

Instructions to Authors submitting manuscripts for the quarterly journal
“Disability – issues, problems, solutions”

The following guidelines apply to the authors of publications from No. I/2020(34)

I. The Editor accepts manuscripts for review and possible publication in the following sections:

- Medical aspects of disability
- Rehabilitation
- Socio-economic aspects of disability
- Support system for people with disabilities
- Engineering and technology
- Employment
- Reports, reviews, predictions, analyses
as well as texts with the character of participation in the debate concerning the situation of the disabled people in Poland.

Manuscripts should be sent to the Editor via the following e-mail address:
 kwartalnik@pfron.org.pl

II. Reviewing – information for authors

- Each publication is reviewed by two independent reviewers from the outside of the unit in which the author is affiliated.
- The authors and the reviewers, until the end of the reviewing process, do not know their own identity.
- Each review is given in a written form and it ends with a clear recommendation for approval for or rejection of the article from publication.
- After receiving the review, the authors are asked to make corrections to the manuscript as well as to respond to the review in a written form.
- In case of no remarks or corrections, the authors respond to the review in writing and then the manuscript is sent for the proof-reading.

III. Technical instructions concerning preparing the materials for the Publisher

- 15 pages minimum, preferably articles of at least one sheet length that is 22 pages, (44 pages maximum). Reviews or reports may be shorter
- in the left top corner: name and surname of the author/authors, affiliation (Institution)
- the title of the article, paper, report etc. (justified, bold), font 14, Times New Roman
- abstract/summary in Polish and in English
- keywords (not less than 5 and not more than 8)

- subtitles (right side of the page, bold)
- A4 paper format
- text file in the *.rtf or *.doc format (Word 97 or later + special fonts introduced by the Author)
- font 12 Times New Roman
- interline 1,5 line
- left margin 3 cm, others about 2,5 cm
- one-sided printing
- text and bibliographical footnotes – font 10, with references in the top index
- uniform and continuous page numbering (pagination)
- division into indent paragraphs – at least 2-3 per page, to preserve the clarity of the content
- bibliographical and other footnotes should be put on the bottom of the page
- texts should be sent WITHOUT manual formatting such as inserting a non-breaking space (also called hard space) between individual letters at the end of a line in Word.

IV. Terminological guidelines for the preparation of materials for the Publisher (this applies to authors with Polish affiliation)

Authors of scientific texts sent to the Publisher should avoid using their original or “trendy” terms such as “a person with disability”. They should also be consistent throughout the whole text and apply terminology regarding disability consistent with Polish legal acts. It is recommended to read the article written by prof. dr hab. Anna Wilmowska-Pietruszyńska and doc. Dionizy Bilski entitled “On the need for unambiguous and clear specification of terms used in social security policy” that was published in the Quarterly No. IV/2013(9).

V. Methodical guidelines for the preparation of materials for the Publisher

- applying the basic structure of the scientific article which should consist from: Introduction, Main Body, Ending with conclusions,
- justification for the research that have been undertaken,
- theoretical context,
- clear indication of the article’s/analysis’s objective(s),
- clear asking questions and formulation of research problems,
- clear formulation of hypotheses/theses,
- description of the methods of analysis and research techniques used for the analysis and attempts to verify assumptions adopted in the summary,
- reference to current literature.

VI. Tips on the availability of materials for disabled people

Authors of scientific texts sent to the Publisher are obliged to prepare materials with accessibility for people with disabilities. It means the absolute need to provide **alternative text** for any non-text information in the material (i.e. graphics, photos, charts, figures, illustrations, labels, links, texts that are part of the images, etc.). This is necessary only then when it is needed and adds a significant and useful information for understanding the content of the material or its purpose. By using alternative text for non-text content, any elements that are not in the plain text material can be processed by the end user's software. It may provide him with complete information, even if the user cannot see the non-text element. The alternative text should briefly describe the details presented in the illustration or other non-text items depending on the context, briefly describe the image, as well as mention its text and its purpose. It is always worth considering whether the given information is needed for the correct reception material content. Links in the document should be included in the appropriate text, clearly specifying where the link leads and what will happen after its clicking. Before sending the material to the Publisher, it is recommended to identify and solve any problems with facilities for disabled people, e.g., by using the "Checking accessibility" function for documents created in Word software, available on the Review toolbar.

ILLUSTRATIONS

- figures for publication must be of good resolution, uniform and have descriptions, this especially concerns multi-page paste-ins of very diverse illustrating material, to which contact prints are the basis of technical edition and which accelerate the work on the manuscript
- each figure should be submitted as a separate file, with a given filename (all the files in one folder), it should also be printed in the text or on a separate page
- photographs – *.tif files with a resolution not lower than 300 dpi with the required size of the reproduction, or in originals of good quality that allows scanning
- graphs – prepared in Corel Draw or Microsoft Excel (if they have to be edited during the editorial work)
- drawings – as *.cdr files or contrast, originals of good quality suitable for reproduction

ABSTRACTS

The authors of the publications are kindly requested to send a summary of their scientific paper together with the manuscript. Abstract, in a possibly condense form, with the largest number of key words, should present basic in-

formation about the article's thesis, the methods of research, as well as the most important results and conclusions. Abstract usually contains 150 up to 600 words. It should not include quotations and footnotes. The authors of the publication send to the Editor translation into English of the title, abstract and key words of their article.

