

Regulations

of the Institute of Women's Studies Journal

Art. 1. General Provisions

§ 1. *The Institute for Women's Studies Journal*, hereinafter referred to as *the Journal*, is published by the HUMANICA Publishing House of the Institute for Women's Studies.

The affiliation at the Faculty of History and Sociology of the University of Bialystok.

§ 2. The publication of papers is provided by the team of:

- the Advisory Council of the Journal, and
- the Editorial Board of the Journal including:
 - the Editor-in-Chief,
 - the Deputy Editor-In-Chief
 - the secretary (ies) of the Editorial Board,
 - the Thematic Editors,
 - the Language Editors,
 - the Statistical Editor.

The list of the team members is provided on the Journal's website and in the Journal.

§ 4. The subject matter of the Journal focuses on women's issues in the humanities and social sciences.

§ 5. The Journal is published twice a year. The main version of the Journal is the paper edition.

§ 6. In each Journal's issue about 10 scientific papers are published. However, the final number and the volume of papers is determined by the Advisory Council and the Editorial Board.

§ 7. The papers are published in the following sections of the Journal:

1. studies and materials (scientific or review articles),
2. regional research,
3. reviews and reviewing articles,
4. self-reviews of doctoral dissertations,
5. reports on conferences, symposia, seminars, congresses, scientific conferences, trainings, workshops, lectures or study visits of a scientific nature.

§ 8. In the Journal's issue, the sections may be mobile.

§ 9. The papers submitted for publication must be prepared in accordance with the provisions of the copyright law.

§ 10. The Journal runs its website.

§ 11. The Journal publishes papers with respect to the ghostwriting and guest authorship firewall ensuring scientific reliability and good practices in science.

§ 12. The list of reviewers is published on the Journal's website and in the Journal.

§ 13. The Journal may be subscribed in the paper form or in the form of pdf files.

Art. 2. Affiliation of the Journal

§ 1. Poland is the country of affiliation.

§ 2. The scientific unit of affiliation is the Faculty of History and Sociology of the University of Bialystok.

Art. 3. Admission Procedure

§ 1. The papers is submitted for publication:

- upon an individual invitation from the Editorial Board,
- upon a public invitation from the Editorial Board,
- on the initiative of the author.

§ 2. All papers are submitted electronically to the email address of the Secretaries specified on the Journal's website.

§ 3. The paper is prepared in accordance with the editorial requirements published on the Journal's website and in each issue of the Journal.

§ 4. The paper submitted for publication in Polish also includes the title in English and an abstract (approximately 1/3 of A4 page) in English. The paper in English must contain an abstract in Polish.

§ 5. The paper contains keywords in Polish and English (from 5 to 10 words).

§ 6. The paper includes an alphabetical list of used publications (the bibliography).

§ 7. The paper is published in Polish or English.

§ 8. The author provides their biographical note (up to 1000 characters), including their name and surname, academic degree, unit in which the author works or holds doctoral studies, scientific interests, major publications, or additional activities (e.g. membership in scientific societies, cooperation with educational institutions) and the means of contact with the readers.

§ 9. The deadline for submitting papers to each issue is published on the Journal's website and in the Journal. After exceeding the deadline, the paper is to be published in the following issue.

§ 10. The paper is subject to internal evaluation by the Advisory Council and the Editorial Board, and then submitted to external reviews.

§ 11. The paper may not exceed 30,000 characters.

§ 12. The Editorial Board reserves the right to make shortcuts, to revise the paper and to select the submitted illustrative material for printing.

§ 13. The publisher acquires exclusive rights to the published paper, having the priority for publication, also in the form of a reprint and on the Internet.

Art. 4. Review Procedure

§ 1. Two independent reviewers are appointed to review the paper.

§ 2. The reviewers are indicated by the Editor-in-Chief taking into account the recommendations of the Advisory Council.

§ 3. In case of the papers submitted in a language other than Polish, at least one of the reviewers is affiliated at a foreign institution other than the nationality of the author of the paper.

§ 4. The reviewers do not receive information on the paper's author(s). the author(s) does not receive information considering the paper's reviewers.

§ 5. The review is in writing and ends with an unambiguous conclusion as to the admission of the paper to publication or its rejection.

§ 6. The review procedure and the review form are available on the Journal's website.

Art. 5. Closing Provisions

§ 1. The Editorial Board does not return submitted materials to their authors.

§ 2. The Editorial Board may refuse to publish the paper without providing justification.