

## TERMS AND CONDITIONS

### of publishing scientific monographs

1. The Publishing House of the Central Forensic Laboratory of the Police, referred to as “the Publishing House” accepts only original scientific monographic works that cover forensic science and related areas of one or more authors which are later referred to as “the Author”. The submitted works can neither be published in any other form nor in the reviewing process by other publishers simultaneously.
2. The Publishing House does not return the articles to its Author. The Publishing House reserves the right to shortening and adjusting of the text as well as to modifying its titles and subtitles.
3. The Publishing House reserves the right to dismiss the submitted work without detailed reasons.
4. The works written against the present terms and conditions will not be published.
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6. The monographic work should be formatted in Times New Roman, size 12, spacing of 1,5 line, with the left and right margins of 2,5 cm width. The contents are to be made with the basic formatting, with no highlights.
7. The submitted monographic works will be subject to evaluated by reviewers. Reviewers are selected from outside the institution to which the author is affiliated (authors are affiliated).
8. If the monographic work receives positive feedback from the reviewer, but it is suggested that modifications and corrections shall be introduced, the Author is obliged to answer the comments and consider introducing the suggested modifications.
9. The editorial office has adopted and applies the Code of Publication Ethics. The Publisher, Authors and Reviewers are obliged to comply with the principles of ethics, in particular the principles of responsibility, integrity, transparency and confidentiality. The Publishing House reminds that *ghostwriting* and *guest authorship* are manifestation of scientific unreliability, therefore all detected incidents will be revealed and documented, including notification of relevant parties (the institutions that employ Authors, scientific societies, associations of scientific editors etc.). In order to counteract occurrence of such incidents, the Publishing House requires the Authors to reveal the percentage contribution to the creation of the publication.
10. Figures and Tables should be provided with titles and information on their sources (e.g. website address with the access date). Their number should be limited to a minimum necessary to understand the text. Captions under the Figures and descriptions of Tables should be made in Polish or English; numbers of Figures and Tables should be expressed in Arabic digits. Photographs ought to have 300 dpi resolution. The location of Figures and Photographs in the text should be marked by the captions and all graphic materials should be delivered in separate appendices (not in the text).
11. Upon submitting a text for publication, the Author declares that it is of his/her authorship and he/she possesses full (exclusive) personal and property right to it. The Author also declares that he/she has the right to dispose of materials placed in the work, such as: figures, graphics, tables etc., and that their use in the work does not infringe the right of third parties.
12. The Author is responsible for the content of the work. Neither the Publishing House nor the editors are responsible for the consequences of potential unreliability.

13. The cover page of the work should contain: title of the work in Polish, name of the Author, his/her academic title, name and address of the institution where the Author is employed and his/her position in the institution, mailing address, telephone number.
14. The list of references should include: the surnames and the first letter of the names of the Authors, the title of the work, the title of the magazine, as well as, in sequence, the year, volume number and the first page of the publication. For book references the list should include: the surnames and the first letters of the names of the Authors, the full title of the work, the publisher, the year and place of publication.  
Example:  
Droździok K., Kabiesz J., Tomasia M., Rębała K., *Polimorfizm locus SE33 w populacji Górnego Śląska (Polska południowa)*, „Problemy Kryminalistyki” 2014, nr 284 92), s. 7-12, 56-59  
Widacki J., *Kryminalistyka*. Warszawa 2012, C.H.Beck.
15. Upon approval of the work for publication an Agreement on Transfer of Copyright to the Editor is concluded with the Author.
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