

**GUIDELINES FOR AUTHORS**

# **Institutiones Administrationis**

**JOURNAL OF ADMINISTRATIVE SCIENCES**

English-language international scientific journal

## 1. Content requirements

The purpose of the scientific journal entitled *Institutiones Administrationis - Journal of Administrative Sciences* is to publish the scientific results of research conducted in the disciplines of public administration in the broadest sense, in particular the fields of public administration, public services, public management, public finances and economic governance. Specifically, special importance is attached to the publication of articles of scientific standard supporting the development of the above disciplines, papers helping the practical application of law, peer-reviewed research and professional experiences (hereinafter jointly referred to as: Paper) for the purpose of reinforcing the interaction between scientific views and practical considerations.

By integrating the Journal into the electronic *Open Journal System*, every process related to the Journal is transparent, uniform and can be monitored. Hence manuscripts are submitted through OJS at the following address:

Please note that manuscripts uploaded to the OJS may not contain any details about the author(s), so the reviewers will not be aware of who the author(s) of the given manuscript is (are), thereby meeting the requirements of the double-blind peer review set forth in the Deed of Foundation and the Code of Conduct.

The manuscripts submitted by the author must be full and final. Manuscripts must be submitted electronically in MS Word format, with all related attachments (pictures, appendices, etc.).

## 2. Structure of the manuscripts

### Title of the manuscript

### Forename, Surname\*

**Abstract:** Enter an abstract of up to 150 words for all articles. Use Times New Roman, 10 pt. An abstract is a concise summary of the whole paper, not just the conclusions, and is understandable without reference to the rest of the paper. It should contain no citation to other published work.

**Keywords:** up to five keywords. Use Times New Roman, 10 pt.

### 1. Chapter Title – General Characteristics

The language of the journal is English. 12-point type in Times New Roman font. Use a separate line between paragraphs. Use regular font style, *for highlighting text use italic*. Apart from exceptional cases, the Journal accepts manuscripts for review that are above 30.000 characters (with spaces) and below 60.000 characters (with spaces) including tables and endnotes. Tables and figures must be incorporated into the main text.

Tables and graphs used in text should be entitled and numbered. The source of their origin must be indicated below each table and/or graph.

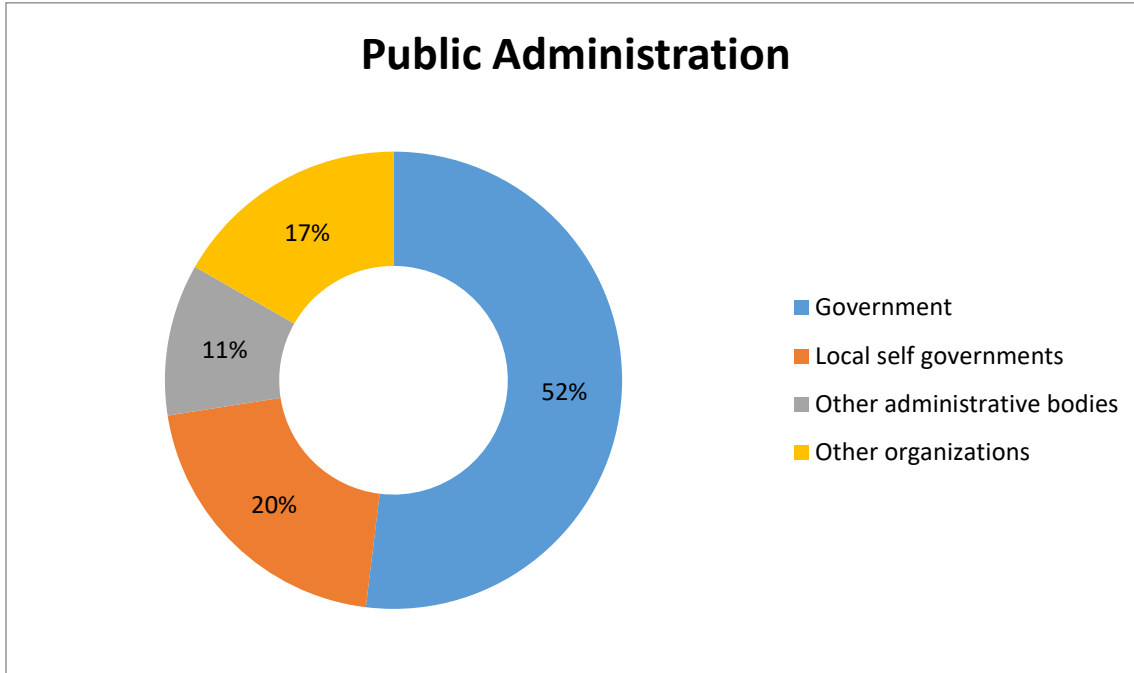
Table 1. Exemplary table in an IA Article

Category 1	Category 2	Category 3
text 1	123	451
text 2	456	879
text 3	458	222
text 4	877	989
text 5	668	713

Source: author's own research and editing.

