

Nicolaus Copernicus Academy

Instruction for the authors

(The remarks about the translation are not valid for those authors who give the text to a translator)

THE FORM OF THE ARTICLE:

- ③ **format:** RTF or PDF;
- ③ **illustrations in electronic version** (we print in black and white standard); **subtitles for the illustrations:** in a separate file or at the end of the text
- ③ **footnotes:** the full titles of cited sources and literature should be written **down on the same page**, not at the end of it. The Oxford, Harvard or other system should not be used. Illustrations are printed at the end of the article. The reference to the illustration should be done in the brackets „(Fig. 1),,

IMPORTANT LANGUAGE DETAILS

- ③ in **German** – old or new orthography according to the wish of the author or translator ③ **illustrations, maps, tables** – should be also translated or given for the translator ③ **transcription / transliteration** – according to one, chosen standard; do not transliterate **inscriptions**; we strongly advise using international standard ISO:

http://en.wikipedia.org/wiki/List_of_ISO_transliterations

However, in some exceptional cases we can accept e.g. English transcription

- ③ please check the **diacritical marks**
- ③ **translated article:** should mention the name of the translator at the end: **translated by....**

MAIN TEXT OF THE ARTICLE / BOOK NOTICE

1. **Numerals** – in full words, but not years, which should be written with numbers; the exception of numbers for all numerals may be accepted when the text has a lot of numbers.
2. **Dates** – months should be written in words, dates, numbers in full words; the exception of numbers for all dates may be accepted when the text has a lot of dates.
3. ordinal numerals in **English and French** should be written **10th, XV^e, 6^e**. In German with the dot after the number (**10.**). The century in German in Arabic numbers: **10. Jahrhundert**. If we mention „the thirties of the XVth century – **1430s, 1430er**. If we mention halves of a century, we write it out in full: **erste Hälfte des 11. Jahrhunderts, first half of the 11th century**.
adjectives with numerals – 15-years old, 30. anniversary, XV-century, 4-paged, 600-anniversary
4. **Citations** – we write in „.....” or “.....” in case of texts in English, without italics (**also in texts in French**), even if the cited sentence is in the other language than the language of the article.; the missing words not cited in the citation are marked with square brackets with three dots, e.g.: „**citation [...] citation**”; the **commentaries** of the author who gives the citation should be given in the square brackets; **cited poetry** should have the original form of the text layout; if in the cited text there are some elements **underlined by the author** they should be written with separated letters, e.g. „here is the example of c i t a t i o n for the authors”; the **titles mentioned** in the text of the article should be written with italics.
5. **Geographical and proper names** should be given in the language of the article only if they are used in this language; the name mentioned for the first time should be given both forms

- local and of the language of the article, e.g. Warschau (Warszawa); an exception are the bynames – always should be translated with both names when mentioned for the first time. Historical names should be also translated if the names are in use in the language of the article, e.g. Henry of Głogów not Henryk of Głogów but: Głogów not Glogow.
 - 6. **Titles** should be translated into the language of the article and written in italics; original form of the title in the footnote; if the work has a short **common name** than written in Roman type, e.g. Chronicles (Kroniki).
 - 7. **Foreign expressions** used in the language of the article like *status quo, a priori, et cetera* should be written in italics
 - 8. **The names of the scholars** mentioned in the article should be given either in full or the surname only, e.g. according to Bronisław Geremek or according to Geremek. 9.
 - Abbreviations** i.e; etc., i.a., e.g., bzw., d.h. should not appear in the text; they should be given in full version or replaced by another expression, colon or dash, but consequently in all the article; but abbreviations in the brackets are allowed like the example: (books, articles etc.).
 - 10. A word **saint** should be given in full, without shorting St.; other clerical titles and scientific titles like Professor, Doctor should be given in full words.
 - 11. **Quotation marks** within the quotation marks – simple: „The book on the ‘experiences’ of Doctor Lloyd”. In English and French, quotation marks go down- and upwards „**English and French**”; in German only upwards “**Deutsch**”.
 - 12. **Subtitles under the illustrations** – finished with the dot, the names – first only initial and full surname; e.g.
- Fig. 1. Northern Bulgaria in the 9th century. By T. Schmidt.

