**Editorial Instructions for PT Authors**

**Work Schedule**

Submissions of original (not yet published) texts together with abstracts are sent **by the end of May of a given year**, and full **texts by the end of September**. The reviewing process and editing of articles last **until November**, and the finished issue is published online no later than in December of a given year (online version) or in January of the following year (printed version).

1. Maximum text size: 1 publishing sheet (40 thousand characters with spaces, i.e. about 22 pages of standardized typescript).
2. Software: MS Word (Office package; please do not use the starter version).
3. Electronic document formatting: rtf (Rich Text Format), doc, docx.

The file name should include the name of the PT Author/Author.

FONT SIZE: Times New Roman:

article titles: 12 point bold,

mid-titles: 12 point bold,

text: 12 point normal,

footnotes at bottom of the page: 10 point,

captions under photographs, tables: 10 point.

MARGINES: 2.5 cm,

INDENTIONS: justified, indentation of paragraph 0.5 cm (please do not use the tab key to indent paragraphs),

INTERLINE (line spacing): 1.5 lines,

WORD SPACING: no,

OMISSIONS IN QUOTATIONS: an ellipsis in square brackets: [...], obtained by key combination: Right Alt + period.

1. We use the traditional system of footnotes (we do not use the Harvard system of in-text footnotes). Model bibliographic description in footnotes:
2. a quotation from a text within a collective publication, e.g.

W. Weintraub, *Jan Kochanowski i Johannes Cochanovius: dwóch świadków historii*, in: *Dzieło literackie jako źródło historyczne*, ed. Z. Stefanowska, J. Sławiński, Warsaw 1978, pp. 146-165;

1. a quotation from a text within a publication by one author, e.g. J. Tazbir, *Okruchy wspomnień*, in: idem, *Długi romans z muzą Klio*, Warsaw 2007, p. 33;
2. a quotation from a text within a journal:

A. Fulińska, *Mit, naśladowanie i (postfiguracja). Propozycja kategorii opisu współczesnej kategorii popularnej* „Teksty Drugie” 2008, z. 1/2, p. 290;

D. Ulicka, *Epos o eposie* (review of the book: P. Subocz- Bałek, I. Białek, *Poza mapą*, Kraków 2020), "Nowe Książki", November 2020.

d. a quotation from a text within a website, e.g.

Andrzej Nowak broadcast: http://www.polskieradio.pl/7/5102/Artykul/1705261,Krol-kontra-wicekrol-Stefan-Batory-i-Jan-Zamoyski (as of January 4, 2018);

M. Książek, *O Marii Sieroszewskiej*, https://www.sybir.com.pl/pl/historia/1938,O-Marii-Sieroszewskiej.html.pdf (as of November 14, 2011).

1. In the footnotes we use Latin references: idem/ eadem, ibidem, passim, written in a simple font.
2. In the main text we give full local names, first and last names of persons, in the footnotes - the initials of the first names.
3. In the main text we use expanded versions of abbreviations: "r." (year), "w." (age), "v" (*verso*), "r" (*recto*), "m.in." (among others), "e.g." (for example), while in footnotes we adopt the principle of using abbreviations.
4. One is requested to modernize the quoted source text. In the first footnote, one should refer to the accepted rules (e.g. editorial authorities, publishing series) or briefly describe the transcription rules applied (which old forms - from different language areas - have been preserved and which have been modernized).
5. If several works by the same author appear in a publication, only the initial words of the title and three periods are given after the last name at subsequent references. Do not use the abbreviation "op. cit.". Instead, use abbreviated titles regardless of the number of works by a given author we refer to.
6. Each entry in the bibliography should begin with the last name and initial(s) of the first name(s), and if several works by the same author are noted, use an indented notation, mentioning the last name only once.
7. The information about the publishing series is given only if it is important for the argument; use quotation marks, capital letters, without giving the number of the item within the series.
8. In the bibliography in the case of articles in journals and collective books, we do not specify the page range.
9. In footnotes and in the bibliographic list we do not give the names of contemporary publishing houses (19th – 20th century). The names of printing houses and last names of publishers are mentioned in the case of old source editions (up to the 18th century).

Please attach the PHOTOGRAPHS in separate files in JPG or TIFF format at a minimum resolution of 300 DPI, along with the caption text. Please do not include photographs or other scanned images in the Word file. In the text state only a number or name that matches the name of the image file.

**PLEASE ATTACH THE FOLLOWING TO THE ARTICLE:**

* an alphabetical bibliography of the texts used (preferably divided into subject and object bibliographies; in the case of subject bibliographies, sources should be placed first, followed by studies),
* an alphabetical list (a so-called blind index) of all first names and last names used both in the main text and in the footnotes,
* up to five keywords,
* a short abstract in Polish (up to half a page, i.e. 1000 characters with spaces) to be translated into English; the abstract should be consistent with the structure of the article and include information on the main problem, the research methodology adopted and the most important conclusions of the analysis,
* a short biographical note about the Author of the article.

PLEASE DO NOT USE:

* styles, headings, colors,
* page or section dividers,
* paragraph indentation or larger intervals created with spaces,
* apostrophes and straight quotation marks (' " ") instead of print ones (‘ „ ”).

The editors would like to thank you dearly for your help in preparing the next issue of the yearbook!