

**The requirements for preparation of texts of monographs and articles in
edited volumes published by the Institute of Slavic Studies,
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1. Texts of monographs and articles in edited volumes should be submitted in an electronic form as a single MS Word (.doc, .docx) or Open Office Writer (.odt) file.
2. It is the author's responsibility to secure all necessary rights to include and reproduce copyrighted illustrative material (figures, maps, etc.). In an exceptional situation the Institute will provide help in negotiations with rights owners.
3. The file should contain the following elements
 - a. first name and surname of author (authors);
 - b. affiliation: name of institution and city;
 - c. e-mail address for contacts with the publisher;
 - d. work's original title;
 - e. work's title in English;
 - f. body of work, with footnotes at the bottom of page;
 - g. bibliography;
 - h. abstract in English – max 1,400 characters;
 - i. key words in the original language and in English – per 8 each.
4. Text formatting:
 - a. body: Times New Roman 12 point font;
 - b. footnotes: Times New Roman 10 point font;
 - c. spacing between lines: 1,5 point;
 - d. margins width: 2.5 cm;
 - e. page numbering: consecutive, inside the footer;
 - f. word division off;
 - g. chapters' titles and subtitles: boldface;
 - h. word emphasis: italic or bold fonts;
 - i. titles of books: italic fonts; titles of newspapers and journals: in quotation marks;
 - j. footnotes at the bottom of page, consecutive numbering (for monographs – consecutive numbering within each individual chapter).

5. Quotations and citations
 - a. in the body of work in quotation marks;
 - b. quotations exceeding 40 words in a separate paragraph;
 - c. quotations should be provided with reference in parenthesis [name of author year of publication: page], e.g. [Wilson 1899: 7], cf. below.
6. References to literature:
 - a. references to literature quoted should be inserted in the body of the text, in accordance with the so-called Oxford system;
 - b. names of authors with year of publication and pages in square brackets in the following varieties: [Douglas 1996a: 181], [Douglas 1996a; 1998], [Douglas 1998; Wilson 1899; Trybuś 2000], [Wilson 1899: 134-135; Douglas 1998: 160]; [Nieznańska, Trybuś 2000], [Kowalska (ed.) 2005]; with the number of authors exceeding three: [Trybuś et al. 1989].
7. Bibliography:
 - a. bibliographical entries should be arranged in alphabetical order, according to authors' or editors' surnames;
 - b. if more works by the same author appear in the bibliography, they should be arranged in date order (according to year of publication);
 - c. if more works of the same author are published within one year, letters a, b, c, etc. should be added after year date, e.g. 1920a;
 - d. each bibliographical entry should include the following elements: author's surname, first name, year of publication, work's title in italics, possibly name and surname of translator, publication city: publisher's name., e.g.: Bourdieu Pierre, 2005, *Dystynkcja. Społeczna krytyka władzy sądzenia*, tłum. Piotr Biłos, Warszawa: Wydawnictwo Naukowe Scholar.
 - e. edited volumes should be placed under the name of the editor, e.g., Mikołajczak Aleksander, Szulc Witold, Zieliński Bogusław (ed.), 2004, *Idee wspólnotowe Słowiańszczyzny*, Poznań: Wydawnictwo Naukowe UAM
 - f. for articles in journals you should include the journal's title (in quotation marks), volume (issue) number, and page numbers of the entire article, e.g. Goszczyńska Joanna, 1996a, *Zielona woda*, „Polska Sztuka Ludowa. Konteksty”, no 3-4, p. 177-183
Dziemidok Bohdan, 2013, *Teoretyczne i praktyczne kłopoty z tożsamością*

narodową, „Sprawy Narodowościowe” 41, p. 23-53

- g.** for articles in edited volumes: Nowakowska Anna, 1995, *Tożsamość*, in: *Wschodnie pogranicze w perspektywie socjologicznej*, ed. Andrzej Sadowski, Białystok: Fundacja Ekonomistów Środowiska i Zasobów Naturalnych, p. 155-186

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- a. insert figures and maps in the file itself;
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- c. captions: right beneath figures and other inserted elements; for all figures give source in the form agreed with copyright owner;
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- e. tables, in vertical or horizontal arrangement, with titles or labels, should not exceed the width of the column;
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- g. if the text includes untypical fonts, you should attach a file with appropriate fonts to your work; these fonts should be inserted in the body of the text through the function “TrueType fonts.”