

## **EDITORIAL REQUIREMENTS OF THE INSTITUTE OF WOMEN'S STUDIES JOURNAL**

- Text editor Word (.doc or .docx format).
- Font style: Bookman Old Style.
- Font size of the main text - 12 points.
- Font size of footnotes - 10 points.
- Line spacing of the main text - 1.5 lines.
- Line spacing of footnotes - 1 line.
- Justified text.
- Standard margins – 2.5 cm on each side.
- The paragraph indent is made with a single tab, i.e. 1.25 cm.
- In the “Paragraph” function, the pre- and post-interval should be set to 0 points.
- *Italic* is used only as a way to highlight the text.
- Do not use underscores or exploded printing.
- Titles of books are *italic*, titles of journals in “quotes”.
- Bullets are marked with “-”.
- The first and Surname appearing for the first time is provided in full. When recalling it, the Surname is only given. Only in case of the convergence of Surnames they are provided with the first letters of the first names.
- The title is written in 14-point Bookman Old Style font, **bold** and justified.
- The subheadings are written in Bookman Old Style font, 12 points, **bold** and centered.
- The subheadings are not numbered.
- The subheading is separated from the main text from the top and from the bottom by a single interline.
- Do not use the so-called hard spaces and automatic hyphenation.
- Do not transfer the so-called widows and orphans.
- The paper is from 20,000 to 30,000 characters of text. This number includes characters with spaces, text boxes, footnotes and endnotes.

- Information about the author placed in the upper left corner of the title page of the paper contains: academic degree or title, name and Surname (in Roman type). Below the following is noted in Roman type: the author's ORCID number. Below the affiliation in italics (the name of the mother university).
- The paper is accompanied by the author's biography including: professional / scientific career, scientific interests, short description of scientific achievements or additional activities (e.g. membership in scientific societies, cooperation with other educational institutions) and e-mail contact for the readers. The biography is provided below the bibliography.
- The paper is accompanied by an abstract in Polish and English (about 1/3 of the page), keywords in Polish and English (5-10) and translation of the paper's title to English. Below the paper's original title, the following is provided: an abstract and keywords in Polish, and the paper's title, an abstract and keywords in English.
- It is required to prepare the attachment bibliography divided into sources and studies. It is provided at the end of the paper.
- The paper in English should have an abstract in Polish.

### **Tables and figures**

- Descriptions of tables and figures (photos, schemes, maps, etc.) are provided directly above and below them (without interline).
- Tables (tab.) and figures (fig) are numbered separately.
- Headings of tables and figures are aligned to the left and in font: Bookman Old Style, 11 points.
- Text in tables is in font: Bookman Old Style, 10 points.
- Quotes are italic. Short ones are directly in the text: Bookman Old Style 12 pt. Long quotes (more than 2 lines) start in the new line, in font: Bookman Old Style, 11 points. The quoted text has an indentation shifted by a single tab and an increased interline at the top and bottom of the quoted text.

### **Footnotes and bibliography**

- Titles of publications are given in the bibliography. The names of universally recognized publishing houses can be shortened, e.g. "PWN" instead of "Państwowe Wydawnictwo Naukowe" (however, all abbreviations are used consistently).
- ISBN (books) and ISSN (journals) or DOI (papers) are provided in the bibliography.

- In the footnotes regarding traditional and electronic forms of publication, no names of publishing houses or ISBN, ISSN and DOI numbers are given.
- In subsequent footnotes referring to the items already cited, Latin language is used: *Ibidem*, *Idem*, *Eadem*, *Eidem*, *op. cit.*, *passim*.
- Every footnote and bibliographic record ends with a full stop.
- Footnotes are placed at the bottom of each page (footnotes).
- Too long website addresses in footnotes and bibliographies are shortened using online optimization tools such as 'bitly' or 'goo.gl' available at the following addresses: <https://bitly.com/> and <https://goo.gl/>
- In footnotes and bibliographies transliteration of entries in Cyrillic is made following the standard defined in the Polish Standard PN ISO 9: 2000, using, for example, the online tool 'Ushuaia' available at <http://www.ushuaia.pl/transliterate/>
- Information about changes made in the edition is noted in abbreviated form, e.g. *rev.*, *suppl.*
- Subtitles follow a colon, preceded (and followed by) a space, and begins with a capital letter.
- In the bibliographic descriptions, Surnames with a prefix (*de*, *van*, *von*) are entered either with the prefix at the beginning or end (after the name). Placing the prefix depends on the custom of the country from which the surname originates. The binding rules in this matter are included in PN-N-01229 of 1998.
- The general rules for the preparation of bibliographic descriptions and footnotes are regulated by the guidelines PN-ISO 690: 2012 (for books and journals) and PN-ISO-2: 1999 (for electronic documents).

