**Rules and regulations for Editors preparing a volume for *The Polish Journal of Aesthetics.***

Arrange the editorial team of your volume in accordance with the following rules:

1. No more than three editors are accepted. One of the editors must be affiliated with a foreign institution.
2. The **CFP** (Call for papers)should be sent to the editorial board about 12 months before the volume will be published. Prepare the CFP in accordance with the template accepted by the PJA (*The Polish Journal of Aesthetics*) in Polish or English. If the document is written in Polish, then it should be submitted to the editorial board for translation.
3. The **CFP must be freely available and publicly distributed**. However, the editorial board also allows inviting specific authors.
4. The **final deadline for sending submissions** should be established 6 to 8 months before publication, however not later than 6 months before publishing the volume.
5. The Editors are responsible for conducting regular **correspondence with authors interested in publishing** in the volume. Correspondence is carried out through the PJA mailbox and saved in the volume’s tab, which is prepared by the editorial board. Editors will receive submitted articles from the Secretary of the editorial board. From that instance, editors are responsible for maintaining contact with the authors. A confirmation message about accepted submissions should be sent to authors before the end of 2 weeks from the date of submission.
6. **Check the completeness and correctness of submissions** in terms of meeting editorial requirements for formatting, bibliography style, citations and footnotes, abstract, keywords, and author’s notes. Submissions that do not meet the editorial requirements (i.e. those in which the article is, for example, poorly formatted or incomplete i.e. lacking an abstract, keywords, author’s note, or citation) may not be considered. An exception to this rule is made in a situation, in which there is a small number of submissions for a given volume. The correctness of submissions should be checked before the commencement of the reviewing procedure.
7. **Carry out the reviewing procedure** in accordance with the principles accepted by the PJA. This is a two-stage procedure, which includes an editorial or internal review, and an external double blind review. In addition, it is assumed that in the case of English language volumes, the reviewed articles will be sent to reviewers affiliated abroad. It is only in the case of serious problems with finding foreign reviewers that the articles can be directed to reviewers, who are employed in Polish research centers. “Serious problems” are considered a lack of response or a negative response from at least 10 foreign reviewers for one article. In addition, each reviewer can give an opinion on a maximum of two or three articles for a given volume. It is assumed that the time for a potential reviewer’s response is a maximum of 7 days. The recommended time for a review of an article is 6 weeks. If it is necessary to correct an article at the request of a reviewer (positive conditional review), the author has 14 days to submit the corrected article.
8. Editors undertake the responsibility of providing the editorial board with **an up-to-date file describing the status of the review process** in accordance with the template provided by the editorial board. Annex No. 1 to the Rules and Regulations.
9. **Linguistic evaluation and proofreading** of submitted articles accepted for publication takes place by contacting a native speaker collaborating with the editorial board and by sending the accepted articles for publication in the volume for linguistic assessment. Editors of a volume are responsible for supervising the proofreading process of the articles.
10. **The composition and linguistic editing of the whole** takes place by preparing articles and the volume to be published in cooperation with the PJA linguistic editor. In addition, volume editors are responsible for preparing a concept of the volume cover and an introduction to the volume.
11. **Authors’ Declarations–** The editors of a volume are responsible for gathering documentation required by the PJA in the form of either an electronic scan or collecting the original document with a signature from the authors.
12. **If the Editors of a volume unjustifiably neglect any of the above (1-11) Rules and Regulations or if the editorial process is hindered, delayed or suspended in any manner not specified by the Rules and Regulations, the Editorial Board of The Polish Journal of Aesthetics reserves the right to terminate any cooperation with the Editor/Editors responsible for preparing any neglected volume, i.e. they will be expelled from the editorial line-up of the volume. Additionally, the Editorial Board reserves the right to publish a notice of termination of editorial collaboration, resulting from the editor/editors failure to cooperate with the Editorial Board of The Polish Journal of Aesthetics, on the journal’s website and to designate them by name and surname and/or their neglect in all materials promoting the journal's activity.**

**THE EDITOR(S)’ DECLARATION concerning CFP copyright**

1. The volume’s editors, who have prepared a Call for Papers, declare that they are the authors of the work entitled …………………………………………………………………………………. (hereinafter referred to as CFP), in respect to which they are entitled to personal copyrights and exclusions as well as any unrestricted author’s ownership rights.
2. The authors declare that the CFP:

a) has not yet been published or otherwise disseminated,

b) in no way violates the rights of third parties, in particular personal copyrights and ownership rights.

1. The authors hereby declare that they transfer to the Publisher, without any fees whatsoever, the ownership copyrights to the work (CFP) referred to above in item 1 of this document. In order to facilitate free and open distribution to the public by means of execution, exhibition, display, reproduction, emission, transmission and retransmission, as well as the granting of access to the work for the public in such a way that it is made freely available to anyone at any time and place of their choice without any temporal or territorial restrictions.

I have read and accept the Rules & Regulations

…………………………………………