

Rules for preparation of publications submitted to *Studies in History of Polish State and Law*

EDITORIAL REQUIREMENTS

LANGUAGE OF THE ARTICLE. We invite you to send articles in Polish and world languages (English, German, French, Russian.)

LENGTH OF TEXT. A maximum of 40 000 characters including spaces (body of the text and footnotes.) If the issue under consideration requires a more extensive text, please consider publishing the article in two parts in consecutive volumes of *Studies in History of Polish State and Law* (SDPiPP.)

THE FILE WITH THE ARTICLE SHALL CONTAIN THE FOLLOWING:

- an outline of the article presenting the substantive structure of the text (Introduction; Issue no. 1; Issue no. 2; Issue no. 2.1; Issue no. 2.2; Issue no. 3, etc., Summary.) The text should be divided into numbered chapters/sub-chapters, in accordance with the outline.
- the title of the article in English;
- bibliography (divided into sources, legal acts and literature);
- summaries in Polish and English (approximately 900 characters including spaces each);
- keywords in Polish and English (4–8;)
- a note on the author (name and surname, academic degree or title, affiliation, ORCID ID;)
- an e-mail address for correspondence.

STATEMENTS. Please provide scans of the signed statements from <https://szd.ka.edu.pl/oswiadczenie-rodo-szd-en.pdf> in a separate .jpg or .pdf file.

The Editorial Board has the right to make abbreviations of the submitted articles as well as to refuse to print unsolicited texts without justification. The Editorial Board reserves the right to close the editorial file early. In such a case, the submitted and qