Publishing House

Manuscript submission guidelines

1. All manuscripts should be sent in an electronic form (Word, Open Office).
2. The article should include:
a. A bibliography,
b. Abstracts both in Polish and English not exceeding 15 lines of computer printout, containing the purpose and summary of the article,
c. Keywords (should capture the essence of the topic and facilitate the classification of the content and the search for the article in electronic databases; keywords should not repeat the title),
d. Information about the author (occupation, academic title, workplace).
3. All illustrations, photos and diagrams that the author would like to include in the article should be provided in separate, original files. Their dimensions should not be smaller than those to be obtained after printing, and the best possible quality (at least 300 DPI in a 1:1 scale). Poor quality illustrations, might be rejected by the Editorial Office.

Formatting guidelines

1. Margins: standard 2.54 cm (1 inch) on both sides.
2. Main text fonts: Times New Roman 12 pt.; 1.0 line spacing.
3. Footnote fonts: Times New Roman 10 pt.; 1.0. line spacing.
4. The volume of the article submitted for publication (including references, abstracts and keywords) cannot exceed 15 pages of a computer printout in A4 format, conference report - 3 pages, review - 10 pages.
5. The text should be justified.
6. Title, subtitle and subheadings: Times New Roman, bold.
7. Figures and photos should be located in the main text and provided with captions.
8. Sources of all illustrations (photos, drawings, charts, diagrams, tables, etc.) must be provided.
9. The caption under an illustration must end with a full stop.
10. The use of so-called hard spaces is not accepted.
11. Any emphasis in the original text of the document, made by the author, should be in bold.
12. Slashes / ... / should be converted into parentheses (...).
13. Supplements and author's comments, etc., should be provided in square brackets, in roman typeface.
14. Omissions in a quotation introduced by the author of the article should be indicated by an ellipsis in parentheses.

Quotes, quotation marks and distinguishing means

1. Quotations from sources and literature on the subject up to 5 lines long should be written in italics. Longer ones should be distinguished by indentation (1.0 cm on the left and right, counting from the boundaries of the main text) and two lines spacing above and below the citation, roman font, one degree smaller than in the main text.
2. Entire lists should be distinguished by a space of two lines above and below (no indentation or italics).
3. Foreign-language quotations should be translated in a footnote (translated by the author of

the text).

4. Omissions within the quotation made by the author of the article should be indicated by an ellipsis in parentheses.

5. Supplements and author's comments, etc., should be provided in parenthesis roman font.

6. Inserted foreign language phrases should be italicized (e.g. à rebours, sui generis).

7. Titles of works of art (art, music, drama, film), books, articles, pictures, competitions, scientific works, names of laws and other legal acts should be written in italics, names of journals - in quotation marks. In accordance with the Polish Language Council act of 2008, all words in journal titles, except for conjunctions and prepositions appearing inside these titles, are written in capital letters.

8. Quotation marks should also be used with: pseudonyms (e.g. Cpl. "Slender"), cryptonyms (e.g. "Jan") and names of institutions appearing at the end of a multiword name, often being an extension of an abbreviation (e.g. Polish Youth Association "Zet"); in the names of registered political organizations (e.g. Polish Socialist Party) and in names of military operations (e.g. Desert Storm) quotation marks are not applied.

9. The names of exhibitions, conferences and scientific sessions should be written in roman fonts in quotation marks.

Polish and foreign punctuation and diacritical marks

1. A dash without a space serves in the case of ad hoc connections - most often numbers are connected in this way (e.g. volumes 1–2, in the years 2015–2020).

2. Foreign names of places and people, as well as other foreign words, should be written using letters and characters of foreign alphabets (e.g. Národni divadlo, Tomáš Masaryk).

Footnotes.

1. Footnotes should start with a capital letter and end with a full stop. Only footnotes regarding website addresses should begin with a lowercase letter (e.g. 1 https://www.abw.gov.pl/pl, 2 www.bip.abw.gov.pl).

2. Footnotes should be placed at the bottom of the page.

3. Footnotes in the introduction (or other parts of the manuscript) and in tables have a separate numbering from the footnotes in the main text.

4. In the case of authors signing with two first names, the initials of both first names should be given without spaces between them (e.g. J.K. Bielecki).

5. The subtitle of the publication should always be given.

6. The following abbreviations should be consistently used in footnotes: ibid., id., ead., transl., (ed.), rev., vol., pt., n.p., n.d.

7. Volumes, parts, numbers and issues should be written in Arabic numerals (e.g. vol. 2, part 3, no. 4, issue 5).

8. Months should be written in Roman numerals without dots separating the day, month and year (the name of the month should be written in words in the main text).

9. If there are more than three authors (editors, translators), give the initial (s) of the name and surname alphabetically of the first of them, adding the abbreviation: et al.

10. The pages should be written as follows: p. 2; pp. 2, 7; pp. 3-5 (a dash, not a hyphen).

11. If the footnotes include more than once the same text of the same author, the next time a specific work of this author is quoted, the title should be shortened to an intelligible form by adding an ellipsis and resigning from specifying the place and year of publication.

Example:
R.E. Berk, Automated SEM/EDS analysis..., p. 69.

