

GENERAL RULES FOR THE PREPARATION OF TEXTS BY AUTHORS

ORIGINAL MATERIALS FROM THE AUTHOR

1. The file containing the article should be named after the author, e.g. kowalski.doc .
2. **Text file format:** Word doc, odt, rtf for the humanities or LaTeX for the sciences.
3. **All graphic elements (photos, charts, tables)**
 - Should be sent as attachments in a separate folder labeled, e.g., kowalski graphic file.
 - Tables/charts should be placed in a specific location in the text.
 - Illustrations/drawings should always be reproduced in a compact block after the article.
 - References to illustrations in the text should be enclosed in parentheses: (Illustration 1), (Figure 1), (Table 1) or (Chart 1).
4. **Article layout:**
 - first and last name in regular font (not capital letters),
 - affiliation and email address, or ORCID number (international system for identifying authors of scientific works),
 - title of the work in bold (not capital letters),
 - abstract in English,
 - text of the article
5. **References**
 - Please provide full bibliographic references in footnotes.
 - All references to studies and sources should be in footnotes (we do not use bibliographies at the end of the article or abbreviated references in brackets in the text).

TRANSLITERATION / TRANSCRIPTION

1. In German text – old or new spelling rules, at the author's discretion, but consistently within a given article.
2. Transcription/transliteration – preferably a standardized notation consistent with international transcription and transliteration rules. We recommend transliteration in accordance with the ISO system:
http://en.wikipedia.org/wiki/List_of_ISO_transliterations
3. Pay attention to diacritics in Czech, Slovak, French, Hungarian, and Lithuanian.

PAGE AND TEXT FORMAT

1. Page format: A4,
2. standard margins: 2.5 cm each,
3. font: Times New Roman,
4. font size of main text including titles: 12 pt,
5. line spacing (spacing) of main text: 1.5 lines,
6. line spacing (spacing) of footnotes: 1 line,
7. justified text,
8. paragraph indentation: 0.5 cm,
9. page numbering centered: at the bottom,
10. 1800 characters (including spaces) per page,
11. avoid highlighting only in exceptional situations use bold (Boald) or spaced printing, only for phrases in foreign languages (English, German, Latin, French) use italics exclusively,
12. do not use underlining (does not apply to linguistics papers),
13. do not use hard spaces (Ctrl + Shift + space), automatic word breaks, or the enter key (Shift + Enter),
14. do not insert line breaks between paragraphs.

MAIN TEXT

Titles:

1. books and articles should be given in translation into the language of the article and should be written in italics (the original form of the title should be given in a footnote, and in cases justified by the argument, where there is no annotation in the footnote, the original version should also be given in brackets),
2. journals should be written in regular font, after a comma and enclosed in quotation marks,
3. documents should be written in regular font without quotation marks,
4. subheadings should be written in bold, with two lines above the title and one line below the title.

Quotations:

1. quotations up to 160 characters should be enclosed in quotation marks,
2. short quotations in the text should be enclosed in quotation marks,
3. long quotations (entire paragraphs) should be highlighted in the text by adding two lines above and below the quotation,
4. entire paragraphs should not be enclosed in quotation marks,
5. interjections by the author quoting the source should be placed in square brackets,
6. when quoting poetry, the layout of the original should be retained,
7. foreign-language quotations should have a Polish equivalent in the footnote,
8. abbreviations/omissions in quotations should be marked with an ellipsis enclosed in square brackets [...],
9. to mark a quotation within a quotation, use German acute quotation marks: »....« ,

10. in the case of a quotation in quotation marks, the footnote should be placed after the closing quotation mark, before the punctuation mark,
11. in the case of a block quotation, the footnote symbol should be placed before the full stop ending the quotation or after another punctuation mark,
12. quotations in foreign languages:
 - quotation marks within quotation marks – “The book on the ‘experiences’ of Doctor Lloyd.” ,
 - in Italian and French, quotation marks are downward and upward “Italiano, Française”,
 - in English only upwards “English”,
 - in German down- and upwards, but different than Italian and French “German”.

