

Regulations and rules of publication in the popular science journal „Biznesmaniak”

§1

GENERAL PROVISIONS

1. Rules for the functioning of the “Biznesmaniak” magazine (hereinafter referred to as “Biznesmaniak”) is specified in the Regulations (hereinafter referred to as the Regulations), which is subject to approval by the Lodz University Press (hereinafter WUŁ) and Student Scientific Club of Strategic Management “Stratolog” (hereinafter SKN Stratolog).
2. “Biznesmaniak” is a popular science magazine published by SKN Stratolog in cooperation with WUŁ.
3. “Biznesmaniak” is an annual published online on the University of Lodz journals platform in parallel, a printed version is published.
4. The languages of publication are Polish and English.
5. The editorial office is based in the Faculty of Management at the University of Lodz in Lodz, located at 90-237 Łódź, ul. Jana Matejki 22/26.
6. The publisher's registered office is the Lodz University Press, located under address 90-131 Łódź, ul. William H. Lindley 8.
7. “Biznesmaniak” is published on the Open Journal System internet platform at: <https://czasopisma.uni.lodz.pl/Biznesmaniak>.
8. The editors reserve the right to change the content of the regulations.

§2

RIGHTS AND OBLIGATIONS OF AN AUTHOR

1. The copyright to the text remains with the author.
2. Articles are published in Free Access under the CC-BY-NC-ND license.

3. Articles will be archived on the WUŁ journals platform in OJS, also then, when “Biznesmaniak” finishes its activities.
4. Each author of an article, after receiving a positive review, must complete and submit author’s statement, which can be found in Annex no. 1 to the regulations.
5. Each author must submit, with the article, a statement signed by the employee of the unit represented by the author and who has a minimum doctoral degree. This statement will constitute read the article and agree to its submission to “Biznesmaniak”. This statement can be found in Annex no. 2 to the regulations.

§3

EDITORS, REVIEWERS

1. The editorial team consists of: Editor-in-chief, Deputy editor-in-chief, Editorial secretary, Reviewer and Editorial Staff, in the number necessary to the proper functioning of the journal.
2. Editorial tasks include in particular:
 - a) Ensuring the appropriate substantive level of articles;
 - b) Ensuring timely publication of the magazine;
 - c) Keeping in touch with authors, reviewers and publisher;
 - d) Coordination of tasks related to the publishing process;
 - e) Posting articles on the website.

§4

EDITORIAL REQUIREMENTS

1. The volume of articles should be between 8000 and 12000 characters with spaces, including keywords, abstract and bibliography.
2. The first page should contain the author's first and last name, affiliation, article title, keywords and abstract.

3. Main text formatting: Times New Roman, size 12, 1,5-spaced lines, justified, paragraph indent of the 1st line 1 cm, edges: right – 2,5 cm, left – 2,5 cm, upper – 2,5 cm, lower – 2,5 cm.
4. The article should include a division into thematic parts indicated by appropriate headings.
5. Formatting of quotes longer than 2 lines: separated before and after space (1 verse), Times New Roman, size 10.
6. Quotes shorter than 2 lines written without isolating from the main text, in the double quotation marks (“...”); citation in the citation: chevrons (»...«).
7. Footnotes for quotes should be placed at the bottom of the page. Please use the option “references” in Word “references> insert footnote”.
8. When creating a footnotes please use the option “references” in Word “references> insert footnote”. The bottom footnotes should be written according to the formula:
 - a) Quote from the book:
T. Misztal, *Funkcjonowanie e-biznesu*, Łódź 2018, p. 12-15.
 - b) Quote from the magazine:
M. Barwiński, *Geographical, Historical and Political Conditions of Ongoing and Potential Ethnic Conflicts in Central and Eastern Europe*, “European Spatial Research and Policy” 2019, vol. 26, No 1, p. 156.
 - c) Quote from an internet source:
A. Nacewska-Twardowska, *Atlas polskiego handlu wartością dodaną. Eksport*, Łódź 2018,
https://wydawnictwo.uni.lodz.pl/wpcontent/uploads/2019/03/Nacewska-Twardowska_Atlas_-1-1.pdf, (access: 23.09.2019), p. 15.
T. Mincer, *Pracownicze Plany Kapitałowe – wiele hałasu, zmiana niewielka*, “Forbes” 23.09.2019,
<https://www.forbes.pl/gospodarka/marek-gora-ppk-to-maloznaczacy-dodatek-d-o-systemu-emerytalnego/t9vxb5p>, (access: 23.09.2019), par. 5
(par. – paragraph)
9. The bibliography should be placed under the main text, it should be arranged alphabetically, by authors’ names.
10. The bibliography should be saved according to the formula:

Barwiński Marek, *Geographical, Historical and Political Conditions of Ongoing and Potential Ethnic Conflicts in Central and Eastern Europe*, "European Spatial Research and Policy" 2019, vol. 26, No 1, pp. 149-173.

Mincer Tomasz, *Pracownicze Plany Kapitałowe – wiele hałasu, zmiana niewielka*, "Forbes" 23.09.2019,

<https://www.forbes.pl/gospodarka/marek-gora-ppk-to-maloznaczacy-dodatek-do-syste-mu-emerytalnego/t9vxb5p>, (access: 23.09.2019).

Misztal Anna, *Funkcjonowanie e-biznesu*, Lodz University Press, Łódź 2018.

Nacewska-Twardowska Aleksandra, *Atlas polskiego handlu wartościami dodaną. Ekspert*, Lodz University Press, Łódź 2018,

https://wydawnictwo.uni.lodz.pl/wp-content/uploads/2019/03/NacewskaTwardowska_Atlas_-1-1.pdf, (access: 23.09.2019).

11. The article should contain a bibliography (there is no minimum or maximum number of positions). The sources can also be online, but they must be reliable sources (e.g. not Wikipedia).
12. If any graphic materials are attached to the article, it should be placed in the text, in the place where it is to be placed.
13. All graphic materials should be sent in a separate high file resolution (in PNG/JPEG format).
14. Graphics used for articles should come from the public domain.
15. Please send texts in .DOC or .DOCX format.
16. Submission of the article should be sent via the form which can be found under address: <https://forms.gle/5JDNco9MErWqpu2d8>

§5

INFORMATION ON THE PROCESSING OF PERSONAL DATA

1. The Administrator of the personal data of the Contractor/Contracted Party is the University of Lodz (address: ul. Narutowicza 68, 90-136 Lodz).
2. The Personal Data Protection Supervision at the University of Lodz can be contacted via the following e-mail address: iod@uni.lodz.pl.

3. The data shall be processed in order to complete the agreement, pursuant to the provisions within Art. 6 Section 1 (b) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.
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6. The Contractor/Contracted Party has the right to file a complaint to a data protection authority on suspected violations of the law related to the processing of personal data.
7. The provision of personal data is necessary to conclude and complete the agreement, and it arises from legal regulations.

DECLARATION OF THE AUTHOR OF A TEXT
TO BE PUBLISHED IN A PERIODICAL

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ID number.....

E-mail.....

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..... of the periodical entitled
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6. The Contractor/Contracted Party* has the right to file a complaint to a data protection authority on suspected violations of the law related to the processing of personal data.
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* Delete as appropriate

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Date and signature

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Name of author of the article

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College and faculty

.....

Department

STATEMENT OF SCIENCE SUPERVISOR

**about reading the article and agreeing to be submitted to the "Binesmaniak"
magazine**

I declare that I have read all of this article

Mr/Ms.....

entitled.....

.....

I accept and agree to submit it to the editorial board of the popular science journal
"Biznesmaniak".

.....

Place and date

.....

Signature of the science supervisor