



Publication guidelines

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I. General rules

1. All manuscripts must be the original work of the authors. All authors must have significantly contributed to the research. The manuscripts are deemed to express exclusively the personal research and views of the authors, who bear full responsibility for statements and opinions contained therein.

2. **PYIL does not require any fee or charge for manuscript processing and publication.**
3. All manuscripts published in PYIL are subject to double-blind peer-review.
4. In order to reduce instances of research and publication misconduct, the PYIL Editorial Board strictly follows the principles listed below. By submitting an article to PYIL, an author agrees to comply with those principles. The same applies to reviewers upon the acceptance of a request for review.

II. Submission process

1. Manuscripts need be submitted in Microsoft Word format (any version). Unless specifically indicated in the relevant call for papers, the deadline for submitting articles is 31 January of each year. The yearly volume of PYIL is published between June and August of the same year.
2. Submissions should be between 8,000 and 10,000 words (including footnotes), although in exceptional cases PYIL may accept longer works. All submissions should be sufficiently

referenced. The Editorial Board assesses manuscripts on a rolling basis. It will consider requests for expedited review in appropriate instances (for example, pending acceptance for publication from another journal). On average it takes about 45 days to complete the evaluation of a text, although in some instances this process may be longer, depending on the availability of reviewers.

3. PYIL also publishes book reviews (2.000-3.000 words) and comments of judgements (4.000-7.000 words). In case of such submission, an author is advised to contact the Editorial Board first and discuss the content of a proposed review or comment.
4. Manuscripts can be submitted via the dedicated PYIL's editorial system (available at: <https://www.editorialsystem.com/pyil/>) or the through the ExpressO service (available at: <https://www.bepress.com/products/expresso/>).
5. All reviewed manuscripts are treated confidentially. Members of the Editorial Board must not use materials disclosed in a submission for their own research until the text is published.
6. An author of a text submitted to PYIL is expected to cooperate with the Editorial Board as well as with reviewers. In particular, an author should participate in the peer-review process to the extent required to make his/her submission ready for publication. This includes, *inter alia*, implementation of changes suggested by the reviewers or offering an explanation why such changes, in whole or in part, may be not acceptable to an author.
7. Authors are under an obligation to report to the Editorial Board any significant errors in their submissions, whether discovered during the review process or after publication. If significant errors are found after publication, authors agree to either retract the article or publish a correction/clarification. The detailed procedure for retraction and corrections is included in Section V below.
8. Texts already published shall not be accepted, but PYIL does not prohibit parallel submissions. Copyright and licensing information can be found in Section VIII.

III. Review process

9. All submissions are subject to initial verification by the Editorial Board to determine whether they meet basic editorial requirements and are compatible with the scientific interests of the journal. This assessment also aims at eliminating those papers where research misconduct occurred (e.g. detection of plagiarism through iThenticate). If the Editorial Board's assessment is positive, submitted articles are sent out to two independent reviewers, who are identified by PYIL's editors taking into account the rules set out here.
10. The reviewers cannot be affiliated with the institution with which the author is affiliated. The reviewers assess the text based on the double blind-peer review principle, i.e. the name of the author is not revealed to the reviewers nor are the reviewers' names revealed to the author or the other reviewer. In case of articles submitted by a foreign author at least one of the reviewers must be affiliated with a foreign institution other than that of the author.
11. Reviews are submitted through the PYIL's submission system or through e-mail communication. The review should clearly indicate whether, in the reviewer's opinion, the text should be published. The reviewer needs also indicate changes which should be made to the text prior to its publication. These changes may be noted in the review form or may be offered in the form of commentaries in the text of the article.

12. The Editorial Board will accept a submitted text if both reviewers recommend publication. In the event the reviewers indicate that changes are necessary, the acceptance of the article is conditional upon the author responding to the suggested changes, either by implementation of the same or offering an explanation why they may be not acceptable to the author, in whole or in part. The Editorial Board may send the revised text back to the original reviewers for their further opinion.
13. In the event of receipt of a single negative review, the Editorial Board will decide the issue of publication of the text. The Editorial Board may also send the text to a third reviewer. In the event both original reviewers give a negative opinion of a submitted article, it will be automatically rejected.

