

Requirements of the Society of Friends of Krakow History and Heritage regarding submissions of texts for publication.

1. Please send texts in electronic form to the email address of the editorial office:

tmhzk@tmhzk.krakow.pl

2. The decision on whether or not to accept a submitted text for publication is made by the Editorial Committee after reading the content and illustrative material, and is based on the opinions of reviewers.

3. We do not accept for publication any texts that have appeared in other publications

4. Regarding “The Krakow Yearbook”:

The size of a text, including footnotes and bibliography, should not exceed 33 standard pages (1.5 publisher’s sheets, i.e. 60,000 characters with spaces) + illustrations (up to 15, in special cases the number of illustrations can be increased - or decreased – upon agreement with the secretary of the editorial office.

The article should include the following:

- the author's affiliation (if the author is not associated with any institution, please specify a town or city),
- an abstract 400–700 characters in length (a short description of the content),
- key words: a maximum of 5–7 words or phrases,
- a summary in Polish (1000-1800 characters),
- a bibliography, prepared in accordance with POL-Index recommendations (all original sources, monographs, collected works and articles from journals must be cited in the text; all other bibliographical data are optional),
- a short note about the author (300–500 characters)

5. The author must submit the text in an electronic version in Microsoft Word

Main text – font: 12-point Times New Roman, line spacing 1.5

The footnotes should be placed as references at the bottom of the page (Footnotes), font: 10-point Times New Roman, line spacing 1.5.

The titles in the main text (texts, paintings, sculptures, etc.) and bibliographical entries should be in italics. Only subsequent paragraphs need to be marked (by pressing additional Enter).

6. Illustrations included in the text, such as photos, figures, maps, tables, and charts, should be provided in the form of printouts as well as on CD (photos and maps - .jpg, .tif; tables -

Word; figures, charts - .eps); please indicate in the text where the illustrations, charts and tables are to be placed.

Photographs should be scanned in their actual size (without scaling) at a resolution of at least 300 dpi; colour photographs should be scanned in the CMYK colour palette; black and white photographs should be scanned in grayscale; digital photos in a format not smaller than 2560 x 1920 pixels; files should be described in a way that ensures their unambiguous identification.

7. Specify the place of storage of the original and its reference number (in the case of reproductions) or the first name and surname of the author of the photograph – so that this data can be included in the list of illustrations and so that the Society can obtain permission to publish the material (in cases specified by copyright law); permission to publish illustrations should be obtained by the author of the text.

8. Quotations: in quotation marks, antiqua font (regardless of the language and length of the quotation); internal quotation marks: » «

In the case of quotations from Old Polish documents, the spelling and punctuation should be modernized while still maintaining specific language forms in accordance with the rules specified in *Instrukcja wydawnicza dla źródeł średniowiecznych* [Publishing Instructions for Medieval Sources] (Krakow 1925) and *Instrukcja wydawnicza dla źródeł historycznych od XVI do połowy XIX* [Publication Instructions for Historical Sources from the 16th Century up to the mid-19th Century] (edited by Kazimierz Lepszy, Wrocław 1953).

Foreign language quotations should be presented in the original. In special cases a translation of the text may be included in the footnote.

9. Please use abbreviations consistently throughout the text, in accordance with Polish spelling rules. On a more specific note: the names of the Holy Spirit and the Holy Cross should not be abbreviated. Their full forms should always be used.

In the case of a title, proper name etc. please provide it in its full version in the first citation, together with the adverb “hereinafter:” in brackets, and then use the abbreviation given. Abridged quotations should be marked with an ellipsis ([Insert→Symbol], and not three dots) in square brackets [...]

10. En dashes and hyphens

– Please use only one dash length, i.e. the en dash (–).

– Numerical ranges in the form ‘from – to’ (including approximate ranges) are written as full numbers with an en dash without spaces, e.g. 1988–1989 (not: 1988–89, 1988-1989), twenty–thirty; with spaces, if it concerns an expanded range, e.g. July 7, 1898 - August 13, 1899.

