
Rules concerning the preparation of texts sent to Editorial

Hereditas Monasteriorum 5, 543-546

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Artykuł został opracowany do udostępnienia w internecie przez Muzeum Historii Polski w ramach prac podejmowanych na rzecz zapewnienia otwartego, powszechnego i trwałego dostępu do polskiego dorobku naukowego i kulturalnego. Artykuł jest umieszczony w kolekcji cyfrowej bazhum.muzhp.pl, gromadzącej zawartość polskich czasopism humanistycznych i społecznych.

Tekst jest udostępniony do wykorzystania w ramach dozwolonego użytku.

Rules concerning the preparation of texts sent to Editorial

1. Contact:

- a) text should be sent by e-mail to the following address: **hereditas.redakcja@gmail.com**
- b) all the necessary information can be found on the website **www.hm.kasaty.pl**

2. Texts volume:

- a) dissertations and source compilation editions: up to 4 publisher's sheets
 - b) articles: up to 2 publisher's sheets
 - c) polemics and reviews: up to 1 publisher's sheet
 - d) reports, obituaries, etc.: up to 0,5 publisher's sheet
- (1 publisher's sheet contains 22 pages of normalized typescript, i.e. about 40 000 characters including spaces)

3. Technical requirements:

- a) formatting: Times New Roman font, 12 p. text, 10 p. footnotes
- b) paragraphs and footnotes without indentation;
- c) one should not use any additional formatting in the form of columns make up and manual words wrapping;

4. Illustrations, tables, charts:

- a) illustrations: no limit of their number, wherein only black and white illustrations shall be published in the paper version):
 - should include continuous numeration with Arabic numerals, signatures and the source, e.g.

Fig. 3. Coat of arms seal of Vincent, the Abbot of Henryków Monastery, dated 1534 (Archiwum Państwowe we Wrocławiu, Rep. 88 no 282a)

- located at the area where they should be located in the published version, additionally sent in separate, clearly described files (in format JPG, TIF or PNG and minimal resolution of 300 dpi)

– the author bears full responsibility for obtaining permission to use copyrighted illustrations he or she attaches to the work; hence, if the illustrations are copyrights protected, one should include a written consent of their authors or a copyrights owner (with a readable signature) for their reproduction and online publishing

- b) tables and charts: should be successively numbered with Arabic numerals and described, e.g.

Table 24. The grant of privileges for Silesian commandries in the years about 1250–1400

- tables should be located directly in the proper place in text.

5. Source editions:

- a) please adhere to generally accepted publishing instructions
- b) editing footnotes construction according to the rules of the HM

6. What should be enclosed:

- a) concise, presenting the main thesis summary in Polish or English, of the volume of 1 page of normalized typescript (1800 characters including spaces).
- b) affiliation
- c) completed personal questionnaire posted by the editors
- d) keywords – from a few to a dozen or so words accurately convey the content of the article, for instance, for the article *The Clarisses from Cracow and the Kościuszko Uprising in 1794* it would be:
Poor Clares, Cracow, Kościuszko Uprising, partition of Poland, fiscalism, requisition, war contribution, tax, patriotism, financial support
- e) illustrations according to point 4

7. In texts, one should:

- a) at references to any names (of researchers, authors, historical persons), to give the name in the full form for the first time, and the name initial in next mentions;
- b) use traditional footnotes according to guidelines included in point 8
- c) write names of months in dates using Roman numerals, when they are given with the day and year, separating particular elements of the date using spaces (e.g. 9 IV 1241, 15 VII 1410 r.), in other case, use description in words (e.g. the 9 April, in April 1241);

8. The construction of footnotes:

- a) the names of the authors, editors, publishers, translators, etc. are written with the caps (eg. MABILLON)
- b) first names are always provided using only initials
- c) editors of joint publications are mentioned before the title, with an abbreviation of their function (consistent with the language of the article) in brackets
- d) the titles of monographs, collective works, source publishers, and articles are written in italics
- e) the titles of periodicals are written in roman in quotation marks, separating with commas the volume, year, number/issue, page(s)
- f) the titles of publication series are written before the place of publication, in brackets, roman, separating with commas the volume, part, etc.
- g) after the title of a paper published in collective elaboration is written in a square bracket, after the comma, the lowercase letter with a colon: , [in:]
- h) numbers of tomes, volumes, yearbooks, magazines, and multivolume publications are written with Arabic numerals
- i) in case of publications bearing the title page in Latin and Polish, the record is given in Latin

j) for the first time the full bibliographic description is written, for each of the following initial of the name and the surname of author and the shortened title without ellipsis, for instance: P. SZCZANIECKI, *Katalog opatów*, p. 34; *Rocznik miechowski*, p. 883.