IV. Detailed guidelines for reviewers

1. The Editorial Board requests a professional review of a submitted article with regard to its scholarly merits. The object of the requested review is to determine whether the submitted article meets the scholarly standards for a scientific article of its type. In particular, the reviewer is asked to assess:
 - a. whether the title of the article is correct and accurately reflects its contents;
 - b. whether the article is clear and concise (a reviewer may suggest shortening the article or certain parts thereof);
 - c. whether the conclusions presented by the author are consistent with the data contained in the article;
 - d. whether the author used a proper methodology;
 - e. whether the article is original and contains new information;
 - f. whether the article accurately presents the current state of knowledge and research in a given area (including appropriate citations of and referrals to the existing literature).
2. The reviewer is requested to perform his or her review according to the above criteria in an objective and unbiased fashion. In addition, the reviewer is asked to indicate any and all places where, in the reviewer's opinion, the author violated any norms of fair, diligent, and accurate scientific research (for example, instances of plagiarism). The review should be neutral and objective, internally consistent, and end with a clear conclusion concerning the usefulness of the text for scientific purposes. The reviewer may also suggest amendments to the text, including indications of any relevant published work which is not cited in the text.
3. Although the review process is based on the double blind-peer review principle, reviewers should refuse the review request if they are aware of any conflict of interest that may exist.
4. Reviewers shall notify the Editorial Board if they feel unqualified to conduct a review of a particular submission.
5. Reviewers should complete their reviews within a timeframe specified by the Editorial Board or one of its members.
6. Reviewers must treat the submissions received for review as confidential documents and must not disclose any information about them to anyone other than the Editorial Board.
7. Reviewers must not use materials disclosed in a submission for their own research until the text is published.

8. The list of the reviewers is published in each volume and on the PYIL's webpage.

V. Publication ethics and malpractice statement requirements

1. Authors of submitted works must reveal any input of third persons in the creation of the submitted work, and describe the scope and form of their participation as well as their professional or institutional affiliation. Authorship of a submission should be limited to the authors who have made significant contributions to the research and preparation of the article.
2. The author shall include information about whether they received any financial support in the process of creation of an article.
3. Authors may be asked to provide the raw data and references in connection with submissions for editorial review.
4. The Editorial Board wishes to stress that "ghost-writing" and/or "guest authorship", plagiarism, and other authorial misconduct are considered to be manifestations of unscrupulous and/or dishonest academic professionalism, and in the event the Board discovers any such instances or evidence thereof it will report the same to the appropriate organs (employing institutions, professional, scientific or academic organisations, editorial boards, etc.).
5. In cases of plagiarism (including self-plagiarism), violating ethical standards, or other authorial misconduct, the manuscript will be a subject to a retraction, and additionally in severe instances the proper authorities may be informed.
6. Members of the Editorial Board, as well as reviewers, must not use materials disclosed in a submission for their own research without the author's written authorization, unless the text is published.
7. PYIL may publish corrections, clarifications, retractions, and apologies when necessary.
8. The Editorial Board should seek assurances that all research has been approved by an appropriate body (e.g. research ethics committee, institutional review board, etc.) where such a relevant body exists.

VI. Corrections and retraction policy

1. Retraction is a mechanism for correcting the literature and alerting readers to publications which contain such seriously flawed or erroneous data that their findings and conclusions cannot be relied upon. Unreliable data may result from either honest error or from research misconduct. Retractions are also used to alert readers to cases of plagiarism and cases of several similar or identical publications by the same author.
2. A retraction may be issued by PYIL in cases where the submission:
 - a) constitutes plagiarism;
 - b) is identical or similar to a submission already published by the author;
 - c) is a result of research violating ethical standards;
 - d) is unreliable due to author's misconduct (e.g. data fabrication) or honest error (e.g. miscalculation error), provided that there is clear evidence of either of the two.

