

**REGULATIONS
OF “THE VOICE OF MEMORY.
THE ANNUAL OF THE MUSEUM OF POLISH CHILDREN – VICTIMS OF TOTALITARIANISM”**

Clause 1 General provisions

1. “The Voice of Memory. The Annual of the Museum of Polish Children – victims of totalitarianism” (hereinafter the “Annual”) is a scholarly journal published by The Museum of Polish Children – victims of totalitarianism (hereinafter the “Publisher”).
2. The mission of the annual is to share research that encourages reflection on the history of the German camp for Polish children, the Polen-Jugendverwahrlager der Sicherheitspolizei in Litzmannstadt, in Przemysłowa Street in Łódź, as well as on the fates of children during the Second World War in the Polish territories occupied by the Third Reich and the USSR, and beyond their borders. Additionally, the annual will provide a space for the publication of research on the post-war lives of the children of heroes from the Polish independence underground, and on issues concerning children’s rights and the violation of those rights.
3. The annual is a historical journal, open to collaboration with researchers from other fields, including the social and legal sciences, who conduct research in line with the journal's mission. It enables both experienced and young researchers to publish research articles, review articles, case studies and reviews.
4. The annual publishes original, previously unpublished scholarly articles, as well as non-peer-reviewed texts summarising the Museum's statutory activities, reviews and polemics written in Polish or in any other major languages of international academic communication. A peer-reviewed scholarly article is understood to be an article presenting a specific academic issue in an original, creative, problem-focused or comprehensive manner, which includes a bibliography and footnotes. The call for papers is periodic and is linked to the main theme of the issue. A minimum of 8 scholarly articles are published in each issue.
5. The annual is composed of the following sections (the Editorial Team reserves the right to modify them):
 - a) From the Editorial Team
 - b) Articles on the main theme
 - c) Varia
 - d) Reports, reviews, polemics
 - e) Information about authors
6. The annual is published once a year in print or electronic format. It is published under a non-exclusive licence, and the electronic version is distributed via Open Access at the web address: muzeumdziecipolskich.pl.

Clause 2 Organisation of the Annual

1. The bodies of the Annual are the Publisher, the Editorial Board and the Editorial Team.
2. Members of the Annual’s bodies are appointed and dismissed by the Publisher, represented by the Director

of the Museum, who also serves as the Editor-in-Chief. The Director of the Museum reserves the right to resign from the function of Editor-in-Chief and to appoint another person in their place.

3. The Publisher is responsible for:
 - a) securing financial resources for the Annual's activities,
 - b) establishing, in consultation with the Editorial Team, the Annual's budget for a given calendar year by the end of December of the year preceding the issue's publication,
 - c) establishing the execution of the publishing procedure each year in consultation with the Editorial Team, by commissioning the language and technical editing of the print or electronic version to a Publishing House, or entrusting these tasks to appropriate members of the Editorial Team, and, if necessary, establishing cooperation with a printing house,
 - d) concluding agreements with members of the Editorial Team who are not Museum employees,
 - e) concluding agreements for the preparation of reviews, articles, and publishing contracts with authors,
 - f) determining, in consultation with the Editorial Team, the price of an issue, its volume, the print run of the Annual and the reprinting of archival issues.
4. The Editorial Board of the Annual is composed of academics from Polish and foreign research facilities, museums and institutes. The Editorial Board serves in an advisory capacity to the Editorial Team, ensures the fulfilment of the Annual's mission, maintains the high substantive quality of the published content, monitors the Annual's publishing plans and oversees the publishing ethics of the Editorial Team. Meetings of the Editorial Board are held at least once a year.
5. The Editorial Team of the Annual is responsible for maintaining the high substantive quality of the Annual and for preparing articles and other materials for publication. The Editorial Team consists of:
 - a) Editor-in-Chief,
 - b) Managing Editor,
 - c) Editorial Assistant,
 - d) Science Editor,
 - e) Language Editor,
 - f) Layout Editor,
6. The Editor-in-Chief is responsible, in particular, for:
 - a) directing the work of the Editorial Team,
 - b) convening meetings of the Editorial Team and the Editorial Board,
 - c) ensuring the required number of scholarly articles in the Annual,

