

Guidelines for authors

submitting papers in English to be published

in the “Prawo w Działaniu” (“Law in Action”) magazine

The author sends the text as an editable Microsoft Word (or compatible) file:

- paper size: A4,
- normal margins, i.e. 2.5 cm,
- font: Times New Roman, size 11,
- 1.5 line spacing,
- “Before” and “After” spacing: 0 points.

The total volume of the text should not exceed:

- 40 pages in case of an article,
- 15 pages in case of a gloss,
- 10 pages in case of a review.

The author provides their name and surname and information regarding their scientific profile (institutional affiliation, country, ORCID, e-mail address).

At the top of the page, the author writes the title of the study. Below is an **abstract** (up to 300 words), which should encourage people to read the text. The author provides **3 to 5 keywords** consistent with the topic of the work, concise, making it easier to search for the article in electronic databases.

If the author knows Polish, they prepare the title, abstract and keywords also in Polish.

The conference report does not have to contain an abstract, keywords or bibliography.

The text can be divided into chapters.

Chapter numbering – Arabic numerals, according to the scheme: 1., 2., 2.1., 2.2., 2.3., 3., 4. 4.1., 4.2.

Quotes – normal font, American quotation marks; square brackets when shortening a quote or changing a capital letter to a lowercase one; footnote link before punctuation mark.

For example:

“not only [...] the practice of good judges to ‘feel’ their way”¹.

“[t]he complainant is a Polish citizen”².

Names of legal acts in English – normal font, e.g. the Code of Civil Procedure

Parties of court cases – italics, e.g. *Callanan v. United States*

Names in the text – normal font; at first mention – full name and surname; in further content the initial of the name may be used (only the first letter); two initials – without spaces, e.g. E.D. Smith

Titles in the main text – normal font, American quotation marks, e.g. “International Criminal Law”

Possible highlighting in the text – by bold

Foreign language phrases (e.g. Latin, Polish) – italics, e.g. *de lege ferenda*

Date format – 2 July 2023; 1970s

Numbers – groups of thousands, etc. separated by commas (e.g. 1,300); larger numbers partly in words (e.g. 25 million); dotted decimal fractions; percent sign without spaces (e.g. 28.5%)

Number and page ranges – en dash without spaces, e.g. pp. 119–121

Currency – EUR 60, CZK 12, USD 20 million

At the first mention (e.g. about an institution), the author gives the full name and defines an abbreviation that he will use later.

For example:

the Voivodship Administrative Court in Kraków (Polish: *Wojewódzki Sąd Administracyjny*, hereinafter: the “WSA Court”)

the Court of Justice of the European Union (hereinafter: the “CJEU”)

Above the chart, the author places the inscription **Chart 1.** (next number) and the title of the chart. Below the graph the source is provided (Source: ...)

The same applies to: **Figure, Table.**

The text (or chart) cannot duplicate data contained in the table.

The author should send **source files** with charts and drawings.

Footnotes

Footnotes include references, publications of legal acts, case law and other supplementary information. All substantive comments should be included in the main text.

The author places footnotes at the bottom of the page. Full stop should be placed at the end of each footnote. Any translation of the book's title is written in square brackets. If the author lists several sources, they should separate them with semicolons. Where possible, the DOI number should be provided in the form: <https://doi.org/...> If a given book or magazine is indicated more than once, the author shortens the entry using an ellipsis. Do not use the expressions: *ibidem*, *op.cit.* Foreign legal acts and court decisions are cited in accordance with the rules applicable in a given country.

Examples (characteristic elements are marked in yellow – only for easier use of the Guidelines):

Magazines

E. Blyth, B. Golding, *Egg sharing: a practical and ethical option in IVF?*, “Expert Review of Obstetrics & Gynecology” 2008, Vol. 3, Issue 4, p. 467 et seq., available at: <https://doi.org/10.1586/17474108.3.4.465> [accessed on: 5 December 2023].

K. Eliáš, *Vychováváme generaci negramotů?* [Are We Bringing up a Generation of Illiterates?], “Lidové noviny”, 20 May 2019, p. 15.

K. Eliáš, *Vychováváme...*

H. Kiereś, *Czy – i kiedy – media są źródłem wiedzy o świecie?*, “Człowiek w Kulturze” 1999, No. 12, pp. 124–126.

Books

J.E. David, *Kinship, Law and Politics*, Cambridge 2020, available at: <https://doi.org/10.1017/9781108589444> [accessed on: 10 July 2023].

