

“Disability – issues, problems, solutions”

The following guidelines apply to the Authors of publications from
No. III-IV/2021(40-41)

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 Author / Authors are recommended to provide the ORCID iD (The ORCID iD, Open Researcher and Contributor ID: a unique, persistent identifier free of

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- charge to researchers to uniquely identify authors and contributors of scholarly communication)
- the title of the article, paper, report etc. (bold), Level 1 Headings added with the MS Word “Heading Styles” tool, font Calibri
 - abstract/summary in Polish and in English
 - keywords (not less than 5 and not more than 8)
 - subtitles (bold, with clear and well formatted Heading styles, matching the hierarchy of Headings i.e.: Level 2 Headings, Level 3 Headings, Level 4 Headings etc., added with the “Heading Style Box” in Word)
 - A4 paper format
 - The Editor accepts the Microsoft Word editable files only: text file in the *.doc format (Word 97 or later + special fonts introduced by the Author)
 - font 12 Calibri
 - 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. 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.

V. Accessibility guidelines

At the State Fund for Rehabilitation of Disabled People, electronic materials should comply with the principles of accessibility. This requirement results from the

Accessibility Act for Persons with Special Needs and the Act of Digital Accessibility of Websites and Mobile Applications of public entities. Accessibility is determined by three basic principles: technical compliance with standards, such as WCAG, readability, and understandability.

Preparing available materials

Text documents created in Word

Paragraphs

Paragraphs are the central part of text documents. Please remember to align your text to the left. Full justification is difficult to read for people with specific disabilities. If you need more than one space line between paragraphs, do not repeatedly press the „Enter” key. It would be best to achieve spacing via the „Spacing - After” parameter in the „Paragraph” options. You should also avoid using underlining to highlight a section of text. In the web standard, underlining is reserved for web links.

Headings

Headings are an essential part of a document structure. They help visually impaired people to read what we want to show more effectively. Thanks to headings, they can get to the content they are interested in. However, the most common mistake in creating them is making them manually. The document creator boldens and enlarges a piece of text to make it look like a headline. However, this does not help blind people at all. Their screen reader „doesn’t know” that it is a heading. Actual headlines are made using text styles. You should remember to put them in a logical order and keep them short and communicative.

Alternative texts

Authors of scientific texts submitted to the Publisher are obliged to prepare materials with accessibility facilitation for persons with disabilities. It means that it is vital to provide **alternative text** for any non-text information in the material (i.e., graphics, photographs, diagrams, figures, illustrations, labels, links, texts that are part of images, etc.), but only where it is necessary and carries relevant, helpful information for the understanding of the content of the material or its purpose. By applying alternative text to non-text content, any elements that are not pure text in the material can be processed by the end-users software and provide a complete set of information, even if the user cannot see the non-text element. The alternative text should briefly describe the details provided by the illustration or other non-text parts depending on the context, briefly describe the image in question, and mention the text present and its purpose. It is always advisable to consider whether the information is necessary for the correct reception of the material’s content.

Bulleted and numbered lists

These lists, like headings, should be made using the Word tool. Making a list manually using the „-” sign will result in screen readers not conveying the correct information to a blind person. The „Increase indent” and „Decrease indent” buttons allow you to create multiple folded lists properly. However, you should limit the number of steps to two. A higher number makes it difficult to read the document’s content appropriately.

Tables

You should only use tables to represent data, not format the document, even if the edges are hidden. In tables, the first row should be marked as a header. This option can be found in the „Table properties” on the „Row” tab. There you should check „Repeat as header row at the beginning of each page.” Tables should have a simple structure, without cell merging or nesting (i.e., inserting a table cell into an existing one).

Links (weblinks)

Weblinks should be included as an appropriate text that clearly states where the link leads and what will happen when you select it. It is worth remembering that web links should have understandable content. Links like „Here” or „Download” do not meet these criteria. A link in the form of a long hyperlink will also not be readable, regardless of the recipient’s needs.

Marking the language of a text fragment

A speech synthesizer reads out the content of a document for blind people. If it encounters a fragment of content, e.g., in English, and the primary language is marked as Polish, it will misread it. Such fragments must be marked, and their language changed. Click on the language indicator in the bottom bar of Word and then select the appropriate language in the selection window. If the language selection is not available on the bottom bar, select the „Review” tab and then the „Language” tab.

Document title (metatag)

To make digital documents accessible, it is also necessary to specify the title of the documents in its properties (metatag: Title). The document title should be filled in the field located in the „Properties” section of the document (File menu, Information item). The file title should be legible and describe the file’s content in a specific way.

Documents created in Excel

Excel does not have many tools for creating accessible documents. However, some rules must be followed to ensure the highest possible range of accessibility. Excel documents are an arrangement of cells that must be tagged to be read as

a table. You must first select the range of cells that make up the consistent data, and then from the ‚Insert’ menu, select ‚Table’. Then select the option: „My table has headers”.

Summary

Before submitting material to the Publisher, you are advised to identify and resolve any accessibility issues for people with disabilities, e.g., by using the „Check Accessibility” function, for documents created in Word, available on the Review bar. **Materials with glaring accessibility deficiencies, particularly without alternative text to non-textual information, will be returned to the Author(s).**

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 keywords, should present basic information 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

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- 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.niepelnosprawni.pl/ledge/x/91557>, [access date: 05.06.2014]

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*, „Szkola Specjalna” 1997, Nr 1
Żuraw H., *Analiza stylów życia jako podstawa wnioskowania o jakości egzystencji osób niepełnosprawnych*, „Kwartalnik Pedagogiczny” 1998, Nr 3/4