- Parentheses are also marked with en dashes.
- Hyphens (-) are used only in the case of compounds (e.g. white-red) as well as in compound / double-barrelled surnames (e.g. Drucki-Lubecki, Małas-Straszakowa).

Detailed remarks regarding bibliographic entries in FOOTNOTES:

- name and surname of the author of the text/publication/publisher of the source – in the first instance, give the full name, in subsequent references only the initial (if several entries are from the same author, use the full name for each entry referred to in the first instance); similarly in the case of names of authors of studies and selected texts, translators, editors; in the case of collected works, provide the first three names + and if necessary "et al." if there are more names. The same applies to the names of authors of studies, translators and editors;
- titles of printed texts, both articles in periodicals and titles of books, chapters, etc.
 - italics;
 - titles of texts in typescript or manuscript form – antiqua and in quotation marks;
 - titles of periodicals – antiqua, in quotation marks (so-called down-up): Krakow Yearbook", „Z otchłani wieków "
 - serial, multi-volume publications - in italics, such as the titles of one-off publications, e.g. *Polski słownik biograficzny* [Polish Biographical Dictionary] (but use the abbreviation for subsequent references: PSB), *Katalog zabytków sztuki w Polsce* [Catalogue of Art Monuments in Poland]
 - titles of book series (placed after the title) – antiqua, individual words in capital letters, with the exception of conjunctions and prepositions; no. / volume - separated by a comma: Materiały do Dziejów Sztuki Sakralnej [Materials for the History of Sacred Art.] ...; Krakow Library, no. Acta Actorum, vol .; Monumenta Poloniae Historica, vol; Fontes Cracovienses, no.
 - in the case of periodicals there are 2 options for giving a year and number: daily newspapers, weeklies, monthlies and quarterlies – title, year of publication, no.||is., page(s); „Czas”, 1910, no. 53, p. 17
 - yearbooks - title, R. or Vol. no, colon, space, year of publication, p.
 - “Krakow Yearbook”, (if the word ‘yearbook’ is in the title, do not write Y.) Vol. 73: 2007, p. 153 et seq.
 - Krzysztofory”, Vol. 26: 2009, p. 134

■ in accordance with growing custom, the numbers of periodicals and magazines should be given in Arabic numerals, including numbers of volumes of book series and multi-volume publications, whereby:

Author, Title, volume no., place and year of publication, page(s) - when each volume is published in a different year

■ in the case of references cited again further on in the text use Latin notation:

op.cit., Idem, eadem, ibid, passim –antiqua

■ in the case of items referred to once again in a text, bibliographic entries should be shortened as follows: initial of name and author's surname, Initial part of the title (or the Whole title - if short), op. cit., p. (do not provide a page number, if referring to a given entry in general)

■ if a footnote refers to a foreign edition, the place of publication as well as the rest of the description should always be given in the original version (e.g.: ed., transl., trad. par, hrsg von, chpt., vol., B. [Band], etc.)

footnotes referring to materials from the Internet:

if these are copyright texts, in addition to the author's name and title, also provide the date and the internet source; when referencing websites, their addresses should be given together with the date of the last visit to the website (excluding hyperlinks | links), e.g.:

www.itkb.nysa.pl/itkb.htm; www.oss.wroc.pl/biuletyn/ebib14/sliwinska.html

the long website address (e.g. three-line address) should be shortened using the goo.gl website; that is, the description of the source should include the address of the main page of the website on which the article was published, and a shortened link with the date of access; for example, the following link: <http://audycje.tokfm.pl/podcast/Rozmowa-z-austriackim-pisarzem-dziennikarzem-i-tlumaczem-literatury-polskiej-Martinem-Pollackiem/35475> after shortening would be presented as: audycje.tokfm.pl, goo.gl/zoVSNm, access:20.09.2017

Examples of footnotes

1 Kazimierz Radwański, *Budowle drewniane odkryte pod poziomami romańskimi kościoła św. Wojciecha w Krakowie*, [[Wooden Buildings Discovered under the Romanesque levels of the Church of St. Adalbert in Krakow](#)] „Materiały Archeologiczne”, Vol. 11: 1970, pp 7–23.