One should not use the abbreviations like *op. cit.* or *loc. cit.* However, the Latin words IDEM, EADEM, *ibidem* are used in accordance with the commonly generally accepted principles

k) in case of three and more cities given as the publication place of one book (often in Ossolineum publications) one should use shortened notation, for instance Wrocław et al. 1978

Examples:

Archiwum Klarysek Krakowskich, sygn. E 70, *Księga rachunkowa JMC Panny Konstancji Glińskiej Xieni obraney na drugie triennium 20 XI 1709*, f. 20.

Akty Powstania Kościuszki, ed. Sz. ASKENAZY, W. DZWONKOWSKI, vol. 2: *Protokoły i dzienniki Rady Zastępczej Tymczasowej i Rady Najwyższej Narodowej*, part 2, Kraków 1918.

Schlesisches Urkundenbuch, ed. W. IRGANG, vol. 4: 1267–1281, Köln-Wien 1988, no 234.

Matricularum Regni Poloniae summaria, excussis codicibus, qui in Chartophylacio Maximo Varsoviensi asservantur, contextuit indicesque adiecit T. WIERZBOWSKI, pars 3: *Alexandri regis tempora complectens (1501–1506)*, Varsoviae 1908.

Rocznik miechowski, ed. A. BIEŁOWSKI, [in:] *Monumenta Poloniae Historica*, vol. 2, Lwów 1872, p. 880–896 (edition: p. 882–896).

A. BIEŁOWSKI, [Wstęp], [in:] *Rocznik miechowski*, s. 881.

MATTHAEI PARISIENSIS, monachi sancti Albani, *Chronica majora*, ed. H. R. LUARD, vol. 2: *A.D. 1067 to A.D. 1216 (Rerum Britannicarum Medii Aevi Scriptores, 57)*, London 1874.

Katalog Archiwum Klasztoru Sióstr Bernardynek przy kościele św. Józefa w Krakowie, ed. R. GUSTAW, K. KACZMARCZYK, „Archiwa, Biblioteki i Muzea Kościelne”, 20, 1970, p. 5–94.

A. ZAHORSKI, *Uzbrojenie i przemysł zbrojeniowy w powstaniu kościuszkowskim (Prace Komisji Wojskowo-Historycznej Ministerstwa Obrony Narodowej, Seria A, 9)*, Warszawa 1957.

D. ZŁOTKOWSKI, *Udział Zakonu Ojców Paulinów w życiu społeczno-politycznym Rzeczypospolitej w XVIII wieku (Częstochofskie Towarzystwo Naukowe, Rozprawy Monograficzne, 1, Ziemia Częstochofska, 21)*, Częstochofska 1994.

E. CHWALEWIK, *Zbiory polskie. Archiwa, biblioteki, gabinety, galerje, muzea i inne zbiory pamiątek przeszłości w ojczyźnie i na obczyźnie*, Warszawa-Kraków, vol. 1: A–M, 1926; vol. 2: N–Ż, 1927 (reprint: Kraków 1991).

K. TARGOSZ, *Obraz wojen i zaraz początków XVIII w. w kronikach zakonnich*, [in:] K. STASIEWICZ, S. ACHREMCIK (eds), *Między barokiem a oświeceniem. Wojny i niepokoje czasów saskich (Rozprawy i Materiały Ośrodka Badań Naukowych im. Wojciecha Kętrzyńskiego w Olsztynie, 217)*, Olsztyn 2004, p. 122–138.

M. STARNAWSKA, *Die mittelalterliche Bibliothek der Johanniter in Breslau*, [in:] Z. H. NOWAK (ed.), *Die Spiritualität der Ritterorden im Mittelalter (Ordines Militares, 7)*, Toruń 1993, p. 241–252.

P. SZCZANIECKI, *Katalog opatów tyńieckich*, „Nasza Przeszłość”, 49, 1978, p. 22 ff.

J. TRUPINDA, *Ikonoğrafia pieczęci komturów gdańskich*, „Rocznik Polskiego Towarzystwa Heraldycznego”, s.n., 5, 2001, p. 31–40.

L. MAKUCH, *Kasata klasztoru w Kraśniku*, „Regionalista”, 1995, 4, p. 3–6.

M. MACISZEWSKI, *Radymno*, [in:] *Słownik geograficzny Królestwa Polskiego i innych krajów słowiańskich*, vol. 9, Warszawa 1888 (reprint: 1977), p. 458–459.

W. CZAPLIŃSKI, H. WYCZAWSKI, *Gembicki Piotr*, [in:] *Polski słownik biograficzny*, vol. 7, Wrocław 1958, p. 379–381.

9. Additional information:

Published texts are subject to a review procedure.

A positive review is a necessary condition for qualifying a text for printout.

Editors reserve the right to introduce changes in texts (after the previous consultations with the Author).

Texts that do not meet technical requirements of the Editors shall not be allowed to publication.