
For authors

Information for authors of texts published in “Krakowski Rocznik Archiwalny”

General information

1. Texts submitted for publication in “Krakowski Rocznik Archiwalny” should be compliant with the profile and subject of the journal and should meet the criteria of scientific publications.
2. Only unpublished and original texts (not infringing on the copyright of third parties) are accepted for publication. Submitted papers can not, at the same time, be submitted for printing in other journals and must reveal the participation of other co-authors in its preparation. More information can be found in Ethical principles of publication, in the section Ethical principles for authors.
3. The Editorial Team has the right to select submitted texts for further volumes of the journal.
4. The publisher does not charge the author any fee for preparing and publishing texts. The authors of reviewed texts (texts for the sections: papers, source materials, archival issues, and miscellanea) receive copyright fees. The level is dependent on the financial situation of the Archives/publisher and is established each year by the publisher, in agreement with the Editorial Team.
5. Submitting texts for publication is equivalent to providing consent for the review procedure, necessary linguistic-stylistic and editorial changes as well as publication in the event of positive evaluations.
6. Texts submitted for publication should be supplied in electronic form to the e-mail address of the Editorial Team: redakcja@ank.gov.pl. When submitting the text for publication, it is necessary to include the contact details for the main author (e-mail, telephone number and correspondence address).
7. Texts submitted for publication should meet the formal and technical requirements presented below (in the section Principles for preparing texts for publication). The Editorial Team reserves the right to reject texts prepared without following these guidelines and to ask the author to modify the text.
8. The Editorial Team reserves the right to introduce formal changes into the text, taking into account editorial rules and changes allowing the published texts to be uniform, as well as the right to evaluate and select the submitted illustrative material.
9. Each published text is given a DOI number ([Digital Object Identifier](#)). The DOI number of the paper is activated and maintained in the Crossref database, through [Scientific Journals Online](#), where we publish our journal.
10. The authors of published texts receive a free copy of the journal as well as an electronic version (pdf) of their paper. The Editorial Team does not distribute offprints.

Publishing agreement

1. The journal is issued using the Creative Commons 4.0 (CC-BY) licence. More

information is available in Access and copyright.

2. A publishing agreement is entered into with authors of texts accepted for publication taking into consideration the above-mentioned licensing model. We have included templates for publishing agreements: for [reviewed text \(docx, 22KB\)](#) and for those that are [not subject to the review process \(docx, 25KB\)](#). In the event of co-authorship, it is necessary to additionally sign a [statement \(docx, 24KB\)](#) concerning the input of particular co-authors in the preparation of the paper.

Principles for preparing texts for publication

1. To help ease the technical preparation of the text, please adhere to the following guidelines:
2. Texts submitted for publication should be in an electronic form that is possible to edit (MS Office Word, Apache OpenOffice Writer or LibreOffice Writer).
3. Scientific papers should contain a maximum of 30 pages of normal typescript (30 lines of text with approx. 60 characters per line, i.e. 1800 characters per page).
4. The scientific paper should include a note about the author, containing: the scientific level, current position and institution/place of work, research interests, e-mail address of the author and ORCID iD.
5. ORCID number (Open Researcher and Contributor ID) is an open and mobile register of unique IDs for scientists and researchers that serves to unequivocally identify authors and their publications. Free registration is possible at: <https://orcid.org/>.
6. The paper should contain: a bibliography (placed at the end of the paper), an abstract (approx. 0.5 pages) as well as key words (up to 5 words). The bibliography consists of sources which are cited or referred to by the author of the paper. The abstract should contain: the goal of the paper, the research methods used, and the main research results. The key words must refer to the main issues dealt with in the paper.
7. Examples of bibliographies are contained in [Principles of preparing texts for publication in "Krakowski Rocznik Archiwalny" \(docx, 22KB\)](#). For publications with a DOI number, it should be included in the bibliography.
8. The text should be prepared using Times New Roman size 12 font, without hard spaces, but with line spacing (1.5 lines).

Publication of the illustrations

1. Illustrative materials proposed for publication can be added to the text.
2. The author/publisher should be the copyright owner of the used illustration. When the copyright to the illustration belongs to another person/organ, the author is obliged to supply the Editorial Team with the written consent of the owner for the publication of the illustration.
3. Illustrations should be of high quality, in jpg or tiff formats (scans should be made without scaling, with a minimum of 300 dpi; coloured objects in CMYK, and black-and-white objects in greyscale). Please describe illustrations in a manner that allows unequivocal identification and sent them in separate files (please do not insert the illustrations into the text).
4. The author should also send a list of illustrations containing:
 - caption/description of the illustration;
 - for photographs – the full name of the photographer;

- for reproductions – the location of the original and the reference number of the site.

Publishing process

1. The submitted texts are formally evaluated by the Editorial Team, which assesses each text in terms of:
 - compliance with the profile and level of the journal;
 - text preparation in accordance with ethical publishing principles (see [Ethical principles of publication](#));
 - text preparation in accordance with the rules of the journal (see the information above, i.e. Principles of preparing texts for publication).
2. If the text does not meet the above-mentioned requirements, the Editorial Team will not accept it for publication.
3. If the text is accepted, the Editorial Team informs the author of this fact, removes the personal data of the author from the paper and hands it to reviewers. The rules and stages of the review process are described in the section [Review procedure](#).
4. After introducing changes suggested by the reviewers, the text is accepted for publication. Texts that are not reviewed (posthumous memoirs, reviews and discussions about publications, as well as reports placed in the section Chronicle) must be accepted for publication by the Editorial Team.
5. Texts accepted for printing are subject to linguistic and editorial verification conducted by the Editorial Team in agreement with the author, with the aim of obtaining final acceptance of the text for printing.
6. If the author does not agree to the introduction of changes suggested by the reviewers or the Editorial Team and linguistic and editorial corrections, the Editorial Team will not accept the text for publication.