Information for Authors

Bank i Kredyt (Bank & Credit) publishes research papers in economics and finance. The Editors give preference to contributions analysing economic mechanisms, in particular, monetary processes, financial markets and operation of financial institutions and their impact on economic processes. Articles may be both empirical and theoretical in nature.

1. Authors should present an objective discussion of the significance of research work as well as sufficient details and references.
2. Authors should maintain accurate records of data associated with their submitted manuscript, and supply or provide access to these data, on reasonable request. Authors guarantee that all data used in the article are real and authentic. Where appropriate and where allowed by employer, funding body and others who might have an interest, authors should deposit data in a suitable repository or storage location, for sharing and further use by others.
3. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.
4. The authors should ensure that their work is entirely original, and if the work and/or words of others have been used, this fact has been appropriately acknowledged. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable. Authors should not submit articles describing essentially the same research to more than one journal.
5. Authors should acknowledge the financial support and help/guidance of others if appropriate.
6. Authors should provide the disclaimer if appropriate.
7. All co-authors should significantly contribute to the research. The corresponding author should ensure that there is a full consensus of all co-authors in approving the final version of the paper and its submission for publication.
8. Authors are obliged to participate in peer review process.
9. Authors should notify promptly the editor if a significant error in their publication is identified, and cooperate with the editor to publish an erratum, addendum, corrigendum notice, or to retract the paper, where it is deemed necessary.

Peer review process statement

All published articles in Bank & Credit undergone rigorous peer review process based on initial Editors screening and anonymized refereeing by at least two reviewers. The ultimate purpose of peer review is to sustain the originality and quality of research work and filtration of plagiarized articles. Bank & Credit employs double-blind reviewing, where both the reviewer and author remain anonymous throughout the process.

Review procedure for articles sent to “Bank i Kredyt”:

“Bank i Kredyt” publishes articles in the field of economics and finance. The editorial board gives preference to works in which the following issues are analysed: economic mechanisms, in particular monetary processes, financial markets, and the functioning of financial institutions and their impact on economic processes. The articles may be of an empirical or theoretical nature.

- At least two independent reviewers are appointed to assess each publication. The editorial board ensures the highest quality and objectivity of the reviews.
- The author or authors of the publication and the reviewers do not know each other’s identity (a so-called double-blind review process is applied).
- The written review contains an unambiguous conclusion regarding the conditions for the publication of the article or its rejection.
The articles are reviewed in accordance with uniform evaluation criteria accepted by the editorial board.

- The following criteria are judged when evaluating the article: compliance of the article with the profile of the journal, the novelty of the content of the article, the contribution of the article to knowledge on the subject of the research, and substantive correctness of the article.
- The reviews are the basis for the final decision on accepting the article for publication.
- In the event that comments are made to the article, the authors are asked to take them into account in the new version of the article and reply to the reviews.
- If the new version of the article differs significantly from the original, it shall be subject to a re-review.

The list of reviewers is published once a year in the journal

**Submission and Publication Fees**

1. Submission of a paper for publication in Bank & Credit is free of charge. The Author will incur no costs either in relation to the submission itself or the subsequent process potentially involving reviewing.
2. We do not charge publication fee.

**Remuneration for Authors**

1. In cases where a paper has been approved for publication by the Editor-in-Chief, and subsequently published in Bank & Credit, the Author(s) is entitled to the following amounts of remuneration:
   - For a published scientific paper which was submitted to Bank & Credit editorial board in Polish, the remuneration is PLN 2000 (say: two thousand złoty) gross;
   - For a published scientific paper which was submitted to Bank & Credit editorial board in English, the remuneration is PLN 4000 (say: four thousand złoty) gross;
   - For a published scientific article which was submitted to the board in Polish and approved for publication in BiK by the Editor-in-Chief, and whose Author committed to translating it into English by their own means, subsequently delivering the translated paper to the editorial board by the date set by it, the remuneration is PLN 4000 (say: four thousand złoty) gross;
   - For preparing material for publication in the “Miscellanea” section, which was submitted to the editorial board in Polish, the remuneration is PLN 2000 (say: two thousand złoty) gross;
   - For preparing material for publication in the “Miscellanea” section, which was submitted to the editorial board in English, the remuneration is PLN 4000 (say: four thousand złoty) gross;
   - For preparing material for publication in the “Miscellanea” section which was submitted to the editorial board in Polish and approved for publication by the Editor-in-Chief, and whose Author committed to translating it into English by their own means, subsequently delivering the translated material to the editorial board by the date set by it, the remuneration is PLN 4000 (say: four thousand złoty) gross.
2. We do not remunerate Authors of scientific book reviews that have appeared in Bank & Credit.

**Instructions**

1. Articles may be written in Polish or in English (British spelling). In the case of articles written in Polish, please enclose a translation of the title and abstract into English on a separate page.
2. Articles must be sent in PDF format to: bik@nbp.pl
3. To qualify for publication, articles must be previously unpublished and not be under consideration in another magazine or publishing house.

4. The text must be double-spaced, with margins and consecutively numbered pages. Titles and subtitles should be concise.

5. Tables and figures should be at the bottom of the main body of the text.

6. The first page should contain:
   - title;
   - abstract of up to 150 words and be prepared in English;
   - extended abstract up to max 1 000 words (1-2 pages) and be prepared in Polish (Polish authors) or in English (foreign authors);
   - JEL code (Classification System for Journal Articles);
   - key words (maximum 5).