Dates:

1. do not use abbreviations such as y. for year and a. for age, but give the full names (year, years, age, ages),
2. give dates uniformly throughout the text in the format day, month in words, year, e.g. he was born on October 14, 1962,
3. dates forming a chronological frame are connected with a hyphen without spaces, e.g. 1999–2007,
4. a slash is used to mark the turn of the year, but the second date is not abbreviated, e.g. 2006/2007.

Numbers

1. In sentences ending with a number referring to a footnote, the period should be placed after the number; the same applies to other punctuation marks.
2. Numerals should be written out in words, except for:
 - statistical data,
 - large numerical values (e.g., 3 thousand, 3 million),
 - it is permissible to write ages in Roman numerals (e.g., XX century).
3. Ordinal numbers in numerical form are permitted in foreign languages, in which case, in English and French, the inflectional ending is written as a superscript (e.g., 10th, XV^e, 6^e), and in German, a period is placed after the number (note: in German, the century is written using Arabic numerals).
4. The 1430s – 1430s, 1430er, written out when there is no complement for the century.
5. First half of the 11th century – “first half” and “century” – written in words (e.g., erste Hälfte des 11 Jahrhunderts).
6. 15-year-old, 30th anniversary, 15th century, 4-page, 600th anniversary – can be written in full or as a number with a hyphen and an inflectional ending.
7. The names of months are written in full, even in dates (unless there are a lot of them, in which case it is at the discretion of the author, but consistently throughout the article).

Proper names

1. When a surname is first mentioned in the text, the first name(s) should be given in full, and thereafter the surname should be given consistently, preceded by the initial of the first name or the surname alone.

2. In scientific texts, the first and last names are given in their original form, including letters not used in Polish spelling.
3. All surnames should be declined.
4. Avoid polonizing foreign names.
5. Two initials of first names should not be separated by a space: H.M. Górecki, not: H. M. Górecki.
6. Double surnames should be joined with a hyphen (short dash) without a space: Przybyszewska-Jarmińska,
7. The names of cities identifying the author of the article should be in the original version.
8. Geographical names and other proper names are given in the language of the article only if they are “customary” in translation into that language in exceptional cases. If the author's argument requires it, such a name should be translated, but when such a name appears for the first time, both forms should be given (i.e., the original in italics in parentheses) exception – nicknames – always translated (while retaining both forms when first mentioned).

Highlighting

1. If a word or phrase is to be highlighted in the text for semantic reasons, it should be highlighted in the manner accepted by QMAN:
 - titles – in italics,
 - “underlining” – light, spaced.

Abbreviations

1. Do not expand abbreviations such as: e.g., among others (no spaces!), i.e., so-called, etc., etc.
2. Use whole words: year, age, half, according to.
3. Expand the word saint, ecclesiastical dignities, and academic titles.

Other

1. Extensive calculations should be written in the form of a bulleted list (•) or a numbered list (1., 2., etc.).
2. Foreign words should be marked in italics.
3. Slang words, unusual words, and words characteristic of the author's style should be written in quotation marks (e.g., “dansy,” “tuskowanie”).
4. Foreign alphabets: e.g., Cyrillic and transliteration/transcription – follow the same rules as for footnotes; use transcription in the text, unless it is a title or surname. Do not transliterate texts, e.g., inscriptions; they must remain as in the original, i.e., in Cyrillic, Greek alphabet, etc.

FOOTNOTES

1. The text of the footnote should begin with a capital letter; always end the footnote with a period.

2. Footnotes should be numbered consecutively throughout the entire article or chapter, and their descriptions should be placed at the bottom of the pages where their references appear.
3. Information in the footnote (author, title, place and year of publication, page) should be separated by commas, and a period should be placed at the end of the footnote.
4. The title of the cited work should be italicized, and the title of the journal should be enclosed in quotation marks.
5. Volume numbers and year, volume, and issue numbers in journals should always be given in Arabic numerals, regardless of the type of numbering used in the publication (e.g., vol. 24, part 7).
6. Place of publication:
 - Should be given in the form specified in the cited document (e.g., London, New York).
 - If there are multiple places of publication, they may all be listed, separated by a hyphen without spaces (e.g., Wrocław–Warsaw–Krakow).
 - If the place of publication is unknown.
7. Publisher: do not include the publisher's name.
8. Year of publication:
 - should be given in Arabic numerals, regardless of how it is given in the publication being described,

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

- if the place of publication is not given, the year of publication should be entered in parentheses.

