Guidelines for Authors

Monographs and Contributions to Multi-Author Volumes

1. Submission

Your text should be submitted as a Word file.

If your file contains non-Latin characters, phonetic symbols, etc., they should be embedded in the document; you also need to generate a pdf file with all such characters clearly visible and submit it along with your Word file.

2. Information about the author and the text

Your submission (monograph/article in a multi author volume) needs to include the following elements and information about the author and the text:

(a) name and surname;

(b) affiliation: institution, city (in the language of the text);

(c) e-mail address to be made publicly available;

(d) title of the work in the language of the text;

(e) text (with footnotes);

(f) bibliography;

(g) title of the work in English;

(h) abstract in English and in the language of the text (up to 1,000 characters);

(i) keywords in English and in the language of the text (up to eight);

(j) illustrations (see below) with captions including sources; alternatively, full information about source details can appear on the list of illustrations.

3. Elements of the text

(a) title/subtitle and headings/subheads – use bold type;

(b) if you want to distinguish a word – use italic or other features used for the purpose in the language of the text or in the field of study your text belongs;

(c) titles of works – use italic when your text is in Polish; titles of journals and newspapers – use quotation marks when your text is in Polish; when writing in languages other than Polish, follow a generally accepted style in the language of the text;

(d) footnotes – use consecutive numbering within each chapter/article;

(e) titles of publications, works of art, films, etc. in the text – when mentioned for the first time, use original title in italic, followed by translation into the language of the text in square brackets in roman type (not italic);

(f) use a full stop to separate the title from the subtitle (in all languages);

(g) titles of texts in English and English versions of titles (used in abstracts) – use title case (capitalise all words except articles, prepositions and conjunctions);

(h) keywords – separate your keywords using semicolons; in English – use the form Keywords: (spelled as one word and followed by a colon);

(i) when referring to a range: years, centuries, pages, etc. – use a dash, e.g. 1987–1999; XV–XVII, pp. 23–27;

(j) dates – in Polish: do not use abbreviations: r. and w. – write in full: rok, wiek; in English: spell out "nineteenth century" (not 19th c.) but use 1800s; use the style 31 January 1986, not 31st January or January 31;

(k) abbreviations – do not use a colon after such abbreviations as np., por. (in Polish); do not use a comma or a colon after e.g. or i.e. (in English);

(l) websites mentioned in the text – use http:// or https:// in Web addresses.

4. **Illustrations, maps, charts, figures, tables**

(a) all tables, illustrations, maps and other graphic elements should be described consistently in captions;

(b) all captions should appear below illustrations and other graphic elements (except tables) and include information about the source in the form agreed between the author/publisher and the copyright holder;

(c) for tables, the title should appear above, and the source – below the table;

(d) the text should include a list of illustrations/maps/charts with information about their origin (source or the name of the author).

5. **Quotations**

(a) integrated quotations (i.e. those run on in the text) – use quotation marks as generally accepted in the language of the text; in English texts – use double quotation marks first and single quotation marks for quoted matter within a

quotation (if required); when quoting a word or incomplete sentence, place punctuation outside the quotation;

(b) block quotations (also known as extracted quotations) – quotations longer than forty words (in English: fifty words) should appear as separate paragraphs written in smaller size font, indented from the left and indented with a space above and below; no quotation marks;

(c) quotations from interviews or texts of oral tradition should appear as block quotations (see above) written in italic; no quotation marks;

(d) quotations should be followed by references in brackets – (the author's surname, date of publication, page number), e.g. (Wilson, 1987, p. 22), (Wilson & Gordon, 1980, pp. 22–25);

(e) to indicate content omitted from a quotation – use an ellipsis (three unspaced full stops) in square brackets: […];

(f) citations and bibliography – follow the APA style (7th edition, more information: https://apastyle.apa.org/style-grammar-guidelines/references/).