\* Information about the Author: Forename, Surname, title, affiliation (e.g., official position, represented university, department, faculty, its address). Possible information about Author's scientific interests, most important works, positions held in scientific and official organs, etc. Author's e-mail, ORCID number. Example: Gábor Hulko, JUDr., PhD., Associate Professor for Administrative Law, Department of Administrative and Financial Law, Faculty of Law, Széchenyi István University, Győr, Hungary. Author specializes in comparative administrative law, local government regulation and finances and media regulation. He is the author of several books/book chapters and more than 30 reviewed articles in professional journals. He is a member of Information and Organization Centre for the Research on the Public Finances and Tax Law in the Countries of Central and Eastern Europe; editor-in-chief of Institutiones Administrationis - Journal of Administrative Sciences (ISSN: 2786-1929). Contact: [hulko.gabor@ga.sze.hu](mailto:hulko.gabor@ga.sze.hu), <https://orcid.org/0000-0002-9139-6893>.

Graph 1. Exemplary graph in an IA Article



Source: author's own research and editing, based on data gathered on the subject matter of articles published in IA.

### 1.1. Subchapter Title

The text can use more levels of chapters/subchapters.

### Conclusions

Make an obligatory conclusion. Mention how aims were met and if the hypothesis was confirmed or disproved.

### Notes

List of citations and references to appear after at the end of the article as endnotes, containing all the works and sources referred to and/or cited. The referenced works or articles must include their Digital Object Identifier (DOI). No separate list of references is used, only endnotes. Use Times New Roman, 9 pt.

Names of the authors, titles of their works, names of journals, publishing places and companies, names of courts, titles of legal acts, names of official journals, titles of official documents and websites in alphabets other than Latin must be transliterated into Latin (<http://translit.cc/>).

References for a non-translated source in a language other than English should present the original title of the work and the English translation of the title in [square brackets]. For example: Piaget, J. (1950) *La construction du réel chez l'enfant* [The child's construction of reality]. Neuchâtel: Delachaux, & Niestlé. 45-52.

### Examples:

#### Journal article

Jastrzębska, M. (2016) Uwarunkowania pomiaru efektywności wydatków jednostek samorządu terytorialnego [The Determinants of Efficiency Measurement Concerning the Spending Made by Local Government Units], *Finanse, Rynki Finansowe i Ubezpieczenia* [Finances, Financial Markets and Insurances], 6(84). 43-53.  
<https://doi.org/10.18276/frfu.2016.84/1-04>

#### Scientific article published online

Kličovanská, E. (n.d.)<sup>1</sup> Axiologická podstata noetického procesu [Axiological basis of the noetic process], <http://pdf.truni.sk/zborniky%20/evsuv-2004/sekcia2/Klicovanska.pdf> (July 19, 2021.).

#### Book

Mrkývka, P. (2012) *Determinace a diverzifikace finančního práva* [Determination and Diversification of Financial Law] (Brno: Masarykova univerzita), 26.

#### Edited Book

Schmid, H. J. (eds.) (2017) *Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge* (American Psychological Association, De Gruyter Mouton), <https://doi.org/10.1037/15969-000>

#### Book chapters

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<sup>1</sup> Abbreviation "n.d." used for "No date".

Kafel, T. & Ziębicki B. (2009) Wymiary i kryteria oceny efektywności organizacji pozarządowych [Dimensions and Criteria of NGO Efficiency Assessment], In: Nalepka, A. (eds.) *Organizacje komercyjne i niekomercyjne wobec wzmożonej konkurencji oraz wzrastających wymagań konsumentów [Commercial and Non-Commercial Organisations Faced by Increased Competition and Growing Consumer Requirements]* (Nowy Sącz: Wyższa Szkoła Biznesu – National-Louis University), 86-87.

### **Paper presentation**

Maddox, S., Hurling, J., Stewart, E. & Edwards, A. (2016, March 30–April 2). If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.

### **Dissertation**

Hollander, M. M. (2017). Resistance to authority: Methodological innovations and new lessons from the Milgram experiment (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin–Madison]. ProQuest Dissertations and Theses Global.

