

# I NSTRUCTIONS FOR AUTHORS

## General information: aims and scope of the journal

1. „Aparat Represji w Polsce Ludowej 1944–1989” is an annual journal that aims to conduct and popularize research into the communist organs of repression in the People’s Republic of Poland: Department of Public Security of the Polish Committee of National Liberation (PKWN), Department of Public Security, Committee for Public Security, Department of Internal Affairs, military and border protection special forces, prison service, Citizen’s Militia (MO), judiciary and prosecutor’s office and paramilitary units.

2. „Aparat Represji w Polsce Ludowej 1944–1989” is a historical periodical addressed to readers in humanities and social studies who are researching the areas specified above.

3. This journal publishes original research papers, review articles, reviews, primary documents and sources, biographical notes.

4. Manuscripts (articles, reviews, review articles, etc.) should be submitted to [redakcja.arwpl@ipn.gov.pl](mailto:redakcja.arwpl@ipn.gov.pl)

5. The journal accepts submissions in Polish and English.

6. Articles are considered for publication on the assumption that they are not being considered for publication by another journal and that they have not been published in another journal or a monograph.

7. Research papers should not exceed 80,000 characters, including blanks. The Editors reserve the right to introduce changes in the text (in cooperation with the author).

8. Upon submitting the manuscript, please include the following:

a) author’s/co-author’s bio note(s) in Polish, specifying their affiliation (max. 500 characters), ORCID; date of birth, profession, academic title, employment, research interests, selected publications, e-mail address.

b) the title of paper in English

c) abstract in Polish (max. 1500 characters, including blanks)

d) key words in Polish and English (max. 5), separated by commas

e) bibliography of all the works cited in the paper

f) author’s agreement form

**Editorial guidelines:** follow the Institute of National Remembrance editorial guidelines for authors preparing manuscripts for publication.

### Peer-review process

Papers submitted to „Aparat Represji w Polsce Ludowej 1944–1989” are subject to two-stage double-blind review process.

1. Stage one: initial appraisal by the Chief Editor and Associate Editors. The Editors take into consideration the following aspects: thematic suitability for the journal, the redaction and formatting of the text according to the editorial guidelines.

2. Stage two: double-blind peer review by independent, anonymous expert referees indicated by the Editors. One of the referees may be an expert affiliated with the Institute of National Remembrance. The other must be an external expert, neither a member of the Institute of National Remembrance nor the Programme Council Board. The referees are indicated by the Editorial Board. The Editorial Board makes every effort to ensure that there is no conflict of interest between the author and the referees and that the evaluation is reliable and impartial.

3. The reviewers must hold a PhD or a higher degree.

4. The review process is double-blind (i.e., the author's identity is not known to the readers evaluating the article, and the author does not know the identity of the readers) and confidential (the contents of the review are revealed only to the author and members of the Editorial Board).

5. Reviews have a standardized written form, and they conclude with the referee's decision concerning the admission of the article for publication or its rejection.

6. The Editorial Board may accept the review or ask the referee to revise it if it does not comply with the generally accepted standards. Such measures may be taken when a review is formally or substantially inadequate, contains cursory remarks, unfounded criticism or approval, lacks any logical connection between the contents and the concluding remarks (i.e., the review is negative but concludes with a positive decision, or vice versa).

7. When one review is negative and the other – positive, the Editorial Board calls a third referee. In general, only the articles that have received two positive reviews can be accepted for publication.

8. In inconclusive cases, the final decision concerning the publication belongs to the Executive Editor.

9. A complete list of referees is given in each printed issue of the journal and on the journal website.

### **Good publishing practices**

1. Papers should present original, previously unpublished materials. The articles cannot be based on other works or violate the copyright of the third party, or otherwise incur legal rights of the publisher

2. The Editors require a credit author statement, especially concerning the conceptualization, methodology, critical discussion and writing of the original draft. The paper should be free from „ghostwriting” or „guest authorship”. Acknowledgements to each author/co-author should be stated explicitly in a footnote.

3. The Editors require financial disclosure concerning the support for the submitted paper granted by research institutions, associations, etc. Financial disclosure should be stated in a footnote to the title of the paper.

**4. The Editors require that authors should present the results of their research clearly and transparently. Violation of scholarly or scientific ethics will be reported to the author's employer and the relevant state institutions.**