6. References

(a) When referring to the literature, use the appropriate variants in brackets: single author's entries by date: (Wilson, 1943), (Wilson, 1999a, 1999b); when there is no date: (American Psychological Association, n.d.), (Zhou, n.d., 2000, 2016, in press); in the alphabetical order of the authors' surnames: (Mańkowski, 1889; Wilson, 1943); two authors: (Wilson & Mańkowski, 2000).

(b) When there are three or more authors, in the reference list the name of the first one adding "et al.": (Wilson et al., 1978), except when the same author appears in the first place in several entries from the same year, e.g.

(Kapoor, Bloom, Montez, Warner, & Hill, 2017)

(Kapoor, Bloom, Zucker, Tang, Koroglu, L'Enfant, Kim, & Daly, 2017)

It would be confusing to shorten both items to (Kapoor et al., 2017), so cite these items accordingly:

(Kapoor, Bloom, Montez, et al., 2017)

(Kapoor, Bloom, Zucker, et al., 2017)

(c) If more authors have the same surname, enter the initials (J. Wilson, 1999; K.

Wilson, 1998), but it applies only to the authors of single-authored publications (or co-authors mentioned in the first place in multi-author publications).

(d) To introduce a reference to an additional literature, use "cf." or "see" (in the language of the text) in brackets with a reference: (cf. Douglas, 1998; Wilson, 1988); (see also Douglas, 1998, pp. 12–19).

(e) A reference containing a quotation from a secondary source should be introduced with the indication (in the language of the text): (J. Nowacki, Spuścizna niewygodna, *Kurier Polski*, 19.12.1899; as cited in Świdziński, 2009, p. 25).

(f) In APA 7 we do not use abbreviations op. cit., Ibidem, ibid., Ibid.

7. Bibliography

The rules for editing a bibliography according to the APA style (7th edition): https://apastyle.apa.org/style-grammar-guidelines/references/

(a) We use the following abbreviations in texts in Polish:

redaktor: Red.

tłumacz: Tłum.

strona: s.

strony (pierwsza i ostatnia strona dokumentu): ss.

W pracy zbiorowej pod redakcją, po kropce: W

tom: T.

część: Cz.

i inni: i in.

wydanie: wyd.

brak daty: b.d.

(b) Abbreviations in English:

editor: Ed., editors: Eds.

Translator(s): Trans.

page: p.

pages (first and last page): pp.

in an edited volume: In

volume: Vol.

Part: Pt.

et alii, et aliae [and others]: et al.

edition: ed.

revised edition: Rev. ed.

no date: n.d.

(c) In texts written in other languages we use analogical abbreviations in the language of the text.

(d) In the bibliography we use the alphabetical order:

- if there are several works by the same author in the bibliography, they should be arranged according to the year of publication from the earliest;

- if there are several works by one author published in the same year, arrange them alphabetically by title and add a letter after the year, e.g. 1920a, 1920b.

(e) We add a DOI number, if the publication has one – DOI numbers can be found at https://doi.crossref.org/simpleTextQuery. DOI format: https://doi.org/...

(f) Authors are asked to provide bibliographic entries in non-Latin alphabets in their original and transliterated versions according to the standards adopted by the Library of Congress for specific languages:

http://www.loc.gov/catdir/cpso/roman.html

In the transliterated version of the bibliography we always use elements such as "In", "Eds.", "Trans.", etc. in English regardless of the language of the text.

BIBLIOGRAPHIC ENTRIES (BASIC RULES)

BOOKS

One author: Author, A. A. (Year). *Title* (Edition if other than first). Publisher. https://doi.org/…

More than one author: Author, A. A., & Author, B. B. (Year). *Title* (Edition if other than first). Publisher. https://doi.org/…

Edited books: Editor, A. A., & Editor, B. B. (Eds.). (Year). *Title* (Edition if other than first). Publisher. https://doi.org/…

Translated books: Author, A. A. (Year). *Title* (A. A. Translator, Trans.; Edition if other than first). Publisher. https://doi.org/…

Books in a series: do not include the title of the series in the bibliography.

For titles in English, use sentence case capitalisation: capitalise only the first word of the title/subtitle and words which are proper names.

