

## Instruction for Authors

1. The Journal titled „**Psychoterapia Skoncentrowana na Rozwiązaniu**” (translation: Solution – Focused Psychotherapy) (further called: Journal) is a publication of the Polish Association for Solution-focused Psychotherapy (PTPSR). The journal accepts for publication **original articles** on the topic of solution-focused therapy (SFBT). The articles should be **in line with the aim of the Journal**, i.e. to spread information on theoretical basis, empirical basis, good practice, helpful materials, and inspiration for practitioners interested in the solution-focused approach (SF). The Journal is addressed to the non-academic community, both familiar and not familiar with the SF approach. Therefore, the language used in the articles should fit the readers.
2. The Journal accepts for publication **original articles**, which represent the original work of the author not previously printed in other publications or for which the author has written permission for republication. The author is responsible for the substantive and ethical content as well as for complying with applicable copyright rules.
  - Publication of translated works published in other sources is allowed, provided that the Author has all written consents from the copyright holders. All consents must be sent together with the translated text. The original source of the publication must be cited as appropriate as a title note.
3. The **authors transfer the copyrights** to the published text indefinitely and free of charge to the publisher of PTPSR. The distribution of the published articles is regulated by the Creative Commons license CC-BY <https://creativecommons.org/licenses/by/3.0/pl/>
4. The Journal is **distributed in printed version** in the Polish language and **online**, available worldwide through the Internet via the webpage [www.ptpsr.pl](http://www.ptpsr.pl) in Polish and English language.
5. Articles sent in another language are **translated into Polish** by a team of translators belonging to the Editorial Office. Only the Polish version is published in printed form. Both language versions are available online. In the case of texts by Polish authors, the English version is made available online provided that the Author also provides such a language version.
6. Together with the text, the Author is asked to send **short biographical information** about himself/herself and **a photo of his image**. In the biographical information, you can provide a link or address to a private practice where the author works in the SF approach. This information will be published together with the text. In the case of translated texts, the translator is also asked for a biographical note and a photo.
7. Given the variety of articles published, **there is not rigid structure**. The author can freely organize the text and its length as he/she considers suited.
8. The **following terminology or abbreviations** are used in the journal:
  - solution-focused psychotherapy or therapy (singular form);

- SFBT = abbreviation for solution-focused brief psycho/therapy;
- SF = abbreviation for when the term „solution-focused“ is used to indicate the approach.

9. **Citation and bibliography:** The author is obliged to comply with the general anti-plagiarism rules. Citations from other sources may not exceed 10% of the entire text. Each quoted text must be enclosed in quotation marks " ". All sources on which the author's text is based must be properly cited in the text and the full source given at the end of the text in the Section called "Bibliography". The journal uses the APA style for citations (American Psychological Association; <https://apastyle.apa.org/style-grammar-guidelines/references/examples>):

- for in text citation, after summarizing or quoting, the source is immediately given in parentheses as follows:
  - for one author: (Author, year)
  - for two authors: (Author 1 and Author 2, year)
  - for three and four authors: first reference (Author 1, Author 2, Author 3 and Author 4, year), second reference (Author et al., year)
  - for more than five authors: (Author et al., year).
  - If the authors' names are mentioned directly in the text, then only the year is given in parentheses; other recommendations remain as above: e.g. Author (year) observed that... or Author et al. (year) observed that...
- for citing a source in the Bibliography - sort the list in alphabetical order by surname and year of publication from the newest to the oldest:
  - Journal article: Surname, First name initials separated by a dot., (year). Title of the article. Title of the Journal, year number (issue number), pp. xx-yy. DOI (if any)
    - e.g. Kowalski, J. (2020). Working with youth. Polish Bulletin, 3(2), pp. 16-20.
    - e.g. Kowalski, J., Kowalska, J.A. and Nowak, W. (2020). Working with youth. Polish Bulletin, 3(2), pp. 16-20. DOI: xxxx/yyy
  - Book: Surname, First name initials separated by a dot. (Year). Book's title. Place of publication: Publishing House.
    - e.g. Kowalski, J.W. (2020). Working with youth. Warsaw: PWN.
  - Chapter in the book: Surname, first name initials separated by a dot. (Year). Chapter title. W: Initials of the editor's name. Editor's name (ed.), Book title (pages). Place of publication: Publishing House.
    - e.g. Kowalski, J.P. (2020). Working with youth. In: A. Nowacki., J. Kowalska (eds.), SFBT therapy (pp. 16-20). Krakow: Jagiellonian University Publishing House.
  - Website: Surname, first name initials separated by a dot. (year if known), title, Retrieved from: website address (date of download).
    - e.g. Kowalski J.P. (2020). Working with youth. Retrieved from: <https://gabinetKowalski/blog> (April 26, 2020).

**10. Other aspects:**

- a. The author must have the right to use all photos sent with the article.
  - b. Articles are sent in electronic format to the Editorial office: [redakcja@ptpsr.pl](mailto:redakcja@ptpsr.pl) in .doc or .docx format, not PDF, to enable editing.
  - c. Notes or footnotes should be placed at the end of the Manuscript. Footnotes are numbered sequentially from 1 to n.
  - d. Any abbreviation used must first be specified: e.g. Brief Family Therapy Center (BFTC).
  - e. Punctuation marks are not separated by a pause from the word before, only from the word after.
    - this is wrong: "say , that" or "say ,that"; "is it ?"
    - this is correct: "say, that" and "is it?"
  - f. For the text to retain its structure during editorial changes - the general rule is to use a single blank space after each punctuation mark - a pause / space, also after a full stop.
  - g. We recommend a 12 point font, 1.2 spacing - Calibri
11. The Journal "**Psychoterapia Skoncentrowana na Rozwiązaniu**" / ang. „Solution Focused Psychotherapy" is **published every two years**. The year of release is even, starting from 2024. **The deadline** for accepting articles for publication in the following year is **May 31 of an odd year**. Materials sent after this date will be included in the next issue.
- i.e. the edition published in 2024 includes articles sent to the editorial office until May 31, 2023.
12. **Editorial process:** Each text (including the translated version) is linguistically checked twice by two editors. Editors do not check the text in terms of content or copyright; the author alone is responsible for these aspects. All recommended linguistic adjustments are sent for approval to the author, who has up to 14 days to approve them.
13. **In order to improve the publishing process**, each Author is requested to prepare the text according to the above-mentioned recommendations.