## **EXAMPLES OF BIBLIOGRAPHICAL DESCRIPTION**

### **BOOK**

**Surname Name of the author, *Title*, Edition (except the first edition), Place of publication: Publisher, year of publication, ISBN.**

Example:

- Szulc Bruno, *Sklepy cynamonowe*, 3rd ed., Warszawa : PIW, 1982, ISBN 83-45-11152-9.

### **BOOK (translation of a foreign language author)**

Example:

- Beck Wilhelm, *Afrykański Sahel*, 4th ed., Józef Paprotnik (trans.), Łódź : Wydawnictwo Łódzkie, 1984, ISBN 83-45-11152-9.

### **BOOK (multi-volume)**

**Surname Surname Name of the author, Title, Edition (except the first edition), Place of publication: Publisher, year of publication, vol. (Arabic numeral), ISBN.**

Example:

- Komodor Izaak, *Utwory wybrane*, Warszawa : PIW, 1980, vols. 1-2, ISBN 83-45-11152-9.

### **COLLECTIVE WORK (more than 3 authors)**

**We use abbreviations: ed. / eds. (editor, edited by, edition / editors).**

**Title, ed. (eds.) Name Surname of the first editor or author of the elaboration, [et al.], Edition, Place of publication: Publisher, year of publication, ISBN.**

Example:

- *Pisarze europejscy*, red. Ewa Nowak [et al.], 2nd rev. and suppl. ed., Warszawa : Wydawnictwo Naukowe PWN, 1998, ISBN 83-45-11152-9.

**If there is no explicit indication of the editor:**

- *Epoki literackie : od renesansu do romantyzmu*, Białystok : Libra, 2003, ISBN 83-45-11152-9.

### **CHAPTER IN A BOOK (ISBN is not required)**

**Surname Name of the author, Book title, Edition, place of publication: Publisher, year of publication, Chapter title, pages.**

Examples:

- *Epoki literackie: od renesansu do romantyzmu*, Białystok : Libra, 2003, *Kultura miejska*, pp. 14-29.
- Nowak Daria, *Leksykon motywów literackich*, 2nd ed., Białystok : Libra, 2003, *Miłość*, pp. 90-93.
- Sarosiek Henryk, *Przemijanie*, 3rd ed., Warszawa : PIW, 1981, vol. 2, Chapter 8, *Słoneczne dni i radosne godziny*, pp. 19-24.

### **ARTICLE IN AN AUTHOR'S WORK (ISBN is not required)**

**Surname Name of the author, Title of the article [in:] Idem, Title of the entire work, place of publication: Publisher, year of publication, volume number, pages.**

Examples:

- Klemensowicz Stanisław, *Świt* [in:] Idem, *Opowiadania*, Warszawa : Książka i Wiedza, 1985, pp. 5-25.
- Zabiello Izydor, *Niezwykłe życie* [in:] Idem, *Utwory zebrane*, Warszawa : PIW, 1980, vol. 2, pp. 7-22.
- Nowik Klara, *Motyw apokalipsy* [in:] Eadem, *Zdajemy maturę z języka polskiego*, Białystok : Libra, 2003, pt. 1, pp. 3-5.

### **ARTICLE IN A COLLECTIVE WORK (ISBN is not required)**

**Surname Name of the author, *Title of the article* [in:] *Title of the collective work*, Name Surname of the editor(s) or author(s) of the elaboration (ed. / eds.), place of publication: Publisher, year of publication, volume number, pages.**

Example:

- Kowalski Jan, *Popiół i diament po latach* [in:] *Lektury szkolne*, Ryszard Nowaczyk (ed.), Białystok : Libra, 2003, vol. 2, pp. 71-73.

### **ARTICLE IN A TRADITIONAL JOURNAL**

**Surname Name of the author, *Title of the article*, “Journal title” year of the issue, the issue number, pages, Journal’s ISSN or article’s DOI.**

Examples:

- Abacewska Ewa, *Literackie portrety niań i guwernantek*, „Sarmatia” 2004, No. 1, pp. 4-8, DOI 10.15290/sarmatia.2016.01.01.01.
- Zytrycki Jan, *Samorealizacja współczesnego człowieka*, „Rocznik Egzystencjalny” 2014, vol. 2, pp. 41-48, ISSN 1426-4218.

### **REVIEW**

**Surname Name of the author of the reviewed book, *Title of the book*, place of publication: Publisher, year of publication, rev. Name Surname of the reviewing author, *Title of the review*, “Journal title” year of the issue, the issue number, pages.**

Example:

- Barański Julian, *Wiersze zebrane*, Poznań : Libra, 2006, rev. Janusz Nowek, *Julian Barański*, „Arcana” 2006, No. 46, p. 44.