3. The retraction procedure is as follows:
 - a) If the Editorial Board receives reliable information about possible misconduct of an author of a submission published in PYIL which might serve as grounds of retraction, it will try to impartially establish the facts of the case, in cooperation with the author and other persons involved.
 - b) In cases where the allegations can neither be confirmed nor denied, the Editorial Board will inform the respective authorities of the authors' institution about the possibility of misconduct, asking them to investigate the case.
 - c) If the authorities of the authors' institution refuse to institute appropriate proceedings, or carry them out in an unfair or biased way or do not conclude the proceedings within a six-month period from receiving information about the alleged misconduct, the Editorial Board will issue an expression of concern.
 - d) An expression of concern will state the reasons for the concern, will be clearly linked to the original publication in electronic databases and will be freely available to all readers. If more conclusive evidence about the submission becomes available later, the expression may be replaced either by a notice of retraction (in cases of confirmed unreliability of a submission), or an exonerating statement (in cases where the submission turns out to be reliable).
 - e) If the author's institution or other relevant authorities investigating the case confirm that misconduct has been committed in the research or publication, the Editorial Board will issue a notice of retraction. The notice will be published both in print and in the electronic version of PYIL.
 - f) The retracted submission will not be removed from printed copies of the journal nor from electronic archives, but its retracted status will be indicated as clearly as possible.
 - g) The notice of retraction will clearly identify the retracted submission, the person or institution retracting it, and the reasons and basis for the retraction. All reasonable efforts shall be taken to make the notice clearly linked to the original publication in electronic databases and freely available to all readers.
 - h) Submissions may also be retracted by their authors. In such a case, the Editorial Board shall be informed about the reasons for the retraction. If the retraction is due to the actions of some, but not all, of the authors of a publication, such facts will be mentioned in the notice of retraction.
4. In minor cases, the Editorial Board may consider issuing a correction instead of a retraction. This may happen when only a small portion of an otherwise reliable publication proves to be misleading, incorrect or plagiarized (e.g. a few sentences). Corrections will not be issued for minor errors such as linguistic mistakes. The decision whether a correction or retraction will best serve the readers and any other persons involved belongs solely to the Editorial Board.
5. A digital version of a corrected manuscript will replace an original and a correction notice will be published in a subsequent volume of a PYIL print version, explaining the amendments that have been made.

VII. Access to the journal and individual articles

1. Individual volumes of the journal are available for purchase in selected bookshops and online via booksellers indicated on the PYIL's webpage.
2. Current and archive issues of PYIL can be also accessed through several electronic databases (the full list is available on the PYIL's webpage). The access to those databases is subject to subscription or pay-per-view fees.
3. All texts published in the PYIL become accessible in two open access repositories: SSRN (<https://www.ssrn.com/en/>) and Electronic Library of the Polish Academy of Sciences (<http://journals.pan.pl/dlibra>) after a lapse of one year from their publication date.
4. The access to the archived PYIL content will be maintained in the above indicated databases even if the journal is no longer published.
5. PYIL indexed with the Index Copernicus Journals Master List, ERIH PLUS, CEEOL, Web of Sciences (Emerging Sources Citation Index).

VIII. Copyright and licensing information

Before publishing a text in PYIL, the author is required to sign a licence agreement on the basis of which he/she will licence all copyrights in the submission to the Institute of Law Studies of the Polish Academy of Sciences (the "Publisher"), subject to the conditions provided below.

1.1. The Author declares that (s)he holds an unlimited proprietary copyright to the submitted article (the "Work"). The author also declares that the Work is of an original character and has not been published before.

1.2. The Author declares that (s)he is entitled to grant a license to the Publisher, as provided in the licence agreement, and that the use of the Work by the Publisher, as provided in such an Agreement, does not violate any personal or other rights of any third party.

2.1. The Author grants the Publisher a **non-exclusive licence** to use the Work in the following fields:

a) preparation, fixation and reproduction of the Work;

b) reproduction, transmission and distribution of the Work, either for free or in exchange for remuneration, as a part of a print or electronic version of the PYIL, in whole or part, on CD, magnetic, optical, or any other form of electronic media, including electronic transmission to on-line terminals and computer networks for searching, displaying, and printing.

2.2. The Author gives his/her consent to the reproduction, transmission, and distribution of bibliographic abstracts and/or citations and abstracts of the Work and indexes prepared by the Publisher or already published in the PYIL, and authorises the Publisher, or any entity that will receive a sublicense, as referred to in paragraph 2(4), to use such bibliographic abstracts, and/or citations and abstracts of the Work and indexes.

2.3. The licence, which is referred to in paragraph 2(1) is granted for the whole period of proprietary copyright to the Work. The Publisher and the Author may each terminate the licence agreement after the lapse of a ten-year period from the date of its conclusion, subject to a one-year termination notice, to take effect at the end of the calendar year following the year in which such notice is given.

