
Standards of preparing scholarly texts for publication

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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.

STANDARDS FOR PREPARING SCHOLARLY TEXTS FOR PUBLICATION

JOURNAL

Preparing the text – basic requirements

1. Font type: Times New Roman, font size: 12, line spacing 1.5, page layout – margins 2.5
2. In the top right corner: first name and surname of the author, email address
3. References (according to the example shown below)
4. Bibliography at the end of the text (as in the example below)
5. Language: English
6. Appendices:
 - Summary; language: English; length: up to half a page
 - Keywords; language: English; length: no more than 10 keywords
7. English language quotation marks are to be used: “The idea of ethos”

Publication standards – specifics

1. Title of the article: no Caps lock, font size: 14, use bold, text centred
2. Captions: font size: 12, use bold, align to the left
3. Captions are not to be numbered
4. *The use of italics*: loan words, names of historical events, book titles, film titles, titles of pieces of music, titles of paintings, sculptures, plays
5. The use of quotation marks: “journal titles”, “terms coined by other authors”
6. Names of authors: first name initial/surname; **exceptions**: historical figures, “famous names”, e.g. Leonardo da Vinci, authors of the analysed literature
7. Pseudonyms: in quotation marks; if combined with first name and surname, the pseudonym is put in quotation marks between the first name and the surname, **unless** the name and pseudonym are traditionally written otherwise
8. The use of punctuation marks: “kontrakt psychologiczny”.
9. Quotations/terms within quotations are marked thus: »quoted word« (with the use of the “insert symbol” option, not a double “>” mark)

Publication standards – references

REFERENCES

- Relate to the bibliography, e.g. “The idea of ethos being a process consists in adapting it to conditions and requirements and also in improving for the purpose of being near perfection” (Goćkowski 1998, p. 302).
- In case of two or more works of the author published in one year they are to be marked with subsequent letters of the alphabet (Conway 1992a, p.9); (Conway 1992b, p. 184-190). **These marks are to be reflected in the bibliography, as well.**
- The information – author, year of publication, page number – is to be provided in each case; **abbreviations such as *Ibidem*, *Op.Cit.* are not to be used.**

FOOTNOTES

- Are used for the article author's comments, digressions
- If the translations of quoted works are prepared by the author him/herself, this should be stated in a footnote at the beginning of the text, unless stated otherwise
- Each footnote should end with a full stop.

BIBLIOGRAPHY

1. No numeration
2. References are to be divided into: analysed literature, books/journals, netography (websites), filmography
3. The structure is the same as in the case of references within the text; **differences:**
 - Surname/name initial
 - In the case of books, page numbers need not be provided
 - References to be in alphabetical order
4. In the case of edited works the particular quoted article or book is to be indicated in the bibliography:
 - Conway M.A. (1992a), *Making sense of the past* [in:] Conway M.A., Rubin D.C., Spinnler H., Wagenaar W.A. (eds.), *Theoretical perspectives on autobiographical memory*, Kluwer Academic Publishers, Dordrecht.
 - Conway M.A., Rubin D.C., Spinnler H., Wagenaar W.A. (eds.) (1992), *Theoretical perspectives on autobiographical memory*, Kluwer Academic Publishers, Dordrecht.

Sources

Cureus J. (1567), *Libellus physicus, continens doctrinam de natura, et differentiis colorum, sonorum, odorum, saporum et qualitatum tanquibulum, et recitans rationem, qua res eadem a sensibus comprehenduntur, et iudicantur*, Wittenberg.