Examples:

- Wilson, J. (1943). *Badania nad rolnictwem w Polsce*. Wydawnictwo Uniwersyteckie.
- Madigan, S. (2019). *Narrative therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000131-000
- Hardt, M., & Negri, A. (2005). *Imperium* (S. Ślusarski & A. Kołbaniuk, Trans.). Wydawnictwo W.A.B.
- Markowski, M. P., & Nycz, R. (Eds.). (2012). *Kulturowa teoria literatury: Główne pojęcia i problemy*. Towarzystwo Autorów i Wydawców Prac Naukowych „Universitas".
- Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. https://doi.org/10.1002/9780470561119
- Travis, C. B., & White, J. W. (Eds.). (2018). *APA handbook of the psychology of women: Vol. 1. History, theory, and battlegrounds*. American Psychological Association. https://doi.org/10.1037/0000059-000
- Piaget, J., & lnhelder, B. (1969). *The psychology of the child* (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966).

ARTICLE OR CHAPTER IN AN EDITED BOOK

Author, A. A. (Year). Title. In A. A. Editor & B. B Editor (Eds.), *Book title* (Edition if other than first, pp. x–y). Publisher. https://doi.org/… or https://xxxxx…

Examples:

- Wilson, J. (1999). Uprawa ziemniaka w PRL. In A. Mańkowski (Ed.), *Rolnictwo w Polsce* (pp. 223–278). Wydawnictwo Poznańskie.
- Hintikka, J. (1989). Exploring possible worlds. In A. Sture (Ed.), *Possible worlds in humanities, arts and sciences: Proceedings of Nobel Symposium 65* (pp. 52–73). Mouton de Gruyter. https://doi.org/10.1515/9783110866858.52

- Эмерсон, К. (2011). Литературные теории 1920-х годов: Четыре направления и один практикум. In Е. Добренко & Г. Тиханова (Eds.), *История русской литературной критики: Советская и постсоветская эпохи* (pp. 207–247). Новое литературное обозрение.

  Transliteration: Ėmerson, K. (2011). Literaturnye teorii 1920-kh godov: Chetyre napravleniia i odin praktikum. In E. Dobrenko & G. Tikhanova (Eds.), *Istoriia russkoĭ literaturnoĭ kritiki: Sovetskaia i postsovetskaia ėpokhi* (pp. 207–247). Novoe literaturnoe obozrenie.

ARTICLE IN A SCIENTIFIC JOURNAL

Author, A. A. (Year). Title of the article. *Name of the Journal*, *Volume Number*(Issue Number), page numbers. https://doi.org/… or https://xxxxx…

Examples:

- Płucienniczak, P. (2019). Examining the boundaries of contemporary art: An exploratory study of institutional critique in Poland 1990–2015. *Colloquia Humanistica*, *2019*(8), 187–202. https://doi.org/10.11649/ch.2019.012

- Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology*, *20*(4), 580–588. https://doi.org/10.1177/0269881105058776

- Arakji, R. Y., & Lang, K. R. (2008). Avatar business value analysis: A method for the evaluation of business value creation in virtual commerce. *Journal of Electronic Commerce Research*, *9*, 207–218. http://www.csulb.edu/journals/jecr/

If an article has a number instead of page numbers, we indicate the number, e.g.

- Mazurkiewicz-Sułkowska, J. (2020). Formy wyrażające modalność imperceptywną w bułgarskich i polskich tekstach prasowych oraz na portalach informacyjnych. *Adeptus*, *2020*(16), Article 2218. https://doi.org/10.11649/a.2218

REPORT

With names of authors: Author, A. A., & Author, B. B. (Year). *Title of report*. Name of the publishing institution. https://doi.org/… or https://xxxxx…

Group: Name of the group/institution. (Year). *Title of report*. https://doi.org/… or https://xxxxx…

Examples:

- Gromada, A., Budacz, D., Kawalerowicz, J., & Walewska, A. (2015). *Marne szanse na awanse? Raport z badania na temat obecności kobiet na uczelniach artystycznych w Polsce*. Katarzyna Kozyra Foundation. https://nck.pl/badania/raporty/marne-szanse-na-awanse-raport-z-badania-na-temat-obecnosci-kobiet-na-uczelniach-/

- Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). *Strengthening trans-Tasman economic relations.* https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf

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ARTICLE IN PRESS (DAILY JOURNALS)

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Printed: Author, A. A. (Year, Month Day). Title of the article. *Name of the Journal*, page numbers.