BIBLIOGRAFICAL DATA – INSTRUCTION FOR AUTHORS

GENERAL REMARKS CONCERNING FOOTNOTES

- quotation or paraphrasing of the paper should be indicated: if it is a quotation, it is necessary to quote the work, out of which it comes, whereas in case of a paraphrase (use of certain information), then the bibliographical address is preceded by the abbreviation “see” or “cf”;
- Latin abbreviations should be consequently used; if the author decides to use “op. cit.” and “ibidem”, then he or she should also use “idem”, “eadem”, “loc. cit.”, “passim” etc.;
- The bibliographical address of a work which is mentioned for the first time in a footnote must be presented in details – one should remember about the name of the publisher, year of publication, volume, page, but, also, in case of a work written in a foreign language – about the translator (whose name should be mentioned immediately after the title, with the abbreviation “transl.”). If the author of the article is translating the foreign text on his own, he or she should indicate it at the end of the bibliographical description, in brackets – (transl. by the author);
- For Internet websites that are cited in footnotes (as well as in bibliography), the date of access should be indicated.

FOOTNOTES: JOURNALS

- 1) the first letters of the name (-s) and the surname of the author: If there are three or less authors, all surnames should be indicated. If there are more than three authors, first three of them should be mentioned followed by “et al.”
- 2) the full title of the work, in italics
- 3) the journal's title, normal roman text, in quotation marks
- 4) year
- 5) volume
- 6) page

Examples:

Żuraw H., *Analiza stylów życia jako podstawa wnioskowania o jakości egzystencji osób niepełnosprawnych*, „Kwartalnik Pedagogiczny” 1998, Nr 3/4, s. 195–220

Olszak A., Kirenko J., *Niektóre uwarunkowania psychospołeczne funkcjonowania osób z uszkodzeniem rdzenia kręgowego*, „Szkoła Specjalna” 1997, Nr 1, s. 13–19

FOOTNOTES: BOOKS AND MONOGRAPHS

- 1) the first letters of the name (-s) and the surname (-s) of the author: If there are three or less authors, all surnames should be indicated. If there are more than three authors, first three of them should be mentioned followed by “et al.”,
- 2) the full title of the work, in italics,
- 3) if the manuscript is a part of a collective book, [in:] notation should be used, and the title of the book written in italics, should also be given, along with the initial of the name and the surname of the Editor, preceded by “ed.”,
- 4) place of publication,
- 5) publishing house,
- 6) year,
- 7) pages

Examples:

A. Krause, *Człowiek niepełnosprawny wobec przeobrażeń społecznych*, Kraków, Impuls, 2004, s. 274

C. D. Kowalska, B. Miklaszewska, T. Nowacka i in., *System szkolnictwa we Włoszech*, [w:] *Systemy oświatowe w krajach europejskich*, red. K. Polanecki, Wrocław, 2005, Wydawnictwo Oświatowe, s. 12–13

Footnotes: Websites

- 1) if you the author of the article is known: the first letters of the name(s) and the surname(s) of the author(s) of the article cited. If there is no more than three authors, all names should be given, if there are more than three authors, please cite three and add „et al.”,
- 2) the title of the article in full text in italics,
- 3) the website from which the text is cited,
- 4) the day of the access (in parentheses or square – the record consistent throughout the whole text), preceded by the phrase: „Access date ...”, „as at ...”, „online access” (consistently throughout the whole text).

Examples:

Monitoring realizacji zadań wynikających z Programu Działań na Rzecz Osób Niepełnosprawnych na lata 2007–2013 „Częstochowa Niepełnosprawnym”, http://www.czystochowa.pl/data/other/monitoring-osoby_niepelnosprawne.pdf, [access date: 30.04.20]

B. Rędzia, *Między wolnością a bezpieczeństwem*, <http://www.niepelno-sprawni.pl/ledge/x/91557>, [access date: 5.06.2014]

LITERATURE (IN ALPHABETICAL ORDER) AT THE END OF THE ARTICLE

- Literature given at the end of the article should be organized in alphabetical order and divided into possible legal acts, reports, internet websites.

Examples:

Kowalska C. D., Miklaszewska B., Nowacka T. i in., *System szkolnictwa we Włoszech*, [w:] *Systemy oświatowe w krajach europejskich*, red. Polanecki K., Wrocław, Wydawnictwo Oświatowe, 2005

Krause A., *Człowiek niepełnosprawny wobec przeobrażeń społecznych*, Kraków, Impuls, 2004

Olszak A., Kirenko J., *Niektóre uwarunkowania psychospołeczne funkcjonowania osób z uszkodzeniem rdzenia kręgowego*, „Szkoła Specjalna” 1997, Nr 1

Żuraw H., *Analiza stylów życia jako podstawa wnioskowania o jakości egzystencji osób niepełnosprawnych*, „Kwartalnik Pedagogiczny” 1998, Nr 3/4

ATTENTION!!

Due to various systems of coding formats, styles and Polish letters, **the manuscript should be saved as a formatted RTF text, with the .rtf extension**, regardless of the text editor that was used (when using different editor that was utilized for manuscript preparation, it may be impossible to open files with such extensions as *.doc, *.docx, and *.odt). **In order to save the manuscript as a .rtf file, in the “File” menu choose “Save as”, then open the list in the window “Save as type” and choose “formatted RTF file” or „Rich Text Format”.**