2.4. The Publisher shall be entitled to grant further licences (sublicenses) to use the Work as provided in paragraphs 2(1) and (2), both to national and foreign entities.

2.5. The Author shall not receive any copy of the electronic database in which the Work will be included. The Author shall receive one copy of the issue of the Yearbook in which the Work is published.

2.6. In case of subsequent publication by the Author of the Work or another work which is substantially similar to the Work in any other journal or as a part of a collective work or any other type of publication, including electronic publications, the Author shall be obliged to indicate in a visible manner information about the prior publication of the Work in a specific issue of the PYIL.

3. The Author shall not receive any remuneration for the license, which is referred to in paragraph 2.

4. On the basis of Art. 21(1) and in connection with Art. 21(2) of the Polish Act of 4 February 1994 on copyrights and related rights, the Author waives his or her rights to the intermediation of any organization of collective management of copyrights.

5. The licence agreement shall be governed by Polish law. Any dispute arising from this Agreement shall be decided by the appropriate court(s) determined on the basis of the seat of the Publisher.

Annex 1: Formatting and citation style

1. Abstract and keywords

Please include an abstract (max. 200 words) at the beginning of an article. Please also add a list of keywords.

2. Text

Main text: Times New Roman, font size 12, 1.5 spacing

Footnotes: Times New Roman, font size 10, single spacing

Please use double quotation marks. The text should not include a bibliography or a table of contents.

3. Footnotes

PYIL requires footnotes (not endnotes) with subsequent numbering; the initial footnote shall be indicated with an asterisk “*” and include concise biographical information about the author(s), specifying his/her academic degree, affiliation, as well as email address. Please put a full stop at the end of each footnote.

4. Headings and subheadings

Headings and subheadings should be in bold and numbered with Arabic numerals (Times New Roman, font size 12). Please do not use italics. The Introduction and the Conclusion(s) should not be numbered. Only the first letter of a heading and subheading should be capitalized.

For example:

Introduction

1. Standard of review in WTO law – in general
2. Standard of review under specific WTO agreements

2.1 Trade remedy agreements

2.1.1. Anti-Dumping Agreement

2.1.2. SCM Agreement

2.2. TBT and SPS Agreements

Conclusions

5. Introductory signals in footnotes

Please use the following introductory signals:

- *E.g.* - cited authority provides direct support for the proposition but there are other authorities which also support the proposition
- *See* - cited authority clearly supports, but not directly states the proposition given
- *See also* - cited authority constitutes additional material that supports the proposition
- *Cf.* - cited authority states a proposition different from the main proposition but sufficiently analogous to lend support

- *See generally* - cited authority presents helpful background material related to the proposition
- *Contra* - cited authority directly contradicts a given point; is in opposition
- *But see* - cited authority either contradicts the stated proposition implicitly or contains dicta that contradict the stated proposition
- *But cf.* - cited authority contradicts the stated proposition by analogy
- *Cf. with* - to compare two or more authorities that reach different outcomes as to a stated proposition.

6. Referencing (literature)

Titles of books and articles shall be provided in the original language. An English translation is expected for languages other than French, German, Spanish or Italian (please add it in the square brackets – “[...]”). The place of publication of a book shall be provided in the original language (e.g. Warszawa, Roma).

Please use the following mode of referencing:

1. Books

M. O’Connell, *The Power and Purpose of International Law*, Oxford University Press, New York: 2008, p. 1

J. Goldsmith, E. Posner, *The Limits of International Law*, Oxford University Press, New York: 2005, p. 15

2. Articles

N. McNelis, *The Role of the Judge in the EU and WTO: Lessons from the BSE and Hormones Cases*, 4(1) *Journal of International Economic Law* 189 (2001), p. 197

[note that the first figure (here “4(1)” stands for a volume and issue number, the second (here “189”) for a page number at which an article starts, while the last one (here “197” as above) lists the specific page which is referred to]

3. Chapters in collections

G. Abi-Saab, *The Appellate Body and Treaty Interpretation*, in: G. Sacerdoti, A. Yanovich, J. Bohanes (eds.), *The WTO at Ten – The Contribution of the Dispute Settlement System*, Cambridge University Press, Cambridge: 2006, p. 1

