

TEXT FORMATTING – GUIDELINES FOR AUTHORS

1. The structure of publications (article, communication, etc.):

- information about the author(s),
- title of the text,
- abstract and keywords,
- main text,
- footnotes,
- bibliography.

In a publication written in English, in addition to an abstract and keywords in this language, an abstract and keywords should be added in Polish. If the authors do not know Polish well enough, the journal Editors complete this task for them.

In a publication written in other language than English or Polish, in addition to an abstract and keywords in this language, an abstract and keywords should be added in English or Polish. If the authors do not know Polish well enough, the journal Editors complete this task for them.

2. Transliteration

The authors are asked to use English transliteration of non-Latin alphabets according to the rules adopted by the Library of Congress in Washington. Available online: <http://www.loc.gov/catdir/cpsol/roman.html>.

3. Line spacing

Line spacing of 150% (1.5) should be applied in all publications.

4. Paragraphs

First line should be indented by 1 cm in all publications.

There are exceptions to this rule. The indentation is not applied in the *first paragraph* of the abstract, keywords, section or subsection. Bibliography is also formatted differently (see below).

There is no additional spacing between paragraphs.

5. Abstract

An abstract of any publication is required to:

- a) explain succinctly the underlying reasons of the research, outline the approach to the subject matter (methodology etc.) and the results thereof;
- b) be expressed in a declarative or descriptive style, by using active or passive verb forms (declarative style preferred);
- c) make use of all the keywords.

6. Keywords

The number of keywords is limited to 10.

7. Main text of the article, titles of sections and subsections

An article should be divided into sections, marked with Arabic numerals and headings.

8. Font style and size and alignment of paragraphs and other elements of the text

First name Surname {12 pt; Times New Roman; bold; left-aligned }

Name of the institution of affiliation {10 pt; Times New Roman; left-aligned}

E-mail address {10 pt; Times New Roman, left-aligned}

Title {16 pt; Times New Roman; bold; centered}

{Heading} Abstract {10 pt; Times New Roman; bold; centered}

Text of the abstract {10 pt; Times New Roman; justified}

Keywords {9 pt; Times New Roman; italics; bold; justified}

Text of the keywords {9 pt; Times New Roman; italics; justified}

Titles of sections and subsections {numbered and centered; bold; 12 pt; Times New Roman}

Text of sections and subsections {12 pt; Times New Roman; justified}

9. Bold typeface

Bold typeface is used only for the first name and surname of the author(s), the title of the article and the section headings.

10. Italicized typeface

Italicized typeface is used for foreign terms (this does not apply to names of foreign authorities or legal acts), titles of books, websites, journals and fragments of texts which the author(s) wish(es) to highlight, and quotation marks are used for titles of the articles (regular typeface).

11. Citations

No italicized text should be used to indicate citations, i.e. citations shorter than three lines should be preceded by a colon and enclosed in quotation marks.

Citations longer than three lines should be marked through the use of a colon and an empty line before and after the cited text with no quotation marks.

Text of a longer citation in the main text {12 pt; Times New Roman; justified; left paragraph indentation: 1 cm; right paragraph indentation: 1 cm}

The source should be given directly after the citation in parentheses (see below), regardless of its length.

12. Footnotes

The footnote numbers in the main text of the publication are placed before punctuation in Polish, and after punctuation in English.

First line indented as in the main text {1 cm}

Font size and typeface of footnotes {11 pt; Times New Roman; justified}

Text of a quote in footnotes {11 pt; Times New Roman; justified}

The following Latin abbreviations (italicized) are used in the footnotes: *ibid.* (therein), *id.* (the same, for masculine), *ead.* (the same, for feminine), *idem* (the same, for plural masculine), *eaedem* (the same, for plural feminine).

The abbreviation 'trans.' will be used for translations.

13. Illustrations (photographs or graphics)

If the articles are accompanied by illustrations,

- a) they should be numbered sequentially in the text as "Fig. 1", "Fig. 2", etc.;
- b) it should be clearly marked where the figure is to be inserted in the text – a precise description of the picture should be provided in this place, that is the figure number; its title; the author of the figure; hyperlink (*if exists*); copyrights for distribution of the figure, etc.
- c) the figure should not be included in the text;
- d) a numbered list of illustrations should be placed at the end of the article (after the bibliography);
- e) the illustrations should meet the following technical requirements:
 - every figure should be a separate file (JPG, TIF or EPS); the names of the files should follow the numbering in the list of figures;
 - resolution of min. 300 dpi.

14. Tables

- a) A self-made table (in a text editor) should be inserted directly into the text and precisely described with a number (e.g. "Tab. 1", "Tab. 2", etc.), a title, etc.
- b) When tables from other publications are used in the text, they are considered illustrations.

