

TECHNICAL AND EDITORIAL INFORMATION FOR AUTHORS

FORMAT:

- *.doc
- *.docx
- *.rtf

INFORMATION ABOUT AUTHOR:

- Mail address
- Academic degree position and place of work

ADDITIONALLY WE ASK FOR:

- Originality statement
- Statement saying that the article is not in any other publishing process

INFORMATION ABOUT TEXT:

- It should contain up to 40 000 characters (including the main text, abstracts, key words, tables and diagrams, footnotes and bibliography)
- Bibliography in alphabetical order should be attached to the article
- Abstract (up to 250 words) should be attached to show/present the goals, ways of analysis and main conclusions as well as clear and synthetic problems; in case of abstracts in more than one language the contents should be identical
- Key words should be provided (5-8)

ATTENTION:

- In case of citing authors from China or Korea, full surname and first name should be given (starting with the surname) both in footnotes and bibliography.
- This rule does not apply to Japanese authors (please use only the first letter of given name).
- This rule can be applied to other nations of the world where most of the surnames are non-characteristic.
- In case where cited author does not have a surname at all, please mention all components of the given name necessary for identification, listed in order officially adapted by his nation.

BIBLIOGRAPHY:

- Bibliography should be written in alphabetical order
- Titles of books and articles should be written in italics
- Titles of journals should be written in inverted commas
- Names of publishing houses should not be included
- The words in the titles of books and articles are capitalized
- In case of a book or article that has been published only in a non-congress language and/or

non-latin script (including Russian), we require the Author's name romanized, and a romanization of the title to be included in square brackets after the original title:

Author's romanized surname and the first letter of name(s), comma, title [title romanization, comma, place and year of publishing, full stop

Morimi T., 夜は短し歩 けよ乙女 [Yoru wa mijikashi aruke yo otome], Tokio 2006.

Preferred transcription standards are those of ALA-LC. You can find the tables of transcription here: <http://www.loc.gov/catdir/cpsd/roman.html>

- In case of a book or article that has been published in a language other than English, but there is also an English-language publication we ask for the English title and the place and year of both publications

Author's surname and the first letter of name(s), comma, title [English title, comma, place and year of publishing], comma, place and year of publishing, full stop

- **In case of a book** – Author's surname and the first letter of name(s), comma, title, comma, place and year of publishing, full stop.

Bauman Z., *Konsumowanie życia* [*Consuming Life*, Cambridge 2007], Warszawa 2009.

- **In case of collective works** – title, comma, first letter of editor's name(s) and full surname, (ed.), comma, place and year of publishing, full stop.

Antropologia ciała. Zagadnienia i wybór tekstów [Anthropology of the Body. Issues and Choice of Texts], M. Szpakowska (ed.), Warszawa 2008.

- **In case of articles in collective works** – Author's surname and the first letter of name(s), comma, title, [in:], title, comma, first letter of editor's name and full surname, (ed.), comma, place and year of publishing, full stop.

Wolf N., *Mit piękności* [Beauty Myth] [in:] *Antropologia ciała. Zagadnienia i wybór tekstów* [Anthropology of the Body. Issues and Choice of Texas], M. Szpakowska (ed.), Warszawa 2008.

- **In case of an article in a journal** – Author's surname and the first letter of name(s), comma, title, comma, journal's title and year of publishing, comma, next issue of the journal, full stop.

Szlendak T., *Techno-dzieci końca ery industrialnej* [Techno-children of the End of the Industrial Era], „Studia Socjologiczne” [Sociological Studies] 1994, No 1.

- **In case of an article in a daily magazine** – Author's surname and the first letter of name(s) if available, comma, title, comma, magazine's title and date of publishing (dd.mm.yyyy), full stop.

Tomlinson C., *Texas lawmakers approve abortion restrictions*, „The Daily Times” 24.06.2013.

Attention: If authors name is unavailable and initials, abbreviated name or an ambiguous pseudonym is provided instead, it should be omitted. In such case please include the article title, magazine's name and release date only.

RIGHT: *Cold snap slow to let go*, „Otago Daily Times” 24.06.2013.

WRONG: additional reporting APNZ, *Cold snap slow to let go*, „Otago Daily Times” 24.06.2013.

- **Internet sources** – Author's surname and the first letter of a name(s), comma, title, comma, the name of the website, comma, full Internet address, comma [Access date: (dd.mm.yyyy)], full

stop.

FOOTNOTES:

- Should be placed at the bottom of the page
- Should be numbered in ascending order in Arabic numerals
- The titles of the books and articles should be written in italics
- The titles of journals should be written in inverted commas
- Do not give the names of the publishers
- The words in the titles of books and articles are capitalized
- Latin abbreviations should be used: *ibidem*, *idem*, *op.cit.*
- In the case where a book or article has been published only in a language other than English, we require translation into English title

Author's first letter of name(s) and full surname, comma, title [title translation into English], comma, place and year of publishing, full stop.

S. Lem, *Bomba megabitowa [The Megabit Bomb]*, Cracow 1999.

- In the case where a book or article has been published in a language other than English, but there are also English-language publication we ask for translations into English and the place and year of publication

Author's first letter of name(s) and full surname, comma, title [title translation into English], comma, place and year of publishing], comma, place and year of publishing, full stop.

- **In case of a book** – Author's first letter of a name(s) and full surname, comma, title, comma, place and year of publishing, p. (page number), full stop.

Z. Bauman, *Konsumowanie życia [Consuming Life]*, Cambridge 2007], Warszawa 2009, p. 65.

- **In case of collective works** – title, comma, first letter of a name(s) and editor's surname, (ed.), comma, place and year of publishing, p. (page number), full stop.

Antropologia ciała. Zagadnienia i wybór tekstów [Anthropology of the Body. Issues and Choice of Texas], M. Szpakowska (ed.), Warszawa 2008, p. 43.

- **In case of articles in collective works** – Author's first letter of a name(s) and full surname, comma, title, [in:], title, comma, first letter of editor's name and full surname, (ed.), comma, place and year of publishing, p. (page number), full stop.

N. Wolf, *Mit piękności [Beauty Myth]* [in:] *Antropologia ciała. Zagadnienia i wybór tekstów [Anthropology of the Body. Issues and Choice of Texas]*, M. Szpakowska (ed.), Warszawa 2008, p. 45.

- **In case of an article in a journal** – Author's first letter of a name(s) and full surname, comma, title, comma, journal's title and year of publishing, comma, next issue of the journal, p. (page number), full stop.

T. Szlendak, *Techno-dzieci końca ery industrialnej [Techno-children of the End of the Industrial Era]*, „Studia Socjologiczne” [Sociological Studies] 1994, No. 1, p. 22.

- **In case of an article in a daily magazine** – Author's first letter of name(s) and full surname if available, comma, title, comma, magazine's title and date of publishing (dd.mm.yyyy), full stop.

Tomlinson C., *Texas lawmakers approve abortion restrictions*, „The Daily Times” 24.06.2013.

Attention: If authors name is unavailable and initials, abbreviated name or an ambiguous pseudonym is provided instead, it should be omitted. In such case please include the article title, magazine's name and release date only.

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- **Internet sources** – Author’s surname and the first letter of a name(s), comma, title, comma, the name of the website, comma, full Internet address [Access date: (dd.mm.yyyy)], full stop.

FORMAT:

- 1,5 line spacing
- Font – Times New Roman
- Justified text
- Use inverted commas for quotations