
REQUIREMENTS FOR THE STRUCTURE OF SCHOLARLY SUBMISSIONS “PRZEGLĄD PRAWA ADMINISTRACYJNEGO” (PPA)

1. General Remarks

Manuscripts submitted to “Przeгляд Prawa Administracyjnego” must comply with the formal and scholarly standards applicable to legal sciences and adhere to the editorial guidelines of the journal.

Submissions may be made in Polish or English (both languages are treated as equivalent).

All manuscripts are subject to a **double-blind peer review** procedure.

2. Length of Submissions

The length of submissions should fall within the following limits:

- research articles: 20,000 to 40,000 characters (including spaces),
 - case notes: up to 40,000 characters (including spaces),
 - reviews: up to 30,000 characters (including spaces),
 - reports: up to 30,000 characters (including spaces).
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3. Structure of a Research Article

A research article should be structured in accordance with the international **IMRaD standard** (Introduction, Methods, Results, Discussion), taking into account the specific nature of legal scholarship. While some flexibility in the naming of individual sections is permitted, the overall structure of the argument must clearly reflect the logic of the IMRaD model.

4. Elements of the Article

4.1. Authorship Identification

The following information must be provided:

- author’s full name,
- affiliation (name of institution, country),
- ORCID number,
- e-mail address,
- title of the article.

This information will be removed during the anonymisation process for peer review.

4.2. Abstract and Keywords

The article must include an abstract in both Polish and English, with a length of 100 to 250 words.

The abstract should, in particular:

- define the subject matter and research problem,
- indicate the objective of the article,
- present the main theses,
- outline the research approach,
- summarise the key findings,
- indicate the element of originality and the scientific or practical relevance.

Keywords

The author is required to provide 3 to 6 keywords in both Polish and English.

Keywords should:

- reflect the core subject matter of the article,
- correspond to the principal legal concepts analysed in the text,



- facilitate indexing and discoverability in academic databases,
- be formulated as scholarly terms (general or colloquial expressions should be avoided),
- be precise and unambiguous.

It is recommended to:

- use terminology established in legal scholarship,
- avoid repeating words already included in the title (unless justified),
- maintain linguistic consistency.

Keywords should be separated by semicolons.

4.3. Introduction

The introduction should include:

- a definition of the research problem,
- the objective of the article,
- a review of the relevant literature,
- identification of the research gap,
- formulation of theses or research hypotheses.

Elements of methodology may be included in this section.

4.4. Methods

The article should contain a clear description of the methodology applied, including in particular:

- the research approach (e.g. doctrinal, comparative),
- the methods used,
- the scope of the research material.

The methodological section may constitute a separate part of the article or be incorporated into the introduction.

4.5. Analytical Section (Results)

The analytical section constitutes the core part of the article.

It should:

- be logically structured and clearly presented,
 - be divided into sections with appropriate subheadings,
 - include an analysis of the legal problem based on:
 - legal provisions,
 - case law,
 - legal doctrine,
 - lead to clearly formulated research findings.
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4.6. Discussion and Conclusions

The final part of the article should include elements of discussion and conclusions.

In particular, it should:

- relate the findings to the research questions posed,
- confront them with positions expressed in the literature,
- indicate the significance of the analysis.

The conclusions should be concise and should include:

- answers to the research questions,
 - the most important findings,
 - the contribution of the article to the development of administrative law scholarship.
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5. Structure of the Text

The text should be divided into sections with headings.

It is recommended to:



- use numbered sections,
 - maintain structural coherence,
 - avoid excessive fragmentation.
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6. Footnotes

Footnotes should be used throughout the text.

They should include:

- references to literature,
 - citations of case law,
 - references to legal acts.
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7. Bibliography

The article should include a final bibliography comprising **only literature**.

The bibliography should:

- be arranged alphabetically,
- contain full bibliographic details,
- correspond to the citations included in the footnotes.

Legal acts and case law should not be included in the bibliography.

8. Editorial Requirements

The manuscript should be prepared in accordance with the following requirements:

- font: Times New Roman,
 - main text: 12 pt,
 - footnotes: 10 pt,
 - consistent formatting throughout,
 - clear distinction of section headings.
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9. Final Provisions

Submission of a manuscript implies acceptance of the rules governing “Przeгляд Prawa Administracyjnego”.

Manuscripts that do not comply with formal or structural requirements may be rejected at the stage of preliminary editorial assessment.