibliography in alphabetical order.

The author should provide illustrative material (photos, charts, tables) as separate graphic files.

### 3. Requirements for footnotes:

The first footnote in the article should be the affiliation of the author (authors): academic titles, employing institution, e-mail address, e.g.:

dr Jan Kowalski, *Katedra Prawa Karnego Wykonawczego*, Uniwersytet Warszawski, mail@mail.pl

Crucial issues or theses may be highlighted in bold. This type of highlight shall not be overused (e.g. by marking whole paragraphs).

Foreign language expressions and titles of cited works are to be marked with italics.

Longer quotations will not be accepted, unless their use is justified and purposeful, e.g. due to the precise analysis of the fragment cited.

Footnotes shall be placed at the bottom of the page, with the use of the automatic numbering function. As a rule, footnotes are supposed to have an informative (bibliographical) role. It should be avoided to use complex passages of text in footnotes as well as to include longer quotations.

In the main text, common acronyms are widely accepted, also to mention legal acts (k.k. for criminal code, k.p.k. for the code of criminal procedure) and in the footnote that directs to the full name of the legal act, publishing date and the source of publication.

It is required to accurately quote titles of publications, names of editors, numbering of journals, judgment references and the sources of publication of cited normative acts.

In case of repeated quotations from pieces of literature, one should use abbreviations as: *ibidem*, *op. cit.*, while in case of an author, whose more than one work is cited, the title of the elaboration should be abbreviated with the use of an ellipsis. In case of judgments and normative acts, full description should be provided every time.

## Footnote form:

### Books

initial of the first name and full last name of the author, title in italics, place and year of publishing, page:

B. Stańdo-Kawecka, *Prawo karne nieletnich. Od opieki do odpowiedzialności*, Warszawa 2007, s. 100.

### Works with uniform co-authorship

initials of the first names and full last names of the authors, title of the work in italics, “w:” (in), title of the book in italics, place and year of publishing, page:

S. Tarapata, P. Zakrzewski, *O funkcjach urojenia okoliczności wyłączających bezprawność. Wybrane zagadnienia teoretycznoprawne*, w: *Nowa kodyfikacja prawa karnego. Tom XLIII, Księga Jubileuszowa Profesora Tomasza Kaczmarka*, J. Giezek, D. Gruszecka, T. Kalisz, Warszawa 2017, s. 100.

### Works in collective volumes

initial of the first name and full last name of the author, title of the work in italics, “w:” (in), title of the book in italics, abbreviation “red.” (edited by), initial of the first name and full last name of the editor/editors, place and year of publishing, page:

P.D. Zakrzewski, *Kara łączna a prawo karne intertemporalne. Analiza problematyki na tle pojęcia czynu*, w: *Zagadnienia teorii i nauczania prawa karnego. Kara łączna. Księga Jubileuszowa Profesor Marii Szewczyk*, red. W. Górowski, P. Kardas, T. Sroka, W. Wróbel, Warszawa 2013, s. 100.

### Comments

initial of the first name and full last name of the author, “w:” (in), full title of the comment in italics, abbreviation “red.” (edited by), initial of

the first name and full last name of the editor/editors, place and year of publishing, page:

S. Tarapata, A. Zoll, w: *Kodeks karny. Część ogólna. Komentarz. Tom I. Komentarz do art. 53–116 (cz. 2)*, red. W. Wróbel, A. Zoll, s. 180.

When citing comments available in legal information systems (LEX, Legalis), instead of page number, it is possible to use the numbers of theses, the provision of law to which the comment applies should be included [e.g. comment to Art. 1 k.k. (penal code), thesis 4].

It is not acceptable to cite comments from legal information systems without providing the name of the author of the comment to a specific provision of law or without providing the number of the thesis.

initial of the first name and full last name of the author, “Komentarz do art.” (comment to Art.), title of the provision of law in italics, “w:” (in), full title of the comment in italics, abbreviation “red.” (edited by), initial of the first name and full last name of the editor/editors, place and year of publishing, number of thesis:

S. Tarapata, A. Zoll, *Komentarz do art. 101*, w: *Kodeks karny. Część ogólna. Komentarz. Tom I. Komentarz do art. 53–116 (cz. 2)*, red. W. Wróbel, A. Zoll, LEX, teza 5.

### **Criminal Law System**

initial of the first name and full last name of the author, title of the chapter in italics, “w:” (in), title, subtitle and volume of the System in italics, abbreviation “red.” (edited by), initial of the first name and full last name of the editor/editors, place and year of publishing, page:

J. Majewski, *Rozdział IV. Zbieg przepisów ustawy. Zagadnienia węzłowe*, w: *System Prawa Karnego. Tom 3. Nauka o przestępstwie. Zasady odpowiedzialności*, red. R. Dębski, wyd. 2, Warszawa 2013, s. 1100.

### **An article in a journal**

initial of the first name and full last name of the author, title in italics, title of the journal in quotation marks (full name), year, number/book/

volume abbreviated to “nr/z./t.” (please pay attention to the numbering used in the particular journal), page:

P. Zakrzewski, *O sposobach normowania i dekodowania treści zamiaru w perspektywie tzw. znamion normatywnych oraz okoliczności wyłączających bezprawność*, „Acta Iuris Stetinensis” 2018, nr 1 (21), s. 100.

### **A gloss in a journal**

initial of the first name and full last name of the author, indication of the judgment to which the gloss refers [with the use of acronyms SO (District Court), SA (Court of Appeal), SN (Supreme Court), etc., month should be written in roman numerals, according to the example provided below] title of the journal in quotation marks (always in full name), year, number/book/volume, page:

S. Tarapata, P. Zakrzewski, *Glosa do postanowienia SN z dnia 28 kwietnia 2015 r.*, I KZP 3/2016, „Orzecznictwo Sądów Polskich” 2017, z. 2, s. 100.

### **Normative acts**

The exact title of the normative act and the publication source:

Ustawa z dnia 6 czerwca 1997 r. Kodeks karny (Dz.U. 2018, poz. 1600 t.j.).

### **Jurisdiction**

type of the judgment, name of the judicial authority (may be abbreviated), date of publishing (month in roman numerals), signature [without the insertion “sygn. akt” (Act signature)], place of publishing:

Wyrok Sądu Najwyższego z dnia 8 lutego 2017 r., III KK 226/16, Lex nr ...

### **Legislative materials**

full title of the draft of the legal act, the ordinal number of Sejm printing, the ordinal number of term of office of the Sejm; in addition date

of the draft may be provided (day, month, year) as well as the address, where the draft has been published on the Internet (similarly as in case of websites):

Projekt ustawy o zmianie ustawy – Kodeks karny oraz niektórych innych ustaw z projektami aktów wykonawczych, druk nr 2393, Sejm VII kadencji.

### **Internet sources**

initial of the first name and full last name of the author, title in italics, website address, access date:

B. Stańdo-Kawecka, *Prawo karne nieletnich. Od opieki do odpowiedzialności*, <https://books.google.pl/books?id=dl6kYKgrjNIC&pg=PA15&dq=psychologiczne+uwarunkowania+kompetencji+spo%C5%82ecznych&hl=pl&sa=X&ved=0ahUKEwiHuMDzleDPAhXK2SwKHQmCDkwQ6AEIIDAB#v=onepage&q&f=false>, dostęp: 07.12.2010.

## **4. Bibliography of the work**

For each article and gloss, please attach a bibliography of the cited works, arranged in alphabetical order according to the names of the authors.