J.E. David, *Kinship...*

H. van Loon, *Protecting Children across Borders: The Interaction between the CRC and the Hague Children's Conventions* [in:] *The United Nations Convention on the Rights of the Child. Taking Stock after 25 Years and Looking Ahead*, T. Liefwaard, J. Sloth-Nielsen (eds.), Leiden 2017, pp. 32–35, available at: https://doi.org/10.1163/9789004295056_004 [accessed on: 10 July 2023].

See: H. van Loon, *Protecting...* [in:] *The United...*

L. Garlicki (ed.), *Konwencja o Ochronie Praw Człowieka i Podstawowych Wolności* [Convention for the Protection of Human Rights and Fundamental Freedoms], Vol. I, *Komentarz do artykułów 1–18*, [Commentary on Articles 1–18], Warszawa 2019, p. 23.

L. Garlicki (ed.), *Konwencja...*, Vol. I, *Komentarz...*, p. 29.

Internet pages

L. Bayer, *Inside Slovenia's war on the media*, available at: <https://www.politico.eu/article/slovenia-war-on-media-janez-jansa/> [accessed on: 5 December 2023].

P. Mostowik, *Legislative Activities of European Union versus Fundamental Principles of Paternity and Maternity in Member States*, "International Journal of the Jurisprudence of the Family" 2017, Vol. 8, pp. 79–94, available at: https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3224049 [accessed on: 21 March 2024].

Available at: <https://www.who.int/data/collections> [accessed on: 18 April 2024].

Court decisions

Resolution of the Supreme Court of 20 November 2012, III CZP 58/12, OSNC 2013/5, item 55.

CJEU judgment of 5 June 2018, C-673/16, *Coman v. Romania*.

Legal acts (if the author uses an abbreviation, they should define it)

Consolidated text: Dz.U. z 2019 r. poz. 653, hereinafter: the "PIC Act".

Convention on the Rights of the Child adopted by UN General Assembly on 20 November 1989 (Dz.U. z 1991 r. Nr 120, poz. 526 ze zm.), hereinafter: the "Convention".

References

The list includes only items mentioned in the work – articles from books, magazines, websites. The author does not include legal acts or court decisions here, nor provides addresses of websites that do not have the title of the article. The bibliography is arranged alphabetically and numbered. There should be a full stop at the end of each item. For foreign-language sources the author writes them in the original language, retaining the letters of the given alphabet (e.g. Cyrillic, diacritical marks). In the case of the Cyrillic alphabet, transliteration into the Latin alphabet should be placed in square brackets. Where possible, the DOI number should be provided in the form: [https://doi.org/...](https://doi.org/)

Example (characteristic elements are marked in yellow – only for easier use of the Guidelines):

References

1. Gordon S., Ford R., *Cyberterrorism?*, *Computers & Security* 2002, Vol. 21, Issue 7, available at: [https://doi.org/10.1016/S0167-4048\(02\)01116-1](https://doi.org/10.1016/S0167-4048(02)01116-1).
2. Hutcheson Jr. J.C., *The Judgement Intuitive: the Function of the “Hunch” in Judicial Decision*, *Cornell Law Quarterly* 1929, Vol. 14, Issue 3.
3. Kasprzyk P. (ed.), *Podręcznik urzędnika stanu cywilnego [Civil Vital Registration Handbook]*, Vol. 2, *Obrót prawny z zagranicą w zakresie rejestracji stanu cywilnego [International Relations as Regards Civil Vital Registration]*, Lublin 2019.
4. Krzymuski E., *Wykład procesu karnego*, Kraków 1922.
5. Schönfeld M., *Big Data and Automotive – A Legal Approach* [in:] *Big Data in Context*, T. Hoeren, B. Kolany-Raiser (eds.), Cham 2018.
6. Silva V., *Non anonymous egg, embryo and sperm donation in Portugal. Legal aspects, costs and availability*, available at: <https://www.myivfanswers.com/video/non-anonymous-egg-embryo-sperm-donation-portugal/>.
7. van der Ree M., Scholte R., Postema P., de Groot J., *Playing by the rules: Impact of the new General Data Protection Regulation on retrospective studies: A researcher’s experience*, *European Heart Journal* 2019, Vol. 40, Issue 24, available at: <https://doi.org/10.1093/eurheartj/ehz398>.
8. Wojewoda M. [in:] *System Prawa Prywatnego [System of Private Law]*, Vol. 20c, *Prawo prywatne międzynarodowe [Private International Law]*, M. Pazdan (ed.), Warszawa 2015.