**EDITORIAL REGULATIONS OF “METROPOLITAN. THE SCIENTIFIC JOURNAL” OF 15 JANUARY 2016**

**Chapter I. General provisions.**

§ 1. 1. Editorial Regulations of "Metropolitan. The Scientific Journal" are established.

2. The Regulations contain the rules for submitting and accepting texts, the procedure for review, the procedure for publishing the Journal, the rules for regulating the legal relationship between the Editorial Office and the author, and the ethical principles of publishing the Journal.

§ 2. Whenever this documents refers to:

1) Regulations - it means the Editorial Regulations of "Metropolitan. The Scientific Journal",

2) Journal - it means "Metropolitan. The Scientific Journal"

3) Editorial Office - it means the editorial office of "Metropolitan. The Scientific Journal",

4) author - it means a person who is exclusively entitled to moral rights and copyrights to the text, on a date of submitting a text, within the meaning of the Act of 4 February 1994 on Copyrights and Related Rights (Journal of Laws of 2006 No. 90, item 631 – as amended),

5) text - it means the author's creative activity expressed in word in any form submitted for publication in the Journal in accordance with the provisions of the Regulations in order to publish it in the Journal,

6) website of the Journal - it means a website of the Journal "Metropolitan. The Scientific Journal” at <http://www.metropolitan.im.edu.pl>

**Chapter II. The publishing process**

§ 3. Editorial Office conducts constant receipt of texts.

§ 4. 1. Submission of the text to be published in the Journal is conducted by sending it to the e-mail address publikacje@im.edu.pl.

2. The text referred to in paragraph 1 shall be sent with an enclosed Application form. The application form constitutes Appendix No. 1 to the Regulations and is published on the website of the Journal.

3. Submission of the text indicates the author's declaration of having exclusive moral rights and copyrights to the text on a date of submitting a text, and the declaration of non-publication and no intention to publish the text elsewhere. The competent bodies of the Editorial Office may initiate proceedings to determine whether the author's declaration is in accordance with the facts.

4. The submitted text should meet the requirements contained in the Author's Guide. The Author's Guide constitutes Appendix No. 2 to the Regulations and is published on the website of the Journal.

5. The competent bodies of the Editorial Office perform a preliminary assessment whether the submitted text meets the formal requirements referred to in paragraph 4.

§ 5. 1. In relation to the text against which a positive decision will be issued in the procedure referred to in § 4.5, the review procedure is initiated.

2. Two reviews shall be issued for each submitted text.

3. The competent bodies of the Editorial Office shall each time appoint reviewers from the list of reviewers published on the website of the Journal.

4. The author and reviewers shall not know their identities.

5. The review shall be issued on a form issued by the competent bodies of the Editorial Office. The form template is published on the website of the Journal.

6. The author shall express an opinion on the remarks contained in the reviews of his text within the deadline set by the competent bodies of the Editorial Office.

7. After reviewing the opinions referred to in paragraph 6, reviewers decide whether or not to accept the text for publication in the Journal. The decision of the reviewers cannot be appealed.

§ 6. 1. If reviewers have decided to accept the text for publication, the Editorial Office shall conclude an authorial agreement with the author.

2. The contract template constitutes Appendix No. 3 to the Regulations and is published on the website of the Journal.

3. If the author wishes to conclude an authorial agreement, the contract template referred to in paragraph 2, is binding for him.

§ 7. 1. The publishing procedure is initiated in relation to the text, the author of which has entered into the authorial agreement in accordance with § 6.

2. The competent bodies of the Editorial Office may introduce linguistic corrections and provide a graphic design to the text.

3. After performing the activities referred to in paragraph 2, the competent organs of the Editorial Office shall check the conformity of the text included in the Journal with the text submitted by the author in accordance with § 4.

§ 8. 1. The publication of the Journal is conducted in a virtual form via website of the Journal, a newsletter of the Metropolitan Institute and a fanpage of the Metropolitan Institute on the facebook.com website.

2. The Editorial Office may publish selected issues of the Journal in a paper version.

**Chapter III. Charges.**

§ 9. 1. The Editorial Office shall not charge for submitting or publishing texts.

2. The Editorial Office does not pay remuneration for submitted or published texts.

**Chapter IV. Ethical principles.**

§ 10. 1. The application or text shall contain information about all natural persons, legal persons, legal entities with limited legal capacity, and other entities that have significantly contributed to the creation of the submitted text.

2. The competent bodies of the Editorial Office shall refuse to publish the text if in the application or text, the author provides information about natural persons, legal persons, legal entities with limited legal capacity, and other which did not contribute significantly to the creation of the submitted text. The competent bodies of the Editorial Office may make such a decision at any stage of the publishing process.

3. The competent bodies of the Editorial Office shall refuse to publish the text if in the application or text, the author does not provide information about natural persons, legal persons, legal entities with limited legal capacity, and other entities that have significantly contributed to the creation of the submitted text. The competent bodies of the Editorial Office competent authorities may make such a decision at any stage of the publishing process.

4. The competent bodies of the Editorial Office, in case of justified suspicion of violation of ethical principles referred to in paragraphs 2 and 3, may oblige the author to submit a statement within a specified time period on the participation of specific persons in the creation of the submitted text. The author who fails to submit the statement, the competent editorial office refuses to publish the text.

5. If the violation of ethics rules referred to in paragraph 2 and 3, constitutes an infringement of the law, the competent bodies of the Editorial Office shall notify the competent authorities specified in separate regulations.

**Chapter V. Final provisions.**

§ 11. The Regulations come into force upon publication on the website of the Journal.