FOOTNOTES

1. **Text of the footnote** should start with the big letter; a dot always at the end of the footnote. 2. **A book or the article** given in the footnote: author (first letter of the name and the full surname), title in the original language and in italics (without translation in the brackets), abbreviations (in, ed. by, hrsg. von, a cura di, transl. by) according to the language of the article, the place of edition in original language and year in number (more than one place of publication – the names with divisions without spaces, e.g.: Berlin-New York), sites in abbreviations of the language of the article (in English and French – p., in German – S.).

- more than one names of the author in the footnote – without space, e.g.: A.E. Tomas - more than two authors of the same publication – with comas, e.g.: A. Tomas, T. Sarnowski - do not give the editorial house of the publication
- the year of publication always in Arabic cyphers

a) **title of the book (article)** – in italics: **author, title** (in the original language), **the place of edition** (in the original language) and **a date of publication** (without a coma between them), **pages**, to which the author gives a reference (more than one page: 1, 3-5, 7). Only in English double pp. for more than one page. The title in English should contain big letters at the beginning of each word in the title (but not pronouns and articles; in French titles, if the title starts with an article, the noun after it should be written from the small letter.

Examples:

J. Mesqui, *Château forts et fortifications en France*, Paris 1997, pp. 108-109.

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F. Kalousek, *Velkomoravské hradiště Pohansko u Břeclavě*, „Archeologické rozhledy“ XII (1960), pp. 469, 505-530.

- **title of the periodical** – after a coma (not in:), in quotation marks, not italics (if more than one word – all of them starting with big letters (e.g. “Slavia Antiqua”); an exception are Czech, Slovak and French periodicals; the number of the volume in Roman numerals (if the volume has two parts, the parts in Arabic), year in Arabic in the brackets, fascicule, part or Heft in Arabic – without comas between them, only before the pages; do not give the place of publication for the periodicals

Examples:

F. Kalousek, *Velkomoravské hradiště Pohansko u Břeclavě*, „Archeologické rozhledy“ XII (1960), pp. 469, 505-530.

W. Mischke, *L'homologue cracovien de Jérôme Bosch*, “Art & Fact. Revue des historiens de l'art, des archéologues, des musicologues et des orientalistes de l'Université de Liège” XIII (1994), pp. 68-77.

B. Stanislawski, *The Mammen Style from West Pomerania (Wolin and Kamień Pomorski)*, “Viking Heritage Magazine” II (2003) 2, pp. 3-5.

- **title of the series** (if the book with its own title was published within the series) – after a coma, without “in:”, no italics, no quotation marks, all the words for the title starting from the big letters, the place of publication required

Example:

J. Rozpędowski, *Gród a zamek w Polsce – problem genezy i typologii*, *Prace Naukowe Instytutu Historii Architektury, Sztuki i Techniki Politechniki Wrocławskiej*, XII, *Studia i Materiały*, V, Wrocław 1978, pp. 91-95.

- **a series with no particular title for the each part** – after a coma, with “in:”, in italics, all the words for the title starting from the big letters, no quotation marks, no date and place of publication; the abbreviation of the series is allowed, but with the note: plus loin: / henceforth: / weiterhin:

Example:

J. Bieniak, *Oporowski Mikołaj*, in: *Polski Słownik Biograficzny* (henceforth: PSB) XXIV (1979), pp. 138-139.

W. Urban, *Łaski Hieronim*, PSB, XVIII (1973), pp. 225-229.

- **multi-volume publication** (usually literary sources and encyclopaedias) – as a series with no title for each part (d), but with the place of publication; abbreviation is allowed

Example:

Kodeks dyplomatyczny Śląska (weiterhin zit.: KdŚl), I, hrsg. von K. Maleczyński, Wrocław 1956, Nr. 35.

KdŚl, III, hrsg. von K. Maleczyński, Wrocław 1964, Nr. 337.

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- **article from a collected edition / volume** – after the author and the title there should be a coma, “in:” / “dans” with no square brackets (not [in:])

Example:

D.E.L. Haynes, *A Short Historical and Archaeological Introduction to Ancient Tripolitania*, in: *The Antiquities of Tripolitania*, London 1959, pp. 52-54.

- the next reference to the same article / book

- in the publication compiled – without a full title of the book

- in the periodical and series – we repeat the title of the periodical and series - in the book – we repeat the title of the book

3. Abbreviations

- **ibidem, eadem, idem, iidem, op.cit.** – in every type of title, in every language

- **ibidem** – if in the footnote above is only one title; the abbreviation for the same author and his publication, the same page/ pages as in the footnote above

- **ibidem, page** – if the author is the same, the same publication, but the pages are different

- **idem/eadem/iidem** only in the same footnote; **do not refer** to the previous footnote in the next one:

²² W. Igrkowski, *Europe*, Warsaw 2004, pp. 2-7.

²³ **Idem**, *History of Poland*, Warsaw 2002, pp. 22-89.

Correct:

²² W. Igrkowski, *Europe and the World*, Warsaw 2004, pp. 2-7; **idem**, *History of Poland*, Warsaw 2002, pp. 22-89.

²³ W. Igrkowski, *Europe...*, Warsaw 2004, pp. 10-17.

- **op.cit.** – with no space between the op. and cit.; only if **one** article of the same author is cited

- **author, op.cit.**, - only if **one** publication of this author was cited above

- **author, op.cit., page / pages**

Example:

J. Kowalski, op.cit., p. 23.

- if more than one publication of the same author was mentioned above – **the author. beginning of**

the title and ellipsis / suspension marks, p. / pp.

Example:

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²² W. Igrekowski, *Europe and the World*, Warsaw 2004, pp. 2-7; idem, *History of Poland*, Warsaw 2002, pp. 22-89.

²³ W. Igrekowski, *Europe...*, Warsaw 2004, pp. 10-17; idem, *History...*, p. 22.

J. Kowalski, *Poszukiwania...*, p. 46.

3. **Unpublished materials and archives:** titles in Roman type, without quotation marks 4.

The titles of publications cited in the footnotes should be divided with the sign of (;)

5. The following pages cited should be marked with abbreviations: **f. or ff.** not sq. or sqq.; the same **fig.** not ill.

6. The reference to the previous citation should be given in the full word of the language of the article; e.g. in English **see**, in German **.....**, in French, in Italian **.....**; afterwards colon

7. **Citation in the footnote:** if in the language of the article – than in Roman type in quotation marks; if in Latin – then in italics

8. **Bibliographical reference with citation:** in the footnote should be given after the **citation** in the brackets:

Examples:

²³ „[...] if there are two brackets [...]” (J. Stuhr, *Śpiewać każdy może*, Opole 1979, p. 6).

²³ **J. Stuhr in the interview tells about the bibliography:** „[...] if there are two brackets [...]” (idem, *Śpiewać każdy może*, Opole 1979, p. 6).

9. If the sentence in the footnote contains the reference to the publication within the sentence, than it should be given in brackets:

Example:

Der Kapellan Henryk, seinem Beinamen zufolge ein Bayer, gehörte zum näheren Personenfeld der Herzogin Jadwiga. Die Kastellanei von Wleń war vermutlich ihre Mitgift, diese Annahme wurde von H. Appelt geäußert, unter Berücksichtigung der Unterschrift der Herzogin unter einem Dokument von 1217, das die Entstehung einer neuen Gemeinde in Bystrzyca betrifft (H. Appelt, *Zur Siedlungsgeschichte der Kastellanei Lähn*, „Zeitschrift für Geschichte Schlesiens“ LXXIII (1939), S. 1 f.).

10. **The number of the edition of the same publication** – should be given after the year of publication, in the upper index

Example:

B. Zientara, *Henryk Brodaty i jego czasy*, Warszawa 1997², p. 151.

11. **The name of the editorial house** – never in the text, footnotes and other places within the article

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12. **Review** – name and surname of the author of the review, Rec.: *full bibliographical note with the name, title and place of publication in italics*, periodical, pages.

Example:

J. Cincibulski, Rec: *W. Igrekowski, O trzymaniu rąk w kieszeni*, Warszawa 2004, „Kwartalnik Socjotechniczny” II (2006) 3, p. 6.

BOOK NOTICES

§ **bibliographical description:** author (full name and surname), *title of publication in the original form in italics* (in the brackets, in Roman type letters, translated into English, all the words starting from the big letters, but not pronouns and articles), the name of the editorial house, the place and date of publication (without a coma between them), the number of pages, information about the illustrations, maps, annexes, indexes, summaries in other languages:

- a. additional information concerning the number of volumes, pages, illustrations, maps, annexes, indexes should be given in English
- b. the word: Summary / Zusammenfassung / Résumé / Riassunto in the language of the summary
- c. the name of the editor and place of publication should be given in the original language of the publication described; if more than one place of publication: London-New York-Berlin d. the year of publication should be given in Arabic letters only
- e. the number of pages should be given in the numbers used in publication (e.g. XVI, 432 pp.) f. if more than one volume, between the two should be given the sign of plus “+” (e.g. XVI, 432 + XI, 236 pp.)
- g. unnumbered pages should be marked with the sign of plus, number of pages in square brackets (e.g. e.g. XVI, 432 pp. + [12])
- h. the titles of the series, periodicals should not be translated, the number of the volume in series should be given in Roman numerals, without the abbreviation "vol." i. the number of volumes in Arabic letters
- j. never abbreviate the word „illustrations”
- k. the centuries translated into English in the brackets – in full words (twelfth century)
- l. at the end of the bibliographical description should be a dot

§ **under the notice** – the name of the author of the book notice

§ **the text** – the rules are the same as for the text of the article

a. – am
b. – bei
i. – in, im (nur mit Bezug auf Ortsnamen)
a.d. – an der
Abb. – Abbildung
Abk. – Abkürzung
Abs. – Absatz

6

Anh. – Anhang
Anl. – Anlage
Anm. – Anmerkung
Art. – Artikel
Bd. – Band
Beil. – Beilage
Bem. – Bemerkung
bes. – besonders
betr. – betreffend; betreffs
bzw. – beziehungsweise
ca. – zirka
d.Ä. – der Ältere
d.h. – das heißt
d.i. – das ist
d.J. – der Jüngere (mit Bezug auf Namen und Beinamen) Ders. – derselbe
dgl. – dergleichen
Dies. – dieselbe
Dr. – Doktor
ebd. – ebenda
chem. – ehemalig
eigtl. – eigentlich
evtl. – eventuell
Ex.; Expl. – Exemplar
ff. – und folgende (Seiten)
geb. – geboren
gebr. – Gebrüder
gegr. – gegründet
gestr. – gestorben
hl. – heilig
hrsg. – herausgegeben
i.J. – im Jahre
Jb. – Jahrbuch
Jg. – Jahrgang
Jh. – Jahrhundert
Kap. – Kapitel
km – Kilometer
l. – lies
l. J. – laufenden Jahres
l. M. – laufenden Monats

lfd. – laufend
in
lt. – laut
M – Mark
m – Meter
m. – mit
M. – Monat
MA. – Mittelalter
Mag. – Magister
Md. – Milliarde

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Mill. – Million(en)
min. – Minute
Nr. – Nummer
o.ä. – oder ähnliche(s)
o.P. – ordentlicher Professor
poln. – polnisch
Prof. – Professor
S. – Seite
s. – sieh(e)!
s.o. – sieh(e) oben
s.S. - sieh(e) Seite
s.u. – sieh(e) unten
sog. – sogenannt
St. – Sankt
Tsd. – Tausend
u. – und
u.ä. – und ähnliche(s)
u.a. – und andere; unter anderen(m)
u.a.m – und andere mehr
u.desgl. – und desgleichen
u.desgl. (m.) = und desgleichen (mehr)
u.dgl. (m.) - und dergleichen (mehr)
u.zw. – und zwar
usf., usw. – und so fort, und so weiter
v. – von, vom
v.J. – vorigen Jahres
verh. – verheiratet
Verl. – Verlag
verw. = verwitwet
vgl. – vergleich(e)
w.o. - wie oben
z.B. – zum Beispiel
z.T. – zum Teil
z.Z. – zur Zeit

FRENCH ABBREVIATIONS (ABRÉVIATIONS FRANÇAISES)

à suivre

a.c. – année courante, de l'année en cours
 A.p., a.p. – année passée
 Abb^e – abbaye
 Anc., anc. – ancien; anciennement
 Ann. – annuaire
 Ap.J.-C., ap.J.-C. – après Jésus-Christ
 apr. – après
 article
 aussi
 av. – avant
 avec
 bulletin de

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c.-à.-d. – c'est-à-dire
 C.F. – château fort
 cap. – capitale
 Cath. – cathédrale
 celui/celle
 Cf – confère
 Cf. note, Cf. n. – confère note
 chap. – chapitre
 Ch^{au} – château
 cit. suiv. – co to znaczy ? odpowiednik dalej jako/ henceforth po francusku to
 cité par
 Couv^t – couvent
 CRT, Crt, crt – courant
 dans
 de notre ère
 du mois
 éd. – éditeur
 édition, publication
 élab. par
 en bas
 en haut
 en particulier p. – en particulier (la) page
 env. – environ
 et ainsi de suite
 et cetera
 et d'autres
 étude sur
 ex. – exemple
 fasc. – fascicule
 ici
 Journal
 Ms., ms. – manuscrit
 Mt – Mont
 n. – note
 n^o (n^{os}) – numéro
 numéro d'ordre

p. – page
p.ex. – par exemple
partie
plus loin cit.
préface; avant-propos, prologue, introduction
près de
publié(s) par
publiée(s) par
s. - siècle
série
sous la réd. de
S^t, S^{te} – saint(e)
suppl. – supplément
supplément, addition

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t. – tome
v. – voir
voir à ce sujet
vol. – volume

ENGLISH ABBREVIATIONS

&c. – and so forth, and so on
2nd edn. – second edition
a. – about
A.C. – ante Christum (natum)
abbr., abbrev. – abbreviated; abbreviation
Abp – Archbishop
also
art. – article
bef. – before
c.; cap.; ch. – chapter
contd – continued
d. – died (or) date
dbl. – double
dec. – deceased
e.g. – for example, for instance
ed. (by) eds. – editor, editors
ed./ edit. – edited
edition, issue, publication
edn – edition
emphasis mine
esp. – especially
ex. – example(s)
f./ff. – following
fasc. – fascicle
fig. – figure
first edn./ 1st edn./fifth edn.

footnote
Fr – Father
hf – half
i.e. – id est (that is)
ill. – illustration
in
in the sense of
Jl; Jnl – Journal
Jr – junior
m. – married
n. – note
N.D. – no date
No., no./Nos., nos. = nr
note(s)
orig. – original
p./pp. – page, pages

10

par. – paragraph
part
per. – periodical
pub; pub.; publ. – publication, published, publisher
Q. – queen
quotation after
rem. – remark
repr. – reprinted
S. – saint (or) society
see (also)
see above
see below
see further
seq. – sequens
special issue of
Sr – senior
transl. – translation
u.m. – under mentioned
vol. = volume
w. – wife
y./ yr(s) – year(s)

LATIN ABBREVIATIONS

ad loc. – ad locum – at the place
c. – caput = chapter
cap. – capitulum = (small) chapter
cf. – confer = compare
cir. – circa = about
e.g. – exempli gratia = for example
ed. – editio = edition
fasc. – fasciculum = fascicle

fol. – folio
 i.a. – inter alia = among others
 i.e. – id est = this is
 ibid. – ibidem = there
 id. – idem = the same (person)
 in
 l. – liber = book
 loc.cit – loco citato = in the cited place, at the place already
 cited ob. – obiit = died
 op.cit. – opus citatum = the work cited; opere citato = in/from the cited work
 p.(pp.) – pagina = page
 p.a. – per annum = per year
 pars = part
 passim = in many places
 q.v. – quod vide = which see
 r – recto = the foreside of the leaf
 s.a - sine anno = without year
 s.v. – sub voce – under the word / title

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scil. – scilicet = namely, that is to say, to wit
 sq.(sqq.) – sequitur = (as) follows ut inf. –
 ut infra – as below
 ut sup. – ut supra = as above
 v – verso = backside of the leaf /
 page v. – versus = line
 v. – vide = see
 vol. – volumen = volume

ITALIAN ABBREVIATIONS

(n) – nota richiamo
 a – anno
 a cura di
 a.c. – anno corrente
 a.C. – avanti Cristo
 abbr. – abbreviazione
 all./alleg. – allegato
 anche
 annata (tutti i numeri per un
 anno) anno
 anno corrente
 annuario (un numero per anno)
 app. – appendice
 art. – articolo
 bibl. – biblioteca
 c – circa, città, capitale
 c.s. – come sopra
 c.vo – corsivo
 cap./Cap. – capitolo

citare inra come
cf./cfr. – confronta
cioè
cit. – citato(-a)
citazione
cod. – codice
come sopra
comprendere notizie
continua
così detto
d.C. – dopo Cristo
dello stesso autore
di sotto
doc. – documento
dott. – dottore
e
e così via
e succ. – e successive
e via dicento
Ed. – editore

12

ed. – edizione
ed. nuova di ... - edizione nuova di
... esemplare
estratto dall'/ da
et altri
età; secolo
f – foglio
f.lli – fratelli
fasc. – fascicolo
il... (con la data ; il 15
Ottobre) ill. – illustrazione,
illustrato
in
in particolare
l. – libro
la metà dell'anno
leggi
letteralmente
m – metro
M – mezzo
m. – mese, monte
M.E. – Medio Evo
maggiore
min. = minuta, minimum
ms/mss. – manoscritto/-i
n – numero
N.d.A. – nota dell'autore
N.d.E. - nota dell'editore

N.d.R. – nota della redazione
N.d.T. – nota del traduttore
n.n. – non numerate
N°/nn – numero/-i
nota
op.cit. – opera citata
oppure
opuscolo
P – Papa, padre
p./ pp. – pagina, paginae
pagine seguenti
p.c.c. – per copia conforme
p.es./p.e. – per esempio
par. – paragrafo
paragonare anche
parte
periodico, rivista
pp.n.n. – pagine non numerate
Pr. – Principe
prof. – professore
redazione
rist. – ristampa
S. – Santo

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s.d. – senza data
s.e. – senza editore
s.l. – senza luogo
s.l.n.d. – senza luogo né data
s.n. – senza numero
S.S. – Santi
sec. – secolo
serie
sg./s./seg. – sequente (successivo)
ss. – seguenti
stampato
t – tomo
tabl. – tabella
titolo
v. – verso
v.s. – vedi sopra
V/vol. – volume
vedi
vedi sotto
Vesc. – vescovo