Online: Author, A. A. (Year, Month Day). Title of the article. *Name of the Journal*. https://xxxxx…

Examples:

- Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.
- Get on board for train safety. (2012, June 17). *Toronto Star*, A14.
- Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*. https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-wi11-humanity-react-to-aIien-1ifepsychologists-have-some-predictions

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ARTICLE IN PRESS (MAGAZINES)

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Printed: Author, A. A. (year, Month day). Title of the article. *Name of the Journal. Volume Number*(Issue Number), page numbers. https://doi.org/…

Online: Author, A. A. (year, Month day). Title of the article. *Name of the Journal.* https://doi.org/… or https://xxxxx…

Examples:

- Weir, K. (2017, January). Forgiveness can improve mental and physical health. *Monitor on Psychology*, *48*(1), 30.
- Bergeson, S. (2019, January 4). Really cool neutral plasmas. *Science*, *363*(6422), 33–34. https://doi.org/10.1126/science.aau7988

ARTICLES FROM A WEBSITE

With author: Author, A. A. (year, Month day). *Title of the article.* Site name. http://…

Without author: *Title of the article.* (year, Month day). Site name. http://…

Examples:

- Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN. https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html
- *Rzecznik MZ apeluje o niewykupowanie leków na zapas. „Panuje epidemia paniki, nie koronawirusa".* (2020, March 2). Gazeta.pl. https://wiadomosci.gazeta.pl/wiadomosci/7,114883,25749274,rzecznik-mz-apeluje-o-niewykupowanie-lekow-na-zapas-panuje.html
- Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of developing flu-related complications.* https://www.cdc.gov/flu/about/disease/high_risk.htm

ONLINE DICTIONARY/ENCYCLOPEDIA

Dictionary/Encyclopedia: Name of the Publisher. (Year). *Title of dictionary/encyclopedia* (edition). Retrieved Month day, year, from https://…

Entry in a dictionary/encyclopedia: Name of the Publisher. (Year). Title of entry. In *Title of dictionary/encyclopedia* (edition). Retrieved Month day, year, from https://…

With author: Author, A. A. (Year). Title of entry. In B. B. Editor & C. C. Editor (Eds.), *Title of dictionary/encyclopedia* (edition). Retrieved Month day, year, from https://…

Examples:

- American Psychological Association. (n.d.). *APA dictionary of psychology*. Retrieved June 14, 2019, from https://dictionary.apa.org/

- Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved May 5, 2019, from https://www.merriam-webster.com/

- American Psychological Association. (n.d.). Positive transference. In *APA dictionary of psychology*. Retrieved August 31, 2019, from https://dictionary.apa.org/ positive-transference

MASTER'S OR DOCTORAL DISSERTATIONS

Unpublished: Author, A. A. (Year). *Title* [Unpublished doctoral/master's dissertation]. Academic Institution.

Published: Author, A. A. (Year). *Title* (Number in database) [Type of dissertation, Academic Institution]. Name of database. https://….

Examples:

- Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

- Hollander, M. M. (2017). *Resistance to authority: Methodological innovations and new lessons from the Migram experiment* (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin-Madison]. ProOuest Dissertations and Theses Global.

- Hutcheson, V. H. (2012). *Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents* [Master's dissertation, The College of William & Mary]. William & Mary Digital Archive. https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf

REVIEW

Printed: Reviewer, A. A. (year, Month day). Title of review [Review of the book *Book title*, by A. A. Author] / [Review of the movie *Movie title*, dir. A. A. Director]. *Journal title*, *volume*(issue), page numbers.