5 K. Radwański, *Budowle drewniane* ([Wooden Architecture](#)), op.cit., p. 18.

3 Michał Rożek, *Przewodnik po zabytkach i kulturze Krakowa*, [[A Guide to the Historical Monuments and Culture of Krakow](#)] Warsaw–Krakow 1993, p. 395

4 Ibidem, p. 9.

37 M. Kornecki, *Drewniany kościół*, [A Wooden Church] op.cit., pp 14 and 16; Stanisław Tomkiewicz, *Krakow County*,

„Teka Grona Konserwatorów Galicji Zachodniej”, [Portfolio of the Conservators of Western Galicia] Vol. 2: 1906, p. 138.

44 Z. Ameisenowa, *Les principaux manuscrits à peintures de la Bibliothèque Jagellonienne*
1 Stanisław Wyspiański, *Rapsody. Hymny. Wiersze* [Hymns, Poems] in: idem *Dziela Zebrane* [Collected Works] vol. 11 Krakow 1961, p. 176.

2 Ibidem, p. 155.

6 S. Wyspiański, *Rapsody*, op.cit., p 54, 57.

9 Stanisław Wyspiański, *Listy do Lucjana Rydla*, [Letters to Lucjan Rydel] chpt. 1, w: idem, *Listy zebrane*, [Collected Correspondence] vol. 2, Krakow 1979, p. 327.

1 Janina Bieniarzówna, *Schyłek świetności*, w: *Dzieje Krakowa*, t. 2: *Krakow w wiekach XVI–XVIII*, [The Decline of Splendor, in: The History of Krakow, vol. 2 Krakow in the XVI-XVIII Centuries] ed. Janina Bieniarzówna, Jan Małecki, Józef Mitkowski, Krakow 1984, p. 251.

[multiple authors of a single volume]

but:

9 Jerzy Wyrozumski, *Krakow do schyłku wieków średnich*, *Dzieje Krakowa*, [Krakow up to the End of the Middle Ages, the History of Krakow] vol. 1, ed. Janina Bieniarzówna, Jan Małecki, Krakow 1992, pp 84, 117. [single author of entire volume]1 *Rejestry gospód w Krakowie z lat 1632 i 1649* [Registries of Inns in Krakow from 1632 and 1649], Ed.Kamila Follprecht, *Fontes Cracovienses* no. 11, Krakow 2005, p. 48.

Manuscripts

Historical Museum of the City of Krakow, Land registry of the City of Krakow from the 19th, 18th and 17th centuries collected and written by Karol Richter 1862 MS 413.

The Jagiellonian Library, Excerpts from Zegota Pauli, MS 5546, vol. 1, pp. 59-60.

Archival manuscript: include the name of the archive (you can enter an abbreviation, in the case of Krakow Archives always use ANK), the name of the team, the reference number, pages /card number:

National Archive in Krakow, the Młynowskie Chodkiewicz Archive, ref. AMCh 1122, p. 20.

ANK, records of the City of Krakow, MS 453, p. 20.

Bibliography format:

- Alphabetical order should be observed;
 - if the bibliography is divided thematically, then within subunits
 - alphabetical ordering of foreign language titles does not apply to articles (e.g. The, A, Der)if for any reason, chronological order is chosen, this fact should be noted.
- Names repeated in subsequent entries (works by the same author) should be replaced with:
—, (em dash and comma)
- A bibliographical entry ends with a full stop
- Please note that an entry in the **bibliography** is slightly different from a footnote entry:
 - in the literature list we first write the surname, followed by the name of the author / authors;
 - we do not use the abbreviations op.cit., idem, itp.
 - in the case of texts included in joint publications, articles in periodicals or book chapters, do not include the range of pages