- d) approving the list of reviewers,
 - e) making the final decision on qualifying an article for publication,
 - f) approving individual issues for publication,
 - g) taking appropriate action in the event of academic misconduct on the part of an article's author.
7. The Managing Editor is responsible, in particular, for:
- a) coordinating the publication process,
 - b) recommending to the Editor-in-Chief, in consultation with the Editorial Team: the list of reviewers, scholarly articles for the review stage and articles for publication,
 - c) the substantive editing of the issue,
 - d) determining the table of contents for each issue,
 - e) approving the issue for printing after typesetting,
 - f) substituting for the Editor-in-Chief during their absence.
8. The Editorial Assistant is responsible, in particular, for:
- a) handling correspondence related to the annual, including with authors, reviewers and the Publishing House,
 - b) organising meetings of the Editorial Team and the Editorial Board,
 - c) forwarding received articles to members of the Editorial Team,
 - d) sending articles qualified for publication for the translation of abstracts,
 - e) collecting, completing and archiving documentation related to the annual,
 - f) preparing the call for papers,
 - g) preparing informational materials for the website and social media,
 - h) publishing the journal on the Museum's website,
 - i) managing the journal in indexation databases and improving its positioning,
 - j) preparing statistical analyses of the annual,
 - k) undertaking activities to promote information about the annual within the academic community.
9. The Science Editor is responsible, in particular, for:
- a) the substantive verification of articles and confirming their compliance with the publishing guidelines (Attachment 1) and the journal's mission,
 - b) the correction of footnotes and bibliographies,
 - c) ensuring substantive consistency, including uniform notation of symbols and consistent definitions of terms throughout the issue,
 - d) recommending to the Editorial Team the rejection of an article that does not meet the annual's requirements or is inconsistent with its mission,
 - e) recommending reviewers for scholarly articles to the Editorial Team.
10. The Language Editor is responsible, in particular, for:
- a) checking and correcting the logical structure of the entire issue: main text, footnotes, bibliography, table of contents and cover,

- b) correcting spelling, punctuation, inflectional, syntactic, lexical, and stylistic errors,
 - c) standardising the text and graphic elements in terms of editing,
 - d) ensuring the application of the chosen publishing convention in accordance with the publishing guidelines.
11. The Layout Editor is responsible, in particular, for:
- a) developing the graphic and typographic design of the issue, including the publication layout,
 - b) typesetting, formatting and preparing the issue for printing,
 - c) creating an e-book with access to the full issue and individual articles according to the table of contents,
 - d) implementing corrections after language editing and final revision.
12. The cover of the issue is designed by a graphic designer from outside the Editorial Team or by the Layout Editor.
13. Language and layout editing is performed by the Publishing House or by the respective editors on the Editorial Team. The Editor-in-Chief chooses the method of executing the publishing procedure.

Clause 3 Editorial policy

1. Articles are published with respect for copyright, academic integrity and in accordance with the ethical principles set out in the COPE (Committee on Publication Ethics) standards. Texts are evaluated solely on their academic merit, and the assessment is based on the value, originality and clarity of the submitted work.
2. Members of the Editorial Team, the Editorial Board and reviewers are obliged to maintain confidentiality, not to disclose the content of a submitted article and to prevent discrimination in accordance with applicable law.
3. The Editorial Team prevents practices that are inconsistent with copyright law, personal data protection law, defamation, plagiarism, guest authorship and ghostwriting.
4. Rejected articles are archived by the Editorial Team (cat. A) but may not be used in the personal research of either the Editorial Team members or the reviewers without the author's written consent.
5. The Editorial Team reserves the right to reject an article both during the publishing procedure and after publication if the practices mentioned in Clause 3, point 3 have occurred or if evidence of academic misconduct in the conducted research is revealed. In such cases, the Editorial Team shall inform the author and the author's affiliated institution of the practices and shall post a comment on the annual's website. In the case of multi-authored works, each author is informed separately of the identified irregularities.
6. The annual uses a double-blind peer review system (reviewers and authors do not know each other's identities). Reviewers are selected according to the following criteria: there is no conflict of interest, the reviewers are active researchers with an academic degree or title and are affiliated with a recognised academic institution, they are selected from outside the Editorial Team and Editorial Board and are not employees of the author's affiliated institution.
7. The Editor-in-Chief signs an agreement for the preparation of a review with a reviewer who accepts an invitation to review an article (Attachment 2).

8. The review is advisory in nature, and the review process is based on the “Good practices in review procedures in science (MNiSzW, 2011) and is conducted using the review form (Attachment 3).
9. The costs of substantive and academic editing, reviews, proofreading, translation of abstracts into English (or into Polish for publications in a foreign language) and publication are covered by the Publisher.
10. The Editorial Team is entitled to commission scholarly articles from researchers distinguished by achievements related to the annual’s mission or in situations where it is necessary to supplement the annual with the required number of articles. In such cases, the author receives an honorarium for the prepared text.
11. The amount of the honorarium for an author of a commissioned article and for a review depends on the researcher’s academic degree/title and is determined annually for each issue by the Publisher of the annual. Honoraria are paid after the completion of the review process in the case of agreements for reviews, and after the publication of the issue in the case of a commissioned article.
12. An author submitting their article to the Editorial Team does not receive an honorarium for the publication of the text in the annual.