Online: Reviewer, A. A. (year, Month day). Title of review [Review of the book *Book title*, by A. A. Author]. / [Review of the movie *Movie title*, dir. A. A. Director]. *Journal title*, *volume*(issue). https://…

<u>Examples:</u>

- Santos, F. (2019, January 11). Reframing refugee children's stories [Review of the book *We are displaced: My journey and stories from refugee girls around the world*, M. Yousafzai]. *The New York Times*. https://nyti.ms/2Hlgjk3
- Masłowska, E. (2020). Aleksandra Niewiara, *Imagologia – pamięć zbiorowa – umysł i kultura, Wydawnictwo Uniwersytetu Śląskiego*, Katowice 2019, 320 ss. [Book review]. *Studia z Filologii Polskiej i Słowiańskiej*, *55*, Article 2324. https://doi.org/10.11649/sfps.2324

<u>VIDEO (YOUTUBE, VIMEO, ETC.)</u>

Name of channel / Author, A. A. (year, Month day). *Title* [Video]. Name of the platform / production company. http://…

<u>Examples:</u>

Cutts, S. (2017, November 24). *Happiness* [Video]. Vimeo. https://vimeo.corn/244405542

Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. https://youtu.be/deiEY5Yq1ql

Kino i architektura bis. (2020, March 1). *Nazywam się Orson Welles, dokument lektor pl 2015* [Video]. YouTube. https://www.youtube.com/watch?v=WC72QjzFPls

<u>TWITTER</u>

Tweet: Author A. A. / Name of Institution / User [@nick]. (year, Month day). *Title* [Tweet]. Twitter. https://twitter.com/…

Profile: Author A. A. / Name of Institution / User [@nick]. (year, Month day). *Tweets* [Twitter profile]. Twitter. Retrieved Month day, year, from https://twitter.com/…

<u>Examples:</u>

Badlands National Park [@BadlandsNP5]. (2018, February 26). *Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity* [Tweet]. Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379

APA Style [@APA_Style]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved November 2, from https://twitter.com/APA_Style

Provide the first 20 words of the tweet as the title, in italics. Count a URL, a hashtag or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicise emojis.

The format used for Twitter is also used for Instagram and TikTok.

FACEBOOK

Post: Author, A. A. (year, Month day). *Title* [Information about photo] / [Post type]. Facebook. https://www.facebook.com/…

Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicise emojis.

Page: Author. A. A. / Name of the page (n.d.). *Home* [Facebook page]. Facebook. Retrieved Month day, year, from https://www.facebook.com/…

Examples:

- Gaiman, N. (2018, March 22). *100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is* [Photo Included] [Status update]. Facebook. http://bit.ly/2JQxPAD

- News From Science. (2018, June 26). *These frogs walk instead of hop: https://scim.ag/2KlriwH* [Video]. Facebook. https://www.facebook.com/ScienceNOW/videos/10155508587605108/

- Korporacja Ha!art. (n.d.). *Home* [Facebook page]. Facebook. Retrieved March 1, 2020, from https://tiny.pl/tvkgw

FILM

Director, A. (Director). (year). *Title* [Film]. Production company.

Example:

- Domalewski, P. (Director). (2017). *Cicha noc* [Film]. Stowarzyszenie Filmowców Polskich Studio Munka.

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TV PRODUCTIONS

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TV Series/Programme: Producer, A., Producer, B., & Producer, C. (Producers). (year–year). *Title* [TV series/programme]. Production company.

Episode: Director, A. (Director). (year, Month day). Title (Season number, Episode number) [TV series episode]. In A. Producer, B. Producer, & C. Producer (Producers). (year–year). *Title*. Production company.

Examples:

- Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Producers). (2002–2008). *The wire* [TV series]. Blown Deadline Productions; HBO.
- Skonieczny, K. (Director). (2018, October 3). Episode 3 (Season 1, Episode 3) [TV series]. In A. Root (Producer), *Ślepnąc od świateł*. HBO.