

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 a 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 must complete and submit with the article author’s statement, which can be found in Annex no. 1 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 5000 and 8000 characters with spaces (approx. 3-5 pages), including abstract, bibliography and keywords
2. Main text formatting: Times New Roman, size 12.

3. Formatting of quotes longer than 2 lines: separated before and after space (1 verse), Times New Roman, size 10.
4. Quotes shorter than 2 lines written without isolating from the main text, in the double quotation marks (“...”); citation in the citation: chevrons (»...«).
5. Footnotes for quotes should be placed at the bottom of the page. Please use the option “references” in Word “references> insert footnote”.
6. 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)

7. The bibliography should be placed under the main text, it should be arranged alphabetically, by authors’ names. It should be placed under the bibliography abstract and keywords.
8. 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. Eksport*, Lodz University Press, Łódź 2018,

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

9. 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)
10. If any graphic materials are attached to the article, it should be in this case mark the place in the text where it should be found.
11. All graphic materials should be sent in a separate high file resolution (in PNG/JPEG format).
12. Graphics used for articles should come from the public domain.
13. Please send texts in .doc or .docx format.
14. 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.

4. The obtained data shall be processed and stored for the period necessary to perform the purpose stipulated within the agreement, including the periods of data storage indicated by generally applicable laws and regulations.
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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

name and surname

ID number

e-mail

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which they submit to be published in issue No.
..... of the periodical entitled
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7. Due to the implementations of the policy of open access to scientific publications, the University of Lodz will use the Author’s authorisation to deposit the Work in the University of Lodz Repository and other distribution platforms, while the Author undertakes not to use the termination of the license agreement throughout its entire term.

8. The Author is not entitled to remuneration for creating the Work, its delivery to the Press, and for granting the rights license. The parties mutually agree that the Author will receive an author’s copy in the form of a pre-press PDF file, containing exclusively the part of the Work to which the Author has moral rights.

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* Delete as appropriate

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Date and signature