[note that the last number (here “1”) refers to a specific page which is referred to, and there is no need to provide information about the page at which a chapter starts]

4. Articles in newspapers

M. Bosacki, *Polska bez ochrony przeciwrakietowej* [Poland without missile defence], *Gazeta Wyborcza*, 27.08.2009

5. Unpublished materials

J. Hendry, *Unitas in diversitate: on legal cultures and the Europeanisation of law*, Ph.D. thesis (2009), on file with the author

6. Working papers, reports, etc.

M. Scheinin, *Law and security: facing the dilemmas*, EUI Working Paper, 2009/11

7. Other materials from internet if they do not qualify under any other position

S. Chakrabarti, *The End of Innocence* (Lecture at the Centre for Public Law in Cambridge 2004), available at: <http://www.liberty-human-rights.org.uk/resources/articles> (accessed 20 February 2018)

[we encourage the use of a shortened internet address (e.g. via bit.ly or other similar webpages)]

8. Cross-references

not on the immediate page: McNelis, *supra* note 20, p. 15

not on the immediate page, and with multiple authors: Goldsmith et al., *supra* note 2, p. 10

immediate to the same page: *Ibidem*

immediate to a different page: *Ibidem*, p. 20

7. Referencing (legal materials)

Please use the following mode of referencing:

1. EU legal materials

Treaties: please provide only the name of the relevant treaty without any details concerning the official publication or date of its adoption (e.g. Treaty on European Union (Maastricht Treaty))

Secondary EU law: Directive 2006/123/EC of 12 December 2006 on services in the internal market, [2006] OJ L 376

CJEU judgments: Case T-344/99 *Arne Mathisen AS v. Council* [2002] ECR II-2905, para. 30

[note that the last number (here “30”) refers to the specific paragraph which is referred to in the text]

Commission decision: Moosehead/Whitbread [1990] OJ L100/32

2. ECHR legal materials

Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights, as amended)

ECtHR, *O’Halloran and Francis v. United Kingdom* (App. No. 15809/02), Grand Chamber, 29 June 2007, para. 35

[note that the last number refers to the specific paragraph which is referred to in the text]

3. WTO legal materials

Agreement on the Application of Sanitary and Phytosanitary Measures (adopted 15 April 1994, entered into force 1 January 1995), 1867 UNTS 493

Panel Report, *European Communities – Customs Classification of Frozen Boneless Chicken Cuts, Complaint by Brazil*, WT/DS269/R, adopted 27 September 2005, as modified by Appellate Body Report, WT/DS286/AB/R, para. 7.153

Appellate Body Report, *United States – Continued Dumping and Subsidy Offset Act of 2000*, WT/DS217/AB/R, WT/DS234/AB/R, adopted 27 January 2003, para. 296

4. ICJ legal materials

ICJ, *Military and Paramilitary Activities in and against Nicaragua (Nicaragua v. United States of America)*, Merits, Judgment, 27 June 1986, ICJ Rep 1986, p. 14

ICJ, *Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276 (1970)*, Advisory Opinion, 21 June 1971, ICJ Rep 1971, p. 16

5. **Other international law materials (treaties)**

As a general rule, the PYIL prefers references that include UNTS (United Nations Treaty Series) coordinates. The UNTS database is available at <http://treaties.un.org/Pages/UNTSONline.aspx?id=1> (e.g. Convention Relating to the Status of Refugees (adopted 28 July 1951, entered into force 22 April 1954) 189 UNTS 137)

Bilateral treaties can be quoted through reference to the relevant domestic Official Journal.

6. **National legal materials**

Titles of laws shall be provided in the original language with the English translation in square brackets. The translation may be omitted in cases of legal acts in French, German, Spanish and Italian.

6.1. **Polish legal materials**

Ustawa Prawo prywatne międzynarodowe [Private international law], Dz.U. 2011, no. 80, item 432, as amended

Wyrok Sądu Najwyższego [Judgement of the Supreme Court], 5 November 2008, III SK 7/08, unpublished

6.2. **Other national legal materials**

Please provide information on the official journal in which an act was published. In the case of judgments, both the type of a decision (e.g. judgement, order, etc.) and the name of a court (e.g. Supreme Court) should be provided in the original language version, with the English translation in square brackets. Please also include the date of a decision and its reference number.