15. The following style applies for bibliography (of the submitted texts):

- Each bibliographic item listed in the bibliography must start with the name of the author (i.e. person, institution, ...) [this means repeating the same name in case of citing several works of the same author]; the last name and the first name of the author are separated by a comma; co-authors are separated by semicolon (*only such records will be interpreted correctly on the Internet*), e.g.: Kowalski, Jan; Nowak, Adam;
- each bibliographic record is left-aligned;
- in the bibliographic record, no paragraph break or any [non-automatic] word division is allowed;
- no additional characters may be entered in web addresses.

a) Books

Surname prefix (e.g. ‘von’, if applicable) Surname and first name of the author year (or year with a letter to distinguish papers published in a given year): title of the book (italicized). Place of publication: Name of the publishing house. ISBN (“title of the series”, volume no., edited by N.N. (first name and surname)). Phrase: “DOI:digital-object-identifier” {there should be no space between the colon and the actual identifier}. Name of the publisher of the electronic version {if different from the publisher of the paper copy}. Phrase: “Available online” (date of access dd.mm.yyyy): online address {left-aligned}.

In case of books if the name of the author(s) is unknown, N.N. is used {short for Latin nomen nominandum (name worth naming), nomen nescio or nomen non notus (unknown name)} year.

Note regarding DOI citation recommended by Crossref

Since 2016 another style of DOI citation is recommended by Crossref. DOI should always be displayed as a full URL link in the form: <https://doi.org/10.xxxx/xxxx> and should not be preceded by “doi:” or “DOI:”. Example: <https://doi.org/10.5468/ogs.2016.59.1.1>.

As a consequence, in the entry of the quoted bibliographic item:

- 1) the phrase “DOI:digital-object-identifier” disappears;
- 2) the full URL link of DOI should be listed as the first link.

For example:

Kowalski, Jan 2005: *Historia nauki w Europie*. Kraków: Uniwersytet Otwartej Nauki. ISBN 977-83-1575-123-2 (“Monografie Komisji Historii Nauki UON”, vol. III). DOI:10.UON/003. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mkhn-2005-III.pdf>.

Kowalski, Jan 2017: *Historia nauki w USA*. Kraków: Uniwersytet Otwartej Nauki. ISBN 977-83-2222-123-4 (“Monografie Komisji Historii Nauki UON”, vol. X). Cyfrowe Repozytorium UON. Available online (15.07.2017): <https://doi.org/10.UON1/0001>; <http://www.cr-uon.mkhn-2017-X.pdf>.

[N.N.₁] 1853: *Polish-German dictionary*. Kraków: XXX Publishing House.

[N.N.₂] 1900: *Polish-English dictionary*. Warszawa: YYY Publishing House.

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In case of dictionaries, both in the main text and footnotes the title of the dictionary should be given with 'N.N. year' in parentheses. For example:

Polish-German dictionary (N.N.₁ 1853), *Polish-English dictionary* (N.N.₂ 1900).

b) Edited works

Surname prefix (e.g. 'von', if applicable) Surname, first name of the editor or editors shortcut "(ed.)" or "(eds.)" year (or year with a letter to distinguish papers published in a given year: title of the paper (italicized). Place of publication: Name of the publishing house. ISBN ("title of the series", volume no.). Phrase: "DOI:digital-object-identifier" {there should be no space between the colon and the actual identifier}. Name of the publisher of the electronic version {if different from the publisher of the paper copy}. Phrase: "Available online" (date of access dd.mm.yyyy): online address {left-aligned}.

For example:

Kowalski, Jan 2000: *Historia nauki w Polsce*. Kraków: Uniwersytet Otwartej Nauki. ISBN 978-83-1575-123-3 („Monografie Komisji Historii Nauki UON”, t. I). DOI:10.UON/002. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mkhn-2000-I.pdf>.

Note

Regarding the style of DOI citation recommended by Crossref, see above p. 4.

Referring to a part of an edited work, the author of the given part and its title should be provided (in regular typeface), then after “[In:]” all the respective information about the book and its editor(s).

For example:

Kowalski, Jan 2000a: *Dorobek naukowy Andrzeja Iksa*. Kraków: Uniwersytet Otwartej Nauki. ISBN 978-83-1575-222-3 (“Monografie Komisji Historii Nauki UON”, vol. II). DOI:10.UON/003. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mnkhn-2000-II.pdf>.

Kowalski, Jan 2000b: O Andrzeju Iksie (1910–1990). [In:] *Historia nauki w Polsce*. Edited by Jan Kowalski. Kraków: Uniwersytet Otwartej Nauki. ISBN 978-83-1575-333-9, pp. 15–39 (“Monografie Komisji Historii Nauki UON”, vol. I). DOI:10.UON/002/2. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mnkhn-2000-I-15-39.pdf>.

