Editorial requirements

Part I: The general edition

We kindly request for compliance with the following editorial requirements, which will streamline preparation of the text for printing. The texts that do not fulfill the requirements will be categorically rejected.

1. text editor – MS Word;
2. type of file: .doc, docx
3. typeface – Times New Roman 12 points;
4. lack of the page numbering;
5. 1.5 line spacing;
6. indentation 1.25 cm;
7. title of the paper – 14 points, normal print, bold;
8. titles of chapters and subchapters – 12 points, normal print, bold;
9. captions under tables, diagrams, drawings and illustrations;

   - under the illustration the abbreviation "Tab." not bolded, 12 points; next to: title of the illustration, 12 points, normal, italics,
   - under caption (ex. author's commentary, the descriptions of the drawing), 10 points, normal;

10. text in tables, drawings and their sources, references and summary – font 10 points;
11. single spacing;
12. tables, diagrams, drawings and illustrations should be situated in the appropriate place of the text close to the mentioning in the paper, continuous numeration, numbers and titles under the tables beginning at the left edge;
13. description of sources of tables, drawings, etc – under tables beginning at the left edge;
14. drawings and diagrams from EXCEL as well as their graphic versions included separately in the e-mail (format: JPG, gif, png and similar) ready for pasting to Word and WWW, in separate files, of high quality (definition!);
15. academic title, name and surname, full name of the university (institution) – Times New Roman 10 points, single spacing, at the first page in the left up corner
16. footnotes numbered for the entire article, Latin abbreviations in italics (ibidem, op. cit, vide, etc.)
17. names of authors, politicians and every other person:
    - for the first time: full name and surname;
    - the next time: initial of the name and full surname, alternatively only the surname or the rank and the surname;
18. titles of books, chapters and articles in the text: in italics; titles of journals, newspapers, periodicals, research projects: in quotation marks;
19. quotes – in quotation marks, without italics.

Part II: The references

Instruction of creating references:

1. References to the books – according to the scheme:

author's name initial, author's surname (in spaced-out font), title in italics, place and year of publication, page(s)

W. B. Johnson, *The Pacific Campaign in World War II: From Pearl Harbor to Guadalcanal,* Abingdon-New York 2007, pp. 244–45.

2. References to the texts included in joint publications

author's name initial, author's surname (in spaced-out font), title in italics [in:], title of the joint publication in quotations marks, the editor (initial of his/her name, full surname), place and year of publication, page(s)

G. Rdzanek, *Polska na rozdrożu pomiędzy NATO a Europejską Polityką Obrony* [in:] *Unia Europejska i Polska wobec dylematów integracyjnych na początku XXI wieku,* ed. M. Stolarczyk, Toruń 2006, p. 276.

3. References to academic and scientific journals as well as to newspapers and popular magazines

a) *author's name initial; author's surname (in spaced-out font); title in italics; name of the periodical in citation marks; year or yearbook; volume; issue or number, or edition; page(s)*

S. Musiał, *Ewolucja i stan francuskiej nauki o stosunkach międzynarodowych,* "Stosunki Międzynarodowe. International Relations" 2003, Vol. 28, No 3-4, pp. 97-100.

b) *author's name initial; author's surname (in spaced-out font); title in italics; name of the newspaper, periodical or magazine in citation marks; date of the article; page(s)*

R. Hunt, *Ignoring the Politics of Bad News,* "Wall Street Journal", 01.05.2016, p. 15.

4. Reference to the Internet sources – according to the scheme

  a) link in angle brackets "<>" and after space date of access in normal brackets "()"

<http://www.alohatube.com/ktm/view.cgi?i=1313766404&u=http://www.redtube.com/1376640> (18.06.2012).

  b) author and/or the title of the text (if his/her/they/it appear(s) in the link), name of the portal, date of publication

C. Leguy, *Géopolitique. La Roumanie au seuil de l'Union européenne,* Diploweb.com, 9.05.2005, <http://www.diploweb.com/Geopolitique-La-Roumanie.html> (9.01.2013).

Detailed remarks:

1. Author's surname in spaced-out font, title of the text in italics, name of the periodical in quotation marks, "Ibidem" and other Latin words in italics.

2. Please, use dashes and hyphens consciously, vide: http://www.dashhyphen.com/.

3. When a note refers to the same work as the previous note, you can use *ibidem* to refer back to the previous source. This is acceptable even if several pages of text separate the two notes. *Ibidem* is followed by a page number if the page from which the second reference is taken is different from the first. If the pages are exactly the same, no number is necessary.

4. If only an author is repeated (identical in two subsequent references) and the title is different instead of writing the author's surname use Latin word *idem* (for male authors) or *eadem* (for female authors) in italics and in space-out font.

N. Ferguson, *Civilization: The West and the Rest,* London 2011, p. 95
Idem, *Empire: The Rise and Demise of the British World Order and the Lessons for Global Power,* London 2002, p. 73
Idem, *The Ascent of Money: The Financial History of the World,* New York 2008, p. 120.

5. If the same source is appearing in various references, then:

a) for the first time we give full reference

J. Baszkiewicz, *Francja. Historia państw świata w XX wieku,* Warszawa 1997, pp. 56–98.

b) in the next appearances of the source we use Latin abbreviation *op. cit.*, giving initial(s) and surname(s) of the author(s) and – if needed – page(s).

> J. Baszkiewicz, *op. cit.* or J. Baszkiewicz, *op. cit.,* pp. 123–156.

c) If there are more referred texts of the author, then the repeating title of the text should be shortened.

> J. Baszkiewicz, *Francja. Historia…,* pp. 56–98.

6. We give the publishing house only when it is justified by substantial values. In such a case the publishing house should be situated before the place and the date of publishment.

> J. Baszkiewicz, *Francja. Historia państw świata w XX wieku,* Wydawnictwo Czytaj Więcej, Warszawa 1997, pp. 56–98.

7. Titles in foreign languages should be given according to the ortographic rules of particular languages.

Part III: The bibliography

A. **Hierarchical classification** (bibliographic positions ought to be sorted in sequence according to the rules given below, and within the categories in alphabetical order)

  1. Source materials
     a) Serial publications (serial editions even if individual titles or issues are mentioned separately in point 2c)
     b) Internet portals (including electronic databases even if there are not in on-line version, ex. Lex)
     c) Documents (legal regulations, history sources, etc)
     d) Audiovisual materials (films, broadcasts, interviews conducted by the third parties)
     e) Interviews (carried out by the author on his/her own)

  2. Studies
     a) Books
     b) Chapters in joint publications
     c) Articles

B. **Detailed remarks**

1. References according to the same rules like in the case of footnotes with the exceptions as described below.
2. First the surname should be given and then the initial of the name (without a comma after the surname), then the title, etc.
3. In the case of joint publications cited as the whole, we begin by giving the title, then "ed.", the initial of the name, the surname. The title – not the author's surname – decides the proper alphabetic order.
4. In the case of chapters in joint publications the surname of the author of the chapter decides the alphabetical order. The description begins like in the footnotes from the surname of the author of the chapter.
5. Pages are not given in the bibliography.
6. Positions in the bibliography are not finished with dots.