

Rules of Publication and Review

Notae Numismaticae – Zapiski Numizmatyczne

1. The Editorial Staff of *Notae Numismaticae – Zapiski Numizmatyczne* approves for publication only original, previously unpublished articles, with the complete critical apparatus and prepared in accordance with the editorial instructions to be found on our website www.muzeum.krakow.pl.
2. The Editorial Staff of *Notae Numismaticae – Zapiski Numizmatyczne* makes an initial verification of any text (article) submitted for publication.
3. All articles approved by the Editorial Staff are forwarded to two external reviewers. For texts written in languages other than Polish, at least one of the reviewers is affiliated with a foreign institution unrelated to the author of a given work. The reviewing procedure ensures anonymity of the reviewers as well as authors of the submitted articles.
4. Reviews must be submitted in writing. They must be complete with a clearly stated conclusion on whether the article is accepted for publication or rejected. In case of any difference of opinion, the Editorial Staff will select a third reviewer. The rules for approval and rejection of the submitted material, as well as a reviewer's form, can be found on the website of the periodical.
5. The author should respond to the content of the review by making appropriate corrections in the text of the article or provide a written explanation for their non-compliance with the reviewer's comments.
6. The Editors take a final decision concerning approval of a given article for publication.
7. A complete electronic version (pdf) of *Notae Numismaticae – Zapiski Numizmatyczne* will be made available on the website of the periodical after a period of two years from the issue of a printed version. Abstracts of the articles will be available on the website during that period.
8. The Editorial Staff has adopted appropriate regulations to counteract the practices of "ghostwriting" and "guest authorship." Co-authors are obliged to disclose any information on the individual authors' contributions to each publication (i.e., the authorship of concepts, assumptions, methods, reports, etc, used for the purposes of the article's composition). The author submitting the information is responsible for the veracity thereof.