12. When a footnote is provided for several volumes or parts of a publication, the volume numbers should be written with a dash, not with a hyphen. The same applies to the years of publication.

Example:
K. Grodziska, Polskie groby na cmentarzach Londynu, vol. 1–2, Kraków 1995–2001.

13. If a publication was published in several places, it should be written with a dash (e.g. Paris-London). If there are more than two just name two.
14. Quotations in footnotes should be written in roman font, in quotation marks.

Structure of footnotes
1. Archival sources:
The full name of the archive (when it appears for the first time) and in parentheses the formula "next:" and the proposed abbreviation of this name to be used each time, after comma - the name of the research group, after comma – reference number, after comma - the name of the document (in italics) or its description (e.g. letter, report) and date, after coma - card (page) number.
2. Book:
Author's first name initial and surname, title (in italics). Subtitle (in italics), volume number, initial of the first name and surname of the author of the study, place and year of publication, page number.

Example:
W.J. Irwin, Analytical pyrolysis: a comprehensive guide, New York 1982, p. 23.

3. Publication in a collective work:
Author's first name initial and surname, title (in italics). Subtitle (in italics), in: title of the collective work (in italics), volume number (if applicable), initial of the first name and surname of the editor, place and year of publication, page number.

Example:
R. Rosicki, The Institution of Transmission Easement in Poland, in:
Bezpieczeństwo energetyczne. Rynki surowców i energii. Energetyka w czasach politycznej niestabilności, P. Kwiatkiewicz, R. Szczerbowski et al. (ed.), Poznań 2015, pp. 339–348.

4. Collective work (incl. anthologies and studies):
Title (in italics). Subtitle (in italics), editor's first name initial and surname, place and year of publication.

Example:
African American Poetry: 250 Years of Struggle & Song, K. Young, New York 2020.

5. Article in a book:
Author's first name initial and surname, title (in italics). Subtitle (in italics), in: title of the book (in italics), volume number, part number, first name initial and surname of the editor (or of editors), place and year of publication, page number.

Example:
S. Rogers, Applied Research and Education Needs in Food Service Management, in: Culinary Arts and Sciences V, J. Edwards, B. Kowrygo, et al. (ed.), Bournemouth 2005, pp. 56-65.

6. Article in a journal:
Author's first name initial and surname, title (in italics). Subtitle (in italics), "Title of the journal", volume number, issue number (use Arabic numbers), year, page number.

Example:
C.M. Bowra, Orpheus and Eurydice, "Classical Quarterly", vol. 2, no. 3-4, 1952, p. 12.

7. Article in a daily paper:
Author's first name initial and surname, title (in italics). Subtitle (in italics), "Title of the daily paper", date.

Example:
K. Kowalski, Energia wiatrowa. Nowe możliwości, "Rzeczpospolita" of 2 March 2020.

8. Online publications:
Internet addresses should be written in lower case letters (without underscores and hyperlinks), after coma in square brackets the access information should be provided (the month is written in Roman numerals).

Example:
http://www.pbw.gov/abw/cat.html [access: 1 XII 2011].

14. Articles and documents posted on the websites:
Author's first name initial and surname, Title of the article or document (in italics). Subtitle (in italics), date of publication on the site, internet address, access date in square brackets.

Example:
T.C. May, The Crypto Anarchist Manifesto, Activism.net, 22 X 1992, https://www.activism.net/cypherpunk/crypto-anarchy.html [access: 20 XII 2018].

Personal names
1. In the main text, the first time use the person's full name. Thereafter use the surname only (unless the repetition of the full name is justified for stylistic reasons); initials should be used only in bibliographic entries and footnotes.

Example:
Herbert Hoover (or Hoover and not H. Hoover) became president in 1929.

2. If two persons have the same surname, to discriminate them either repeat the first name or describe the person in some other way.

Abbreviations
1. Introducing abbreviations of the names of institutions or organizations should be considered carefully (especially when they will be used rarely).
2. A name should have one and only abbreviation.
3. Once an abbreviation is introduced it should be used consistently throughout the rest of the text and substitute the name every time.

Bibliography

1. Bibliographic entries should be arranged in alphabetical order. The description of each item should begin with the author's surname, next the initial of the first name followed by a full stop and a comma. Then according to the footnote rules - the title in italics, etc. (in the case of an article in a journal or in a collective work, the page range should be given).

Example:
Weimann G., Going Dark: Terrorism on the Dark Web, „Studies in Conflict & Terrorism" 2016, no. 39, p. 195–206.
Weimann G., Terror on the Internet. Washington 2006, United States Institute of Peace.

2. Archival materials should be listed separately from other sources.
3. Legal acts should be listed separately from other sources. They should be arranged according to the hierarchy adopted for this type of documents, i.e. in the following order:
- constitution,
- ratified international agreements,
- EU regulations, directives and decisions,
- statutes and regulations with the force of law,
- regulations,
- acts of local law.
4. Legal acts written in the non-Latin alphabet are distinguished similarly to the literature in the non-Latin alphabet:
Legal acts
Act of...
Regulation of ...
Russian legal acts
Указ Президента Российской Федерации...
Bulgarian legal acts
Конституция на Република България
5. Judicial decision should be listed separately from other sources.
6. Online sources should be listed separately from other sources.