



## Publication Guidelines

Scientific Journal of the West Pomeranian Business School – Academy of Applied Sciences  
“FIRMA I RYNEK” (hereinafter: “*Firma i Rynek*”)

The Editorial Board of “*Firma i Rynek*” kindly requests that authors familiarize themselves with the following information and requirements and comply with the publication guidelines.

### 1. Thematic Scope and Nature of Publications

The Editorial Board accepts for review and publication scientific articles related to economics and management. Submitted manuscripts must be of an academic nature, i.e. they should present the results of original empirical, theoretical, technical, or analytical research and address broadly understood issues in economics and management.

### 2. Originality and Copyright

Submitted manuscripts must not infringe upon the copyrights of third parties within the meaning of the Act of 4 February 1994 on Copyright and Related Rights. Manuscripts submitted to the Editorial Board must not have been previously published or simultaneously submitted for publication in other journals or publishing houses.

Submission of a manuscript for publication constitutes the Author's declaration that:

- they hold full copyright to the submitted manuscript,
- they consent to the publication of the article in the electronic version (original version) of “*Firma i Rynek*”,
- they consent to the transfer of economic copyrights to the Publisher under the terms specified in a separate declaration.

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By submitting a manuscript for publication, the Author consents to:

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- necessary changes in the structure of the content to improve the readability of the article,
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The Author also consents to the publication of information about the article in scientific databases, including, but not limited to, BazEkon and CEJSH (The Central European Journal of Social Sciences and Humanities).



#### 4. Peer Review Procedure

Each submitted article is subject to a peer review process conducted in accordance with the principle of anonymity (double-blind review).

Authors are required to disclose the individual contributions of each author to the preparation of the publication, including their affiliations and the scope of their contribution. The author submitting the manuscript bears primary responsibility for the submitted text.

The decision to accept a manuscript for publication is an independent decision of the Editorial Board.

#### 5. Publication Ethics

The Editorial Board of *"Firma i Rynek"* strongly opposes practices such as ghostwriting, guest authorship (honorary authorship), and plagiarism, considering them manifestations of academic misconduct.

- Ghostwriting occurs when a person who has made a significant contribution to the publication is not disclosed as an author or acknowledged.
- Guest authorship occurs when a person who has not made a substantive contribution to the preparation of the publication is listed as an author or co-author.

All detected cases of academic misconduct will be documented and disclosed, including notification of relevant institutions (e.g. employers of the authors, scientific societies).

#### 6. Information on Funding and Authors' Responsibility

The author submitting the manuscript is obliged to provide the Editorial Board with information regarding:

- sources of funding for the publication,
- contributions of research institutions, associations, or other entities.

Authors bear full responsibility for the content of the submitted article, including compliance with copyright regulations.

Materials published in *"Firma i Rynek"* are published as manuscripts, based on materials provided by the Authors.

#### 7. Formal Requirements and Documentation

The following must be submitted together with the manuscript:

- brief information about the Author (affiliation, e-mail address, phone number – optional),
- translation of the article title into English,
- abstract in Polish and English,
- keywords in Polish and English,
- a clearly signed information form and a declaration of transfer of copyrights (forms are available on the Publisher's website).

## 8. Additional Information

- No author remuneration is paid for published articles.
- The statistical editor has the right to withhold publication of a manuscript containing serious statistical errors.
- The Editorial Board does not charge fees for submission or processing of articles.
- Materials published in "*Firma i Rynek*" are protected by copyright law. Reprinting is permitted only with the consent of the Editorial Board.
- The primary version of "*Firma i Rynek*" is the online version.

## 9. Submission of Articles and Contact

The manuscript, saved in an editable Microsoft Word format (doc or docx), should be submitted electronically to the following address:

[fir@zpsb.pl](mailto:fir@zpsb.pl)

in accordance with the editorial requirements.

If you have any questions or concerns, please contact the Editorial Board at:

[fir@zpsb.pl](mailto:fir@zpsb.pl)