Contract number ……../20…..

Concluded on ………….. 20….. in Sosnowiec between:

The Author, who is …………………………., domiciled in ………… ……………………………………………………………………………………………………….. and the Publisher – Humanitas University organized and existing under the laws of the Republic of Poland with its registered office in Sosnowiec, 43 Kilińskiego Street

represented by: **mgr Aleksander Dudek – Chancellor**

 1

1. The author declares that he/she is authorized to dispose of the work under the working title:

*………………………………………………………………………………………………………………………*

written for the purposes of “Humanitas University Research Papers. Management,” and upon the acceptance of the work by the Board of Editors, transfers to the Publisher all exclusive and unlimited proprietary copyrights to the work for the entire duration of copyright protection, together with the exclusive right to exercise dependent copyright on the work – both by itself and in combination with other works or materials that do not meet the characteristics of a work – in the following fields of exploitation:

1. recording and reproducing by printing, reprographic, digital techniques, and on magnetic, optical and electronic media, in an unlimited number of copies, media, editions and reprints;
2. distribution to the public and circulation of copies or media in all distribution channels, regardless of the group of recipients, through commercial networks in particular, newsstand sales, newsagent inserts, book clubs, mail-order sales (including online sales) and business to business sales (delivery on request), as well as through free distribution;
3. lending, leasing or rental of copies or media;
4. introducing into and storing in computer memory;
5. public sharing through any ICT networks and in such a way that everyone can have access to the work at a chosen place and time.

2. The author declares that the work is completely original, unreleased or not intended for publication by any other publisher. The work also does not contain borrowings from another work that may violate the rights of third parties, and is appropriate in terms of content, formality and language and at the level required for publishing such works both in print and in electronic form.

 2

In exchange for the transfer of the proprietary rights referred to in § 1, the Publisher undertakes to publish in an electronic form and distribute to the public the work being the subject of the contract.

 3

All changes and additions to this contract and withdrawal from the contract must be made in writing to be valid. Any exchange of documents between the Parties, if it clearly indicates amendment or supplement the Parties have agreed upon, shall be deemed to be in writing.

 4

In matters not covered by this agreement, the provisions of the February 4, 1994 Act on copyright and related rights (consolidated text, Journal of Laws of 2006, No. 90, item 631, as amended) and the Civil Code (consolidated text, Journal of Laws of 2014 ., item 121, as amended) shall apply.

 5

All disputes that may arise from this agreement will be settled by the court having jurisdiction over the registered office of the Publisher.

 6

The Contract has been drawn in two identical counterparts, one for each party.

AUTHOR PUBLISHER

…………………………………. ……………………………….

**INFORMATION**

**on personal data processing**

In accordance with article 13 section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (Official Journal of the EU from 2016 No. 119 item 1), hereinafter the GDPR, we kindly inform you that:

1. The administrator of your personal data is Humanitas University with its registered office at 43 Kilińskiego Street, 41-200 Sosnowiec, ado@humanitas.edu.pl, phone number: 32 363 12 00
2. A data protection officer has been appointed who can be contacted by e-mail: iodo@humanitas.edu.pl.
3. The purpose of personal data processing is the conclusion and implementation of a publishing contract.
4. The legal basis for personal data processing is your performance of the contract to which you are a party or taking action at your request before the conclusion of the contract (Article 6 (1) (b) of the GDPR). It concerns concluding a publishing agreement.
5. On the basis of applicable law, if necessary, your data will be made available to other administrators, as well as processors and persons authorized to process personal data, who must have access to data in order to perform their duties. These recipients of data will be required to keep personal data confidential in the process of their processing.
6. Your personal data will not be transferred to a third country
7. Personal data will be stored no longer than is necessary to achieve the purposes of personal data processing. Storage periods may vary depending on the purposes of processing i.e.
* personal data necessary for the performance of the contract will be stored for a period of 70 years,
* in the event that a claim of the Humanitas University is awarded by a final court decision, the period of data processing for the purpose of enforcement proceedings is 10 years, counting from the day the court final judgment.

8. In connection with personal data processing, you have the right to::

* request access to data on the person they concern,
* request rectification of personal data,
* request to delete data,
* request restriction of data processing,
* object to proces data,
* lodge a complaint to the President of the Personal Data Protection Office if processing of your personal data violates the law.

9. Providing your personal data is a condition for concluding the contract. You are obliged to provide them, the consequence of not providing them will be the inability to conclude and perform the contract.

10. Your data will not be processed for automated decision making, neither will they be profiled.

All correspondence regarding issues related to processing your personal data should be addressed to iodo@humanitas.edu.pl and marked “Personal data.”

**DECLARATION**

I hereby declare that the article was written by me …………………………………………….

 (Author’s name and surname)

entitled.: …………………………………………………………………………………………………………....

……………………………………………………………………………………………………………………..

submitted for publication in “Humanitas University Research Papers. Management” **is an original work and does not infringe the copyright of third parties in any way.**

At the same time I declare that **the paper has not been previously presented or published**.

I declare that I have read the list of reviewers currently cooperating with the editors of the Research Papers and assessing the articles submitted for publication in the Papers. I declare that when I submit the article for publication:

* 1. there is no conflict of interest between me and any of the reviewers.
	2. there is a conflict of interest between me and …………………………………

………………………………………………………………………………………

 included on the list of the Reviewers\*.

I acknowledge that what is deemed to be the conflict of interest referred to above, is direct personal relationship between the author and a reviewer, relations of professional subordination or direct scientific cooperation in the last two years preceding the year of submission of the article for publication.

 ……..............................................

 (Author’s signature)

\*Delete as appropriate

Appendix 2

**AUTHOR’S QUESTIONNAIRE**

Author

(degree, name and surname)

afiliation……….................................................................................…………………

 (university, basic organization unit, institute/department)

ORCID……………………

Title of the Article:

Co-authors:

1.

(degree, name and surname)

afiliation……….................................................................................…………………

 (university, basic organization unit, institute/department)

ORCID……………………

2.

(degree, name and surname)

afiliation……….................................................................................…………………

 (university, basic organization unit, institute/department)

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2. **Case study** – analysis of real-life events - the paper contains a description of an event or a case (one or more), interesting from a scientific or practical point of view; an analysis of this event, discussion based on the latest literature and conclusions resulting from the analysis.
3. **Review article -** a scientific paper summarizing the current state of knowledge in a given research area. A review article integrates and interprets the results of original scientific research, but does not have to contain original research results.
4. **Scientific review** - a scientific paper containing a critical analysis and assessment of a scientific publication, a literary work or a work of art; it can be published as part of a polemical discussion.
5. **Review** - a publication containing post-editorial analysis and evaluation of a scientific publication, a literary work or a work of art, that does not meet the requirements of a research paper.

Prosimy o wprowadzenie oznaczenia wkładu poszczególnych autorów w powstanie artykułu:

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2. Data Collection – name and surname
3. Statistical Analysis – name and surname
4. Data Interpretation – name and surname
5. Manuscript Preparation – name and surname
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 ……..............................................

 (signature of Author submitting the paper )