   The abstract should contain main conclusions of the article. The authors are strongly discouraged from including in the abstract the presentation of motivation for research, the analysis of the relative importance of particular issues or the description of contents.

   Extended abstract should contain:
   - Background – A comparison to related/previous work as well as information how your work fits in with it.
   - Basic research question – The key features of the chosen research question; what you're trying to tell the audience
   - Hypothesis (hypotheses) – The essential concept/notion/proposition that drives the intellectual content of your research together with explanation of the motivation standing behind the hypothesis.
   - Method – The short description of the method used and the explanation why you think it is appropriate for your basic questions / hypotheses
   - Results - Evidence that you've come up with that confirms your story
   - Conclusion - The contribution and implications of your results
   - Limitations – Characteristics of design and/or method that influenced the interpretation of the findings/results.

7. During the review procedure, Bank i Kredyt follows the policy of double anonymity: neither the Reviewer nor the Author knows each other’s identity. Such version of the text called ‘blind’ version should be submitted to the Editors.

   - Electronically submitted PDF file with the ‘blind’ version of the Article should not contain any Author-identifying information.
   - Title page of the ‘blind’ version may not contain any names of the Authors nor their institutional affiliation.
   - References to previous works of the Authors (articles, doctoral theses, etc.) should be cited in such a way so as to prevent their identification.
   - Any acknowledgments, references to conference participations, information on joint grants, etc. must be omitted in the ‘blind’ version of the Article.
8. Number of footnotes should be kept to minimum.

9. All formulas should be included in the text as Microsoft Equations.

10. Formulas, tables and charts should be numbered consecutively throughout the entire text.

11. References to other publications should be given in brackets (rather than as footnotes) as illustrated by the following examples.

   **Example 1:** ‘From the point of view of the IMF their another important advantage is that they link the money creation process with the economy’s foreign exchange reserves (such view is expressed, inter alia, by Kowalski 1992, p. 42).’

   **Example 2:** „Numerous works show that it is not possible to maintain foreign exchange rate control in the presence of monetary or fiscal expansion. (see: e.g. Krall 1985; Rogot 1999, pp. 56-72; Rutter 2000).”

   **Example 3:** „Sheppard (2005), estimates that the deficit decline would mean purchasing power reduction by approx. 20%.”

   **Example 4:** „Appenaly’s controversial thesis (2004) has not been proved empirically (see: studies conducted by Mejor (2000, pp. 38-44); Skorbaczewski (2000) and Paolo (1999, p. 40).”

12. Publications (bibliography) to which reference is made in the text should be listed in alphabetical order (and in chronological order, starting with the earliest publication of the same author) and presented according to the following criteria. Titles of publications in book format and periodical format should be italicized.

   **Books** – surname and initial of the first name of the Author (or name of the institution), year of publication in brackets, title in italic, publisher, place of publishing (for terms in foreign languages please use foreign names as on the editorial page).


   **Contributions to collective works** – surname and initial of the first name of the Author /Authors (or name of the Institution), year of publication in brackets, title, initial of the name and surname of the editor, title of the publication in italic, editor, place of publication.


   **Magazine articles** – surname and initial of the first name of the Author, year of publication in brackets, title, title of the magazine in italic, volume and (or) number and date of publication, number of pages.

   **Example 1:** Kotłowski J. (2006), Funkcje reakcji Rady Polityki Pieniężnej – analiza logitowa, Bank i Kredyt, no. 4, pp. 3-18.


Materials from websites – surname and initial of the first name of the Author, year in brackets, title in italic, website address.


Other materials – surname and initial of the first name of the Author (or name of the institution), title in italic, name of publishing house, number, publishes, place of publishing (for terms in foreign languages, please use English names).


Texts which do not adhere to the above guidelines will not be accepted.

Instructions to Authors of Articles Accepted for Publishing

Additional requirements to be met by such articles are as follows.

1. The first page must contain:
   a. surnames of the Author/Authors and their institutional affiliations;
   b. title of the Article;
   c. abstract of up to 150 words;
   d. JEL code (Classification System for Journal Articles);
   e. key words (maximum 5);
   f. surname and e-mail address of the Author (Authors) whom Readers may contact.

2. Acknowledgements, if any, should be placed after bibliographical listings and annexes.

3. In this version of the text, references to previous publications may identify their Author/Authors.

4. The Article must be submitted in electronic format, in the form of Word.doc. file.

13. A separate Excel file with charts and data to charts should be attached. Charts should be monochromatic (black and various shades of grey).
The Editors reserve the right to make linguistic corrections.

Please be advised that upon sending an article electronically to the BIK@nbp.pl mailbox or posting it the administrator of your personal data is Narodowy Bank Polski with its seat in Warsaw at ul. Świętokrzyska 11/21. Your personal data will be processed in connection with the publication of the article in the “Bank & Credit” and via computer networks, including the www.bik.nbp.pl and www.bankandcredit.nbp.pl websites. Please note that your personal data will be disclosed to a non-specified audience of the “Bank & Credit” and via computer networks. You are entitled to access your data and to amend it. The provision of personal data is voluntary and necessary to ensure the proper publication in the “Bank & Credit”.