

Information for prospective authors: requirements

Societas/Communitas accepts academic papers in the area of social science. Theoretical and methodological papers, as well as papers discussing research results (both qualitative and quantitative) are accepted.

A paper should not exceed 25 normalised pages in length (1800 characters per page, i.e. approximately 30 lines of 60 characters each). Papers presenting research in progress and other similar communications should not exceed 15 normalised pages. Each paper must include an abstract, placed at the beginning (max 150 words) and a list of keywords (3 to 5). Reviews and debate contributions should not exceed 10 normalised pages. Please also provide a short biographical note on the author.

All texts should be sent electronically to the publisher at: societas@isns.uw.edu.pl

Reviews and acceptance

Each issue of *Societas/Communitas* focuses on a different topic. Papers are accepted for publication if they are original and previously unpublished. Papers may be accepted even if they fall beyond the scope of a given issue, provided that they report on research in progress. Submission of papers to *Societas/Communitas* and other journals simultaneously is considered unethical. The publisher reserves the right to return papers that do not fit with the profile of the journal. All decisions as to the order and date of publication of unsolicited papers are at the discretion of the publisher. Authors will be notified of the outcome as soon as practicable. All scientific papers are reviewed by two independent reviewers, and in cases that warrant such treatment by three independent reviewers, under conditions of anonymity. The final decision with regard to publication, as well as instructions (if any) as to necessary amendments, are communicated to the author by the editor in charge of the journal issue, following their approval by the editorial team.

The author receives a copy of the journal issue in which their paper is published.

The list of reviewers is published once a year at the website of *Societas/Communitas*.

Ghostwriting¹ and guest authorship² are considered academic bad practice. All cases where such conduct is established will be revealed, including notification of relevant bodies (institutions of employment of the authors, scientific associations, associations of academic editors, etc.). Therefore, each paper should be accompanied either by a declaration confirming that the named author is the sole author of the text, or by a statement listing the contributions of other parties (noting their affiliation and manner of contribution, i.e. information on who developed the concept, assumptions, method, protocol etc. applied when drafting the paper).

Text formatting

- Unsolicited papers must be sent in an anonymous version, with a separate sheet attached, listing the name and surname of the author, their academic title or position, their affiliation, and their academic interests.
- The title should be followed by an abstract (max 150 words) and keywords (max 5).

¹ Ghostwriting occurs when a person makes a significant contribution to a paper, but is neither named as an author nor listed as a contributor in the text.

² Guest authorship (honorary authorship) occurs when a person made no (or hardly any) contribution to a paper, but is nonetheless listed as an author or co-author in the text.

- The title, subtitle and section titles should be formatted with the regular font (font size: 16, 14 and 12 respectively). Please do not use bolding, underlines, and characters that interfere with formatting.
- The text should be typed using Times New Roman, size 12, double-spaced, with tabularised paragraphs.
- Tables, diagrams, and images must be numbered and titled. Sources must be indicated. Formatting of tables should be as simple as possible, with font size 11 or 10.
- A Harvard style (name-date) referencing system should be used. In-text citations consist of the author(s) name and date of publication, e.g. (Smith 1999: 12). References are listed in alphabetical order of authors surname in reference list.
 - book: Author A (year) *Book Title*. Place: Publisher name.
Lukes S (2003) *Liberals and Cannibals: The Implications of Diversity*. London: Verso.
 - chapter in a book: Author A (year) Chapter title: Subtitle. In: Editor A and Editor B (eds) *Book Title*. Place: Publisher, 00–00.
Lukes S (1997) On Comparing the Incomparable: Trade-Offs and Sacrifices. In: R Chang (ed.) *Incommensurability, Incomparability and Practical Reason*. Cambridge, Mass.: Harvard University Press, 184-95.
 - article in a journal: Author A (year) Article title: Subtitle. *Journal* vol(issue): 00–00.
Lukes S (1995) Disaggregating the Dangers of Anti-liberalism. *Contention* 5(1): 167-175.
- In order to ensure anonymity in the review process, when referencing the author's own publication(s), please mark them as Author instead of inserting the name, e.g. (Author: 12) and remove the relevant items from the reference list. Solicited articles are similarly anonymized in this manner by the publisher before undergoing the review process.
- If comments are provided, they should be listed in footnotes at the bottom of the page.

Papers that fail to meet these requirements will not be reviewed and will not be accepted for publication.