Gyurita, E.R. (2020). A helyi önkormányzatok törvényességi felügyelete [The supervision of the legality of local governments] [Doctoral dissertation, Széchenyi István University] <https://dokitiskjog.sze.hu/downloadmanager/download/nohtml/1/id/35884/m/3620>

### **Legal Acts**

2013. évi CXXXIX. törvény a Magyar Nemzeti Bankról [Act CXXXIX of 2013 on the National Bank of Hungary], Magyar Közlöny [Hungarian Official Gazette], <https://net.jogtar.hu/jogszabaly?docid=A1300139.tv&dbnum=62&getdoc=1>

Zákon ČR č. 6/1993 Sb. o České národní bance [Act 6/1993 on the National Bank of the Czech Republic], Sbírka zákonů [Czech Official Gazette], <https://www.zakonyprolidi.cz/cs/1993-6/zneni-20230101>

### **Court Rulings**

Wojewódzki Sąd Administracyjny w Poznaniu [Provincial Administrative Court of Poznań] ruling 8th July 2008, IV SA/Po 224/06 (not published).

Kúria [Curia of Hungary] uniformity decision no. 1/2019 KMPJE (2019), <https://www.kuria-birosag.hu/hu/joghat/12019-szamu-kmpje-hatarozat>

### **Official Documents**

State Aid SA.52194 (2018/FC) – Slovak Retail Turnover Tax – Invitation to submit comments pursuant to Article 108 (2) of the Treaty on the Functioning of the European Union (2019), [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52019XC0607\(06\)&rid=1](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52019XC0607(06)&rid=1)

Ontario Ministry of Health (1994) Selected findings from the mental health supplement of the Ontario Health Survey, Queen's Printer for Ontario, 7.

Úrad vlády Slovenskej republiky [Government Office of the Slovak Republic]. (2001). Metodický pokyn na prípravu a predkladanie materiálov na rokovanie Vlády SR [Methodological instructions for preparation and submission of materials for the meeting of the Government of the Slovak Republic], [https://www.vlada.gov.sk/data/files/7306\\_metodicky\\_pokyn\\_uplne-znenie\\_2018.pdf](https://www.vlada.gov.sk/data/files/7306_metodicky_pokyn_uplne-znenie_2018.pdf)

### **Internet Documents: other than official documents or scientific articles**

Dooley, B. (2021). Inflation? Not in Japan. And That Could Hold a Warning for the U.S., The New York Times, <https://www.nytimes.com/2021/07/15/business/economy/inflation-us-japan.html> (July 19, 2021.).

### 3. Guide to the editorial procedure

Authors are kindly asked to pay particular attention to the submission deadlines to facilitate timely publication.

#### Stages of editing

<p><b>Submission of manuscript</b></p>	<p>The Author shall send the manuscript to the email address indicated on the Journal’s website. The Editorial Office uploads the full and finalised manuscript to the Open Journal System, taking into consideration the requirements set forth in these guidelines.</p>
<p><b>Decision on the acceptance of manuscripts</b></p>	<p>Following the upload to the OJS, the Editorial Office decides whether to accept the received manuscript. In the course of the acceptance procedure, the Editorial Office shall consider in particular whether the subject matter of the Paper aligns with the Journal's profile and meets the requirements of the rules related to the Journal. If the manuscript is not published based on the reviewers’ opinions, the acceptance decision is revoked.</p> <p>The decision on rejecting the Paper is made by the Editorial Office based on the criteria mentioned above in relation to acceptance.</p>
<p><b>Peer review</b></p>	<p>Reviewers examine the manuscript from a content and scientific perspective, and formulate their opinion. The peer review is anonymous.</p>
<p><b>Plagiarism test</b></p>	<p>The Editorial Office examines whether the manuscript complies with the requirements of the Guidelines for Authors and subjects it to a software scan for plagiarism (hereinafter referred to as: plagiarism test).</p>



<p><b>Editorial decision on publication</b></p>	<p>After the editorial plagiarism test, the forthcoming issue of the Journal is compiled taking the reviewers' opinions into account.</p> <p>After compiling the forthcoming issue of the Journal, the Editorial Office decides on finalising the issue.</p>
<p><b>Copy editing</b></p>	<p>The copy editor reviews and corrects the finalised issue from linguistic and formal perspectives. The Editorial Office may consult the Author on any scientific queries that may arise.</p>
<p><b>Page-setting</b></p>	<p>The layout-editor sets the text and other elements of the issue into its final format.</p> <p>If necessary, the layout-editor re-edits the figures and tables.</p>
<p><b>Imprimatur</b></p>	<p>After page-setting the final version is checked both by the Editorial Office and the Author. Any final corrections necessary to the content and the format shall be executed by the layout-editor (correction).</p>

Budapest, May 2021