### **INTERVIEW**

**Surname Name of the interviewee, *Title of the article*, interviewed by Name Surname of the interviewer, “Journal title” year of the issue, the issue number, pages.**

Example:

- Kiedrzyński Kamil, *Ciągle poszukuję*, interviewed by Jan Nowak, „Amicus” 1992, vol. 50, p. 23.

### **e-BOOK**

**Surname Name of the author *Title of the E-book* [online], Place of Publication: Publisher, year of original publication [Access date: dd.mm.yy]. Available in the World Wide Web: < Internet address> eISBN.**

Example:

- Lorenz Karol, *De revolutionibus* [online], Kraków : Aristis, 1996 [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>> eISBN 83-45-11152-9.

### **ARTICLE IN AN e-JOURNAL**

**Surname Name of the author *Title of the Article*, “Journal title” [online], year of the issue, the issue number [Access date: dd.mm.yy].**

**Available in the World Wide Web: < Internet address> Journal's eISSN or Article's DOI.**

- Gorenje Kinga, *Bibliotekarstwo publiczne w Polsce*, „Bibliotekarz Podlaski” [online], 2015, No. 2 [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>> eISSN 1426-4218
- Lorenz Karol, *De revolutionibus*, „Kurier Niedzielny” [online], 12.11.10. [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>> DOI 10.15290/

**ELECTRONIC MATERIALS - disc, VHS, CD/DVD**

**Surname Name of the author, Title [type of material], Place of Publication: Publisher, year of original publication [Access date online: dd.mm.yy]. Available in the World Wide Web: < Internet address> (online access), ISBN.**

- Siennicki Artur, *Pan Zagłoba* [CD-ROM], Białystok : Libra, 2003, ISBN 83-45-11152-9.

**INTERNET SITE**

**Surname Name of the author, Title of the Article [online], Place of Publication: Publisher, year of publication [Access date: dd.mm.yy]. Available in the World Wide Web: < Internet address>.**

Examples:

- Starter Stefan, *Wirtualna historia czytelnictwa* [online], Białystok : Libra, 2003, [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.
- Gustawicz Irena, *Mój świat* [online], [Access date: 20.11.2016].

**ELECTRONIC MESSAGES**

**Surname Name of the Message's author, Title of the Message. [in:] The title of the electronic communication system [media type]. To: recipient. Place of publication: publisher, date of publication [Access date: dd.mm.yy]. Numbering within the parent system. Location within the parent system. Access conditions. Comments.**

Examples:

- Nowak Jan, *Konkurs recytatorski*. [in:] *Forum gazeta.pl* [online]. 12.09.2006 06:35 [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.
- Kowalski Janusz, *Google atakuje*. [in:] *Forum tvn24.pl* [online] [Access date: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.

**E-MAIL CORRESPONDENCE**

**Surname Name of the Message's author, Title of the Message [media type]. To: recipient. Date of sending the message [Access: dd.mm.yy]. Comments.**

Examples:

- Nowicki Janusz, *Informacje o zajęciach* [online]. To: M. Mayer. 06.11.2006, 09:34:08 [Access: 20.11.2006]. Personal correspondence.

- Kot Teresa, Re: *[Konferencja] Czytelnictwo w bibliotekach* [online]. To: J. Nowik. 14.11.2004, 11:11:51 [Access: 20.11.2006]. Personal correspondence.

### **DISCUSSION LIST**

**Title [media type]. [Access: dd.mm.yy]. Comments. Terms of access.**

Examples:

- *Brulion* [online] [Access: 20.11.2016]. Available in the World Wide Web: mail to: lisa.carr@aol.uk\_4FD3.PML
- BC-LIB [online] [Access: 20.11.2016]. Available in the World Wide Web: mail to: sara.carr@yahoo.uk

### **INFORMATION FROM INTERNET WEBSITES:**

**Surname Name of the Message's author, Title of the Message [media type]. Source [Access: dd.mm.yy]. Terms of access.**

Examples:

- Kot Teresa, *Polska profesura w RFN* [online]. Onet.pl [Access: 20.11.2006]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.
- Paluch Janusz, *Portal Alibaba już jest* [online]. Wirtualna Polska [Access: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.

### **FILM**

**Surname Name of the Film's director, Title of the Film (film), The distributor's seat: Name of the distributor, year of production.**

Example:

- Wajrak Antoni, *Marika w raju* (film), Warszawa : Vision Distribution Company, 1999.