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

Abbreviations in footnotes

Abbreviations in the language of the article or Latin abbreviations are used uniformly throughout the publication:

- op. cit. (‘cited work’) for works already cited,
- Ibid. (‘ibid.’) for a work cited in the previous footnote,
- Idem (‘the same’) implying the same author, Eidem (‘the same’) masculine plural,
- Eadem (‘the same’) implying the same author, Eaedem (‘the same’) feminine plural,
- passim (‘in various places’) when referring to different pages in a book,
- s.l. (‘no place’) if the place of publication of the book is unknown,
- s.a. (‘no year’) if the year of publication of the book is unknown,
- et al. (‘and others’) if the book or article has more than three authors, the first author and the abbreviation et al. should be given.
- Cf. (compare),
- Cit. per. (quoted from),
- Vide (see),
- p. /pp. (page /pages).

³ B. Schäffer, Szymon Laks, [in:] *ibid.*, Almanac of Polish Contemporary Composers and an Overview of Their Work, Krakow 1956.

⁴ *Ibid.*, Classics of Dodecaphony, Krakow 1964.

⁵ *Ibid.*, p. 75.

Types of footnotes

1. A factual footnote contains an explanation, commentary, and elaboration on a given topic.
2. A terminological (dictionary) footnote includes information and translations of foreign language phrases and specialized terms (simple and expanded) specific to non-dictionary publications.
3. A bibliographic footnote is understood as a bibliographic description of sources with reference pages, and includes the following elements:
 - the initial of the author's first name and surname or the initials of the first names and surnames of the authors (up to three authors are listed),
 - title,
 - names of co-authors in collective works, anthologies, and translations,
 - indication of the edition number (optional),
 - volume number and, if applicable, volume title,
 - place of publication and publisher,
 - year of publication,
 - full stop at the end of the footnote,
 - numbers of the pages cited.

¹ Albert Schweizer, Jan Sebastian Bach, translated from German by Maria Kurecka and Witold Wirpsza, foreword by Charles-Marie Widor, afterword by Bohdan Pocij, Krakow: Polskie Wydawnictwo Muzyczne, 1987, p. 76.

² *Ibid.*, p. 88.

³ Rafał Ciesielski, *Aesthetic Reflection in Polish Music Criticism of the Interwar Period*, Poznań: Poznań Society of Friends of Science Publishing House, 2005, p. 41.

⁴ Władysław Tatarkiewicz, *History of Philosophy*, 8th ed., vol. 1: Ancient and Medieval Philosophy, Warsaw: Państwowe Wydawnictwo Naukowe, 1978, p. 43.

⁵ *Ibid.*, *On Happiness*, 8th ed., Warsaw: Państwowe Wydawnictwo Naukowe, 1985, pp. 145–147.

⁶ PWM Music Encyclopedia, ed. Elżbieta Dziębowska, biographical section, vol. ab, Krakow: Polskie Wydawnictwo Muzyczne, 1979, p. 175.

⁷ Albert Schweizer, *op. cit.*, p. 88.

⁸ Tamara Nikolaevna Livanova, *Istoriâ zapadnoevropejskoj muzyki do 1789 goda*, vol. 1, Moscow: Muzyka, 1986, pp. 211–213.

Examples of bibliographical references

1. For two or more works by the same author in subsequent footnotes, we use *Eadem* ('the same') followed by the first words of the title with an ellipsis and 'op. cit.'.

⁶ Wróblewska-Straus H., Letters from Jane Wilhelmina Stirling to Ludwika Jędrzejowiczowa, *Rocznik Chopinowski* 1980, no. 12.

⁷ *Ibid.*, 'Za miesiąc z Paryża więcej Wam napiszę' [I will write more to you in a month from Paris]. *Nowe pamiątki chopinowskie w zbiorach TiFC* [New Chopin memorabilia in the TiFC collection], *Ruch Muzyczny* 1978, no. 25.