[N.N.₁] 1853: *Polish-German dictionary*. Kraków: XXX Publishing House.

[N.N.₂] 1900: *Polish-English dictionary*. Warszawa: YYY Publishing House.

Note

In case of dictionaries, both in the main text and footnotes the title of the dictionary should be given with 'N.N. year' in parentheses. For example:

Polish-German dictionary (N.N.₁ 1853), *Polish-English dictionary* (N.N.₂ 1900).

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c) Articles

Surname prefix (e.g. 'von', if applicable) Surname and first name of the author year (or year with a letter to distinguish between papers published in a given year): Title of the article (regular typeface). Title of the journal (italicized), volume number, book number in a given year (in parentheses), page numbers (date of issue can be given for daily newspapers). Phrase: "DOI:digital-object-identifier" {there should be no space between the colon and the actual identifier}. Name of the publisher of the electronic version {if different from the publisher of the paper copy}. Phrase: "Available online" (date of access dd.mm.yyyy): online address {left-aligned}.

See below for examples of two publications by the same author (one of them is published exclusively online).

Kowalski, Jan 2000a: Dorobek naukowy Jana Iksa. *Historia Nauki* 2(4), pp. 15–25. DOI:10.UON/003. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.hn-2000-4-15-25.pdf>.

Kowalski, Jan 2000b: Na czym polega badanie historii nauki według Jana Iksa. *Prof. Jan Kowalski's home page*. Available online (15.07.2010): <http://www.jan-kowalski.historia-nauki-ai.html>.

Note

Regarding the style of DOI citation recommended by Crossref, see above p. 4.

Using abbreviations for the titles of journals is not allowed.

Additionally, the titles of the articles cited in the main text should be enclosed in quotation marks (regular typeface), but titles of books, journals and websites should be *italicized*.

d) Archives

The reference should include full information about the archives used (italicized).

For example:

Archives of New Records in Warsaw. *Personal records of Jan Kowalski* cat. no. X, cat. no. Y {left aligned}.

(X, Y - a catalog number)

Abbreviations of the names of archives, complete collections and records should be used for footnotes referring to archival sources:

1. Archives of New Records in Warsaw (hereafter ANR). *Personal records of Jan Kowalski* (hereafter *PR of Jan Kowalski*) cat. no. X.

2. ...

3. ANR *AP of Jan Kowalski* cat. no. Y.

e) Reviews (refers to titles)

The header of the review should include the first name and the surname of the author of the reviewed paper, full title (*italicized*), place of publication: name of the publishing house, year of publication (“name of the series” (if applicable, according to the information on the title page and in the colophon) shortcut “Vol.” volume no.). ISBN, number of pages.

For example:

Jan Kowalski, *Zarys historii nauki od zarania dziejów*. Kraków: Wydawnictwo Nowe, 2010 (“Monografie Naukowe” Vol. 1). ISBN 978-83-1575-021-4, pp. 515.

16. Abbreviated literature references

Both in the main text of the article and in the footnotes the references to the literature should be formatted in the following way:

Surname of the author (or initial and surname to distinguish authors with the same surname), year of publication (or year with a letter to distinguish between several texts published in a given year), page number; when listing several publications by the same author, the name is mentioned only once; publications are separated by a semicolon.

For example:

L. Kowalski 1900, p. 15; 1901, p. 20; N. Kowalski 1901, pp. 5–10; Nowak 1905a, p. 10; 1905b, p. 15.

Publications available online

Example of entries in the bibliography:

Kowalski, Jan 2000: *Historia nauki w Polsce*. Kraków: Uniwersytet Otwartej Nauki. ISBN 978-83-1575-123-3 („Monografie Komisji Historii Nauki UON”, t. II). DOI:10.UON/002. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mkhn-2000-II.pdf>.

Kowalski, Jan; Nowak, Adam 1999: *Historia wielkich odkryć*. Kraków: Uniwersytet Otwartej Nauki. ISBN 978-83-1575-001-2 („Monografie Komisji Historii Nauki UON”, t. I). DOI:10.UON/001. Cyfrowe Repozytorium UON. Available online (15.07.2010): <http://www.cr-uon.mkhn-1999-I.pdf>.

Note

Regarding the style of DOI citation recommended by Crossref, see above p. 4.

Such publications are quoted in the main text and the footnotes in the following abbreviated manner: the date of the publication [i.e. the year of the publication or the year and letters of the alphabet] is followed by a hyperlink [i.e. the Internet address of the publication] and the page(s) numbers of the publication:

Kowalski, Nowak [1999](#), pp. 10–17; Kowalski [2000](#), p. 7.

Attention: When quoting a publication, the co-authors are separated by a comma, i.e. in a different manner than in the bibliography, where a semicolon is used.