### **FOOTNOTES EXAMPLES**

#### **TRADITIONAL BOOKS**

Author's monographs:

- <sup>1</sup> J. Kowalski, *Zasady konstruowania przypisów*, Białystok 2012, pp. 3-4.

Edited monographs:

- <sup>1</sup> *Od wielkiej rewolucji francuskiej do przewrotu bolszewickiego*, G. Nowak (ed.), Białystok 2012, pp. 4-5.

#### **ARTICLES IN JOURNALS AND TRADITIONAL PUBLICATIONS**

- <sup>1</sup> M. Nowik, *Nowe horyzonty regionalizmu*, „Czasopismo Naukowe Instytutu Studiów Kobietych” 2016, No. 1, pp. 3-6.

- <sup>2</sup> S. Nowak, *Mit Troi* [in:] *Świat antyczny*, red. J. Kowalski, Łódź 1998, pp. 23-24.

#### **TRADITIONAL DAILY PRESS**

- <sup>1</sup> H. Urbankowski, *Nowe zagrożenia dla starej Europy*, „Kurier Poranny” 23.04.2012.

## **EDITIONS OF INTERNET DAILY PRESS**

<sup>1</sup> H. Urbankowski, *Nowe zagrożenia dla starej Europy*, „Kurier Poranny” [online], 23.04.2012 [Access: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.

## **INTERNET PUBLICATIONS AND CD / DVD MEDIA**

<sup>1</sup> K. Gorenje, *Bibliotekarstwo publiczne w Polsce*, „Bibliotekarz Podlaski” [online], 2015, No. 2 [Access: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.

<sup>2</sup> M. Kopernik, *De revolutionibus* [online], Białystok : Libra, 2003, [Access: 20.11.2016]. Available in the World Wide Web: <<http://bit.ly/2fA3s3k>>.

<sup>3</sup> H. Sienkiewicz, *Pan Wołodyjowski* [CD-ROM], Warszawa : Dom Wydawniczy Rebis, 2007.

## **REPEATED REFERENCES**

- Use “Ibidem” in case of reference to the work cited in the preceding footnote:

<sup>1</sup> J. Kowalski, *Zasady konstruowania przypisów*, Białystok 2012, pp. 3-4.

<sup>2</sup> Ibidem.

<sup>3</sup> Ibidem, p. 28. (w przypadku innej strony niż cytowana powyżej)

- Use “op. cit.” once a reference has been given in full, a shortened form can be used when the same source is cited again in non-consecutive footnotes use the abbreviations – in case of citing only one publication by the same author:

<sup>1</sup> J. Kowalski, *Zasady konstruowania przypisów*, Białystok 2012, pp. 3-4.

<sup>2</sup> M. Nowik, *Nowe horyzonty regionalizmu*, „Czasopismo Naukowe Instytutu Studiów Kobięcych” 2016, No. 1, pp. 4-6.

<sup>3</sup> J. Kowalski, op. cit., p. 37.

- In case of quoting two or more publications by the same author, when referring to them again, the titles are shortened and the dots are added after them:

<sup>1</sup> J. Kowalski, *Zasady konstruowania przypisów*, Białystok 2012, pp. 3-4.

<sup>2</sup> M. Nowik, *Nowe horyzonty regionalizmu*, „Czasopismo Naukowe Instytutu Studiów Kobięcych” 2016, No. 1, pp. 4-6.

<sup>3</sup> J. Kowalski, *Jak należy redagować przypisy?*, Białystok 2015, pp. 10-12.

<sup>4</sup> M. Nowik, op. cit., pp. 82.

<sup>5</sup> J. Kowalski, *Zasady konstruowania...*, p. 56.

- Use “Idem” (the same person) and “Ead.” (feminine) or “Eid.” (masculine) – in case of quoting consecutively the works of one author:

<sup>1</sup> J. Kowalski, *Zasady konstruowania przypisów*, Białystok 2012, pp. 3-4.

<sup>2</sup> Idem, *Jak należy redagować przypisy?*, Białystok 2015, pp. 9-22.

<sup>3</sup> A. Abacewicz, *Unifikacja zapisów bibliograficznych*, Białystok 2014, p. 11.

<sup>4</sup> Eadem, *Wymogi edytorskie w przygotowaniu czasopism naukowych*, „Czasopismo Naukowe Instytutu Studiów Kobięcych” 2016, No. 1, p. 4.

<sup>5</sup> M. Nowik, B. Kowalewicz, *Kultura pracy umysłowej*, Warszawa 2017, p. 56.

<sup>6</sup> Eidem, *Historia na nowo odkryta*, Toruń 2014, pp. 37-41.



## **NOTE**

**The publisher reserves the right to reject papers that are not adapted to the Editorial Requirements and to shorten papers that are too extensive.**