⁸ *Ibid.*, *Listy Jane Wilhelminy Stirling...*, op. cit., p. 20.

2. For works on similar topics, we use the abbreviation "Cf." (compare) or "Vide" (see).
3. Indirect citation is used after the information about the original source, we insert a semicolon, followed by "Cit. Per.:" and information about the publication we used.

⁹ W. Tappolet, *Arthur Honegger, Zürich 1954*; cit per.: Z. Kościów, *Artur Honegger, Wołomin 2007*, p. 23.

4. Original publications (one author)

Grzenia J., *Słownik nazw własnych* [Dictionary of Proper Names], Warsaw 1998.

5. Collective publications (edited)

Współczesny język polski [Contemporary Polish Language], ed. J. Bartmiński, Lublin 2001.

6. Chapters/articles in collective publications

Markowski A., Puzynina J., *Language Culture* [in:] *Contemporary Polish Language*, ed. J. Bartmiński, Lublin 2001, pp. 49–71.

7. Articles in journals (the journal number should be indicated using the abbreviation, respectively R., no., vol., issue): the volume number is written in Roman numerals, the part number in Arabic numerals, the year in Arabic numerals in brackets, the issue number in Arabic numerals – all without commas until the page number is given; the place of publication is never given for journals.

Plezia M., The earliest echoes of Horace's poetry in Polish literature, "Yearbook of the Historical and Literary Commission" 1987, no. 24, pp. 33–40.

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. Stanisławski, The Mammen Style from West Pomerania (Wolin and Kamień Pomorski), "Viking Heritage Magazine" II (2003), pp. 3-5.

8. Articles in daily newspapers (instead of the year and issue number, we can give the date of publication).

Piec H., Czy dojdzie do sojuszu formacji posierpniowych. Wariant litewski [Will there be an alliance of post-August formations? The Lithuanian variant], "Dziennik Bałtycki" 7.06.2001, p. 10.

9. Internet sources:

- books on CD-ROM

Encyklopedia PWN. Portal, [CD-ROM], Wydawnictwo Naukowe PWN, Warsaw 2003.

- compact publications

Hofmokl J., Internet jako nowe dobro wspólne [The Internet as a new common good], Wydawnictwa Akademickie i Profesjonalne, Warsaw 2009, http://otworzksiazke.pl/internet_jako_dobro_wspolne/5/skan/ (accessed: 20.09.2016).

- collective works

Haber L.H. (ed.), Polish experiences in shaping the information society. Civilizational and cultural dilemmas, Faculty of Applied Social Sciences, AGH University of Science and Technology, Krakow 2002, <http://winntbg.bg.agh.edu.pl/skrypty/0037/index.php> (accessed: 7.11.2012).

- Articles (chapters) in collective works

Goban-Klas T., Ontology of the Internet [in:] Information society – vision or reality? 2nd national scientific conference, ed. L.H. Haber, AGH University of Science and Technology Publishing House, Krakow 2004, <http://winntbg.bg.agh.edu.pl/skrypty2/0095/033-040.pdf> (accessed: 10.11.2015).

- articles in magazines

Grabowska-Woźniak E., Święto euroentuzjastów [A celebration for Euro-enthusiasts], Życie Warszawy, May 15, 2000, <http://www.zw.com.pl/> (accessed: June 20, 2000).

- websites (in the list of websites, we only include the addresses of entire websites)

Eurostat, <https://ec.europa.eu/eurostat>

Literka.pl. Educational Portal, <http://literka.pl/> (accessed: 20.12.2012).

- documents

Declaration of the World Medical Association (WMA) on the ethical aspects of medical databases and biobanks adopted by the 53rd WMA General Assembly, Washington DC, USA, October 2002, and amended by: 67th WMA General Assembly, Taipei, Taiwan, October 2016, https://nil.org.pl/uploaded_images/1575631646_deklaracja-w-tajpej-w-sprawie-etycznych-aspektow-badan-med-i-biobankowania.pdf (accessed: 15.02.2024).

- unpublished master's/doctoral theses

Bukowy A., Areas of occurrence of the creative approach of special educators to educational practice, Krakow 2015, kpis, doctoral thesis, unpublished,

<https://rep.up.krakow.pl/xmlui/bitstream/handle/11716/742/Praca%20doktorska%20A.%20Bukowy%202015.pdf?sequence=5&isAllowed=y> (accessed: 15.02.2024).

- other online sources, such as:
 - articles, books, unpublished scientific works, and entries – are included in the Bibliography,
 - documents – in the List of Documents,
 - sources of law – in the List of Legal Acts, etc.

- archival materials (all elements of the description written in italics, separated by commas):
 - name of the archive (abbreviation),
 - name of the archival collection,
 - reference number of the archival unit (without the abbreviation ref.),
 - description of the document,
 - date of creation of the document (if unknown, abbreviation n.d.),
 - numbers of the referenced cards.

AIPN Kr, Operational files, 010/12061, Notes from the meeting of Deputy Minister Franciszek Szlachcic with the Security Service of the Citizens' Militia in Białystok, November 13, 1962, p. 18.

ILLUSTRATIONS

1. Illustrations should not be embedded in the document, but should be submitted as separate files named after the author and numbered consecutively, e.g. [kowalski_Illustration_01.tif](#).
2. Illustrations must have the following parameters:
 - resolution 300 dpi,
 - mode: [CMYK](#) or [grayscale](#).
 - Note! Other black illustrations without shades of gray should be scanned in bitmap mode. - Acceptable formats for illustrations: [tif](#), [jpg](#) without compression, [eps](#), [ai](#).

TABLES AND FIGURES

1. Table captions should be placed above tables, and figure captions (photos, diagrams, charts, maps, etc.) below them (without underlining).
2. Tables and figures should be numbered separately.
3. Sources for tables and figures should be provided below them.

Illustration 1. Mikołaj from Radom, *Patrem omnipotentem III*, vol. 38–41.
Table 1. Harmonic diagram of a twelve-bar blues form.

Note!

1. When saving illustrations in JPEG format, select the option that results in a larger file size for better quality. If the illustration comes from a source available in PDF format, the PDF file should also be provided.
2. The source must be indicated for all graphic materials (tables, drawings, charts, photos, etc.). If the materials have been prepared by the author, enter: Source: own work. In all other cases, the source should be indicated with the most complete bibliographic data possible.

GERMAN ABBREVIATIONS

a. – am = nad
b. – bei = pod
i. – in, im (przy miejscowościach)
a.d. – an der = nad
Abb. – Abbildung = ilustracja
Abk. – Abkürzung = skrót
Abs. – Absatz = ustęp
Anh. - Anhang = dodatek
Anl. – Anlage = załącznik
Anm. – Anmerkung = uwaga, odnośnik, przypis
Art. – Artikel = artykuł
Bd. – Band = tom
Beil. – Beilage = dodatek
Bem. – Bemerkung = uwaga
bes. – besonders = zwłaszcza, szczególnie
betr. – betreffend = dotyczący, odnośny; betreffs = w sprawie, odnośnie do bzw. –
beziehungsweise = albo raczej, względnie
ca. – zirka = około
d.Ä. – der Ältere = starszy (przy nazwiskach,
przydomkach) d.h. – das heißt = to znaczy, to jest
d.i. – das ist = to jest
d.J. – der Jüngere = młodszy (przy nazwiskach,
przydomkach) Ders. – derselbe = tenże, tegoż
dgl. – dergleichen = tym podobne
Dies. – dieselbe – taż, tejże
Dr. – Doktor
ebd. – ebenda = tamże
ehem. – ehemalig = były
eigtl. – eigentlich = właściwie
evtl. – eventuell = ewentualnie
Ex.; Expl. – Exemplar = egzemplarz
ff. – und folgende = i następne (strony)
geb. – geboren = urodzony
gebr. - Gebrüder = bracia
gegr. – gegründet = założony

gestr. – gestorben = zmarły
hl. – heilig = święty
hrsg. – herausgegeben = wydany pod redakcją i.J. – im Jahre = w roku
Jb. – Jahrbuch = rocznik
Jg. – Jahrgang = rocznik
Jh. – Jahrhundert = wiek, stulecie
Kap. – Kapitel = rozdział
km – Kilometer
l. – lies = czytaj
l. J. – laufenden Jahres = bieżącego roku
l. M. – laufenden Monats = bieżącego miesiąca
lfd. – laufend = bieżący
in – w
lt. – według, zgodnie
M – Mark
m – Meter
m. – mit = z
M. – Monat = miesiąc
MA. – Mittelalter = średniowiecze
Mag. – Magister
Md. – Milliarde
Mill. – Million(en)
min. – Minute
Nr. – Nummer
o.ä. – oder ähnliche(s) = lub temu podobne
o.P. – ordentlicher Professor
poln. – polnisch = polski
Prof. - Professor
S. – Seite = strona
s. – sieh(e)! = patrz, zobacz
s.o. – sieh(e) oben = patrz, zobacz wyżej
s.S. - sieh(e) Seite = zobacz stronę
s.u. – sieh(e) unten = patrz, zobacz wyżej
sog. – sogenannt = tak zwany
St. – Sankt = święty
Tsd. – Tausend = tysiąc
u. – und = i
u.ä. – und ähnliche(s) = i tym podobne
u.a. – und andere = i inne; unter anderen(m) = między innymi u.a.m. – und andere(s) mehr, i tym podobne; i tak dalej u.desgl. – und desgleichen = i tym podobne
u.dgl. (m.) - und der gleichen (mehr) = i tym podobne u.zw. – und zwar = a mianowicie
usf., usw. – und so fort, und so weiter = i tak dalej v. – von, vom = od i w nazwiskach
v.J. – vorigen Jahres = zeszłego roku
verh. – verheiratet = zamężna; żonaty
Verl. - Verlag = wydawnictwo
verw. = verwitwet = wdowa; wdowiec
vgl. – vergleich(e) = porównaj
w.o. - wie oben = jak wyżej
z.B. – zum Beispiel = na przykład
z.T. – zum Teil = częściowo

z.Z. – zur Zeit = obecnie

FRENCH ABBREVIATIONS

à suivre = ciąg dalszy nastąpi

a.c. – année courante, de l' année en cours = bieżącego roku

A.p., a.p. – année passée = ubiegłego roku

Abb^e – abbaye = opactwo

Anc., anc. – ancien = były, dawny; anciennement = dawno Ann. - annuaire – rocznik

Ap.J.-C., ap.J.-C. – après Jésus-Christ = po Chrystusie apr. – après = po

article = artykuł

aussi = także

av. – avant = przed

avec = z

bulletin de = biuletyn

c.-à.-d. – c'est-à-dire = to znaczy

C.F. – château fort = zamek obronny

cap. – capitale = stolica

Cath. – cathédrale = katedra

celui/celle = tenże/taż

Cf – conférez = porównaj

Cf. note, Cf. n. – por. przypis

Ch. – chapitre = rozdział

Ch^{au} – château = zamek

cit. suiv. = dalej jako

cité par = cyt. za

Couv^t – couvent = klasztor

CRT, Crt, crt – courant = bieżący

dans - w

de notre ère = naszej ery

du mois = miesiąca

éd. – éditeur = wydawca

édition, publication = wydawnictwo, edycja, publikacja élab. par = oprac. przez

en bas = jak niżej

en haut = jak wyżej

en particulier p. = zwłaszcza s./szczególnie

s. env. – environ = około

et ainsi de suite = i tak dalej

et cetera = i tym podobne

et d'autres = i inni

étude sur = studia nad

ex. – exemple = przykład

fasc. – fascicule = zeszyt

ici = tu

Journal = czasopismo

Ms., ms. – manuscrit = rękopis

Mt – Mont = góra

n. - note = przypis

n^o(n^{os}) – numéro = numer (numery)

numéro d'ordre = liczba porządkowa

p. – page = strona
p.ex. – par exemple = na przykład
partie = część
plus loin cit. – dalej jako
préface; avant-propos, prologue, introduction = przedmowa, wstęp près de = koło, k/
publié(s) par = opublikowany(e) przez
publiée(s) par = opublikowana(e) przez
s. - siècle = wiek
série = seria
sous la réd. de = pod redakcją
S^t, S^{te} – saint(e) – święty(a)
suppl. = supplément
supplément, addition = dodatek, suplement
t. = tom
v. – voir = patrz, zobacz
voir à ce sujet = zob. na ten temat
vol. – volume = tom

ENGLISH ABBREVIATIONS

&c. = itd.
2nd edn. – second edition
a. – about = około
A.C. – ante Christum (natum)
abbr., abbrev. – abbreviated = skrócony; abbreviation = skrót Abp – Archbishop =
 arcybiskup
also = także
art. – article = artykuł
bef. – before = przed
c.; cap.; ch. – chapter = rozdział
contd – continued – ciąg dalszy
d. – died = zmarł; date = data
dbl. – double = podwójny
dec. – deceased = zmarły
e.g. – for example, for instance
ed. (by) eds. - editor = redaktor(zy)
ed./ edit. – edited = wydany; w opracowaniu;
edition, issue, publication = wydanie, edycja
edn – edition = wydanie
emphasis mine = podkreślenie moje
esp. – especially = szczególnie
ex. – example(s) = przykład(y)
f./ff. – following = następny; następujący, dalszy [bez lub ze spacją przed skrótem] fasc. = z.
fig. – figure = rycina, ilustracja
first edn./ 1st edn./fifth edn.
footnote = dosł. dopisek, notatka, przypis
Fr – Father = ksiądz, ojciec zakonny
hf = half = połowa
i.e. – that is

ill. – illustration = rycina, ilustracja
in = w
in the sense of = w znaczeniu
Jl; Jnl – Journal = przegląd
Jr – junior = młodszy
m. – married = żonaty, zamężna
n. = przyp.
N.D. – no date = bez daty
No., no./Nos., nos. = nr
note(s) = przypis(y)
orig. – original = oryginalny
p./pp. = strona(y)
par. – paragraph = paragraf
part = część
per. – periodical = okresowy
pub; pub.; publ. – publication = publikacja, wydanie; published = wydany; publisher =
wydawca Q. – queen = królowa
quotation after = cytata za
rem. – remark = uwaga, adnotacja
repr. – reprinted = wznowiony
S. – saint = święty; society = towarzystwo
see (also) = zob. (też)
see above = zob. wyżej
see below = zob. niżej
see further = zob. szerzej
seq. – sequens = następujący
special issue of – wydanie specjalne
Sr – senior – starszy
transl. – translation = tłumaczenie
u.m. – under mentioned = niżej podany
vol. = tom
w. – wife = żona
y./ yr(s) – year(s) = rok, lata

LATIN ABBREVIATIONS

ad loc. – ad locum = w miejscu
c. - caput = rozdz.
cap. – capitulum = rozdział
cf. - confer = porównaj
cir. - circa = około
e.g. – exempli gratia = na przykład
ed. = red., wyd.
fasc. - z.
fol. – folio
i.a. – inter alia = między innymi
i.e. – id est = to jest
ibid. - ibidem = tamże
id. – idem = tenże
in = w

l. - liber = ks.
loc.cit. – loco citato = w cytowanym miejscu
ob. – obiit = zmarł
op.cit. = cytowane dzieło, w cytowanym dziele p.(pp.) – pagina = s.
p.a. – per annum = rocznie
pars - cz.
passim = w wielu miejscach
q.v. – quod vide = patrz, zobacz
r – recto
s.a. - sine anno = bez roku
s.v. – sub voce – pod tytułem
scil. – scilicet = mianowicie, to znaczy sq.(sqq.) - sequitur = (co) następuje
ut inf. – ut infra – jak poniżej
ut sup. – ut supra = jak wyżej
v. – verso
v. - versus = wiersz
v. - vide = zobacz
vol. - t.

ITALIAN ABBREVIATIONS

(n) – nota richiamo = odsyłacz
a – anno = w roku
a cura di = pod red.
a.c. – anno corrente = bieżącego roku
a.C. – avanti Cristo = przed Chrystusem abbr. – abbreviazione = skrót
all./alleg. – allegato = załącznik
anche = także
annata = rocznik (wszystkie numery za dany rok) anno = w roku
anno corrente = bieżącego roku
annuario = rocznik (jeden numer w roku) app. – appendice = dodatek, uzupełnienie art. –
articolo = artykuł
bibl. – biblioteca = biblioteka
c – circa, città, capitale = około, miasto, stolica (główny) c.s. – come sopra = jak wyżej
c.vo – corsivo = kursywa
cap./Cap. – capitolo = rozdział
citate inra come = dalej cyt. jako
cf./cfr. – confronta = porównaj
cioè = to jest
cit. – citato(-a) = cytowany(-a)
citazione = cytat
cod. – codice = kodeks
come sopra = jak wyżej
comprendere notizie = zrozumieć wiadomość (?) continua = cdn.
così detto = tzw.
d.C. – dopo Cristo = po Chrystusie
dello stesso autore = tegoż, tejże
di sotto = niżej
doc. – documento = dokument
dott. – dottore = doktor

e = i
 e così via = itd.
 e succ. – i następne
 e via dicento = itp.
 Ed. – editore = wydawca
 ed. – edizione = wydawnictwo
 ed. nuova di ... = nowe wydanie
 esemplare = egzemplarz
 estratto dall' / da = artykuł w
 czasopiśmie et altri = i inni
 età; secolo = wiek (stulecie)
 f – foglio = karta
 f.lli – fratelli = bracia
 fasc. – fascicolo = zeszyt
 il... = dnia... (np. il 15 Ottobre)
 ill. – illustrazione, illustrato = ilustracja, ilustrowany in = w
 in particolare = szczególnie
 l. – libro = księga
 la metà dell'anno = połowa roku
 leggi = czytaj
 letteralmente = dosłownie
 m – metro = metr
 M – mezzo = połowa
 m. – mese, monte = miesiąc, góra
 M.E. – Medio Evo = średniowiecze
 maggiore = starszy
 min. = minuta, minimum
 ms/mss. – manoscritto/-i = rękopis/-y
 n – numero = numer
 N.d.A. – nota dell'autore = przyp. autora
 N.d.E. – nota dell'editore = przyp. wydawcy N.d.R. – nota della redazione = przyp. redakcji
 N.d.T. – nota del traduttore = przyp. tłumacza n.n. – non numerate = nienumerowane
 N°/nn – numero/-i = numer/-y
 nota = przypis
 op.cit. – opera citata = dzieło cytowane
 oppure = inaczej
 opuscolo = broszura
 P – Papa, padre = papież, ksiądz
 p./ pp. = strona/-y
 p.c.c. – per copia conforme = zgodność z oryginałem p.es./p.e. – per esempio = na przykład
 pagine seguenti = następne strony
 par. – paragrafo = paragraf
 paragonare anche = porównaj też
 parte = część
 periodico, rivista = czasopismo
 pp.n.n. – pagine non numerate = strony nienumerowane Pr. – Principe = książę
 prof. – professore = profesor
 redazione = redakcja
 rist. – ristampa = przedruk, dodruk
 S. – Santo = święty

s.d. – senza data = bez daty wydania
s.e. – senza editore = bez wydawcy
s.l. – senza luogo = bez miejsca wydania
s.l.n.d. – senza luogo né data = bez miejsca i daty wydania s.n. – senza numero = bez numeru
S.S. - Santi = święci
sec. – secolo = wiek
serie = seria
sg./s./seg. – sequente (successivo) = następujący, następny ss. – seguenti = następnie
stampato = drukowany
t – tomo = tom
tabl. – tabella = tablica
titolo = tytuł
v. – verso = wers, wiersz
v.s. – vedi sopra = patrz, zob. wyżej
V/vol. – volume = wolumin, tom
vedi = zobacz
vedi sotto = patrz, zob. niżej
Vesc. – vescovo = biskup