Clause 4 Publishing procedure

1. The author sends a scholarly article with an abstract, keywords and a bibliography, prepared in accordance with the publishing guidelines, along with a biographical note, to the email address: czasopismo@muzeumdziecipolskich.pl.
2. The author submits a declaration of authorship (Attachment 4) and confirms the originality of the text and the non-infringement of copyrights, legal and material interests of other persons within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (consolidated text, Journal of Laws 2019, item 1231, as amended). In the case of a multi-authored work, the contribution of each author is disclosed.
The author submitting a multi-authored work is the designated contact person for the Editorial Team with the other authors.
3. To prevent conflicts of interest, authors shall indicate any institutions and individuals involved in the text who are not authors. If a member of the Editorial Team is the author of a text intended for publication in the annual, they shall be excluded from the verification and evaluation of that article.
4. It is assumed that the author sends the Editorial Team the accepted version of the article, which is not subject to change other than editorial corrections and reviewers' comments. Each author is responsible for the research presented and the methodology adopted.
5. If, in addition to the text, an article contains supplementary materials (e.g. photographs, illustrations, drawings or charts) of which the author is not the creator, the author must obtain all necessary written permissions for their use from the rights holders, including for their reproduction and distribution in the annual.
6. The author is obliged to check and accept all changes made to the text during the editorial process. In the case of multi-authored works, each author is obliged to accept the content of the entire article, including the parts not written by them.

7. A scholarly article or non-peer-reviewed text received by the Editorial Team is registered and subjected to a preliminary assessment of its compliance with formal and substantive requirements, including the text's consistency with the journal's profile and mission. The preliminary assessment is carried out by members of the Editorial Team. A scholarly article or non-peer-reviewed text that does not meet the requirements at this stage is returned for completion or is rejected.
8. In the second stage, the scholarly article is checked using an anti-plagiarism system. Plagiarism is defined as the appropriation of another's creative idea, publishing another's work under one's own name or borrowing verbatim from another's work and publishing it as one's own. Redundant publication is defined as the reuse of the same text or its fragments that the author has previously published.
9. If plagiarism or redundant publication is detected, the scholarly article is rejected. Further action by the Editorial Team is governed by Clause 3, point 5. If no plagiarism or redundant publication is detected, the Editorial Team decides to send the scholarly article to the review stage and appoints reviewers. A non-peer-reviewed text is sent for substantive and language editing.
10. Authors of scholarly articles qualified for review and authors of non-peer-reviewed texts qualified for publication receive a publishing contract for the granting of a licence, which they sign and return to the Editorial Team (Attachment 5a/b).
11. During the review stage, each reviewer formulates a clear recommendation for the article by choosing one of the options (the text should be: published in its original form without corrections; published after corrections; published after corrections and another review; rejected), which they submit to the Editorial Team. The condition for accepting an article for publication is receiving two positive reviews. In the case of two conflicting reviews, the article is sent for a third, decisive review.
12. The author receives the anonymised reviews along with the recommendations and responds to the suggestions contained therein and makes changes. The author returns the corrected article to the Editorial Team, which concludes the review process, with the exception of those works that, according to the reviewer's decision, were to be re-evaluated. In such cases, the steps are repeated.
13. After the review stage, the scholarly article is qualified for publication or rejected by the Editorial Team. The Editor-in-Chief has the final say in this matter. Each author is informed of the decision.
14. From the qualified scholarly articles and non-peer-reviewed texts, the Editorial Team assembles an issue of the Annual, which undergoes substantive and scientific editing. Proposed corrections are sent to the authors for approval.
15. In the next stage, the Annual is sent for proofreading and technical editing, carried out by the Publishing House or by the respective editors on the Editorial Team. The author approves the first language proofread and the translation of the abstracts. A subsequent proofread and revision are carried out for the needs of the Editorial Team.
16. The Editorial Team approves the issue for printing or for electronic publication.
17. Correspondence during the publishing procedure is conducted electronically, with the exception of the submission of signed contracts for the preparation of a review or for publication, which is done by

traditional means (post, courier or personal delivery).

18. Authors of scholarly articles and non-peer-reviewed texts are obliged to adhere to the correction deadlines set by the Editorial Team. Unjustified delays will result in the rejection of the work.

Clause 5 Declarations and consents

1. The submission of an article to the Editorial Team by an author is equivalent to an acceptance of the journal's regulations and constitutes consent to the processing of personal data for the purposes of the publication process and for the indexing of the article in academic databases.
2. The withdrawal by an author of an article that has been qualified for the publication process in accordance with the Annual's publishing schedule is considered a breach of these regulations.

Attachments:

1. *Publishing guidelines*
2. *Agreement for the preparation of a review*
3. *Review form*
4. *Declaration of authorship*
5. *a. Publishing contract with the author (unpaid)*
6. *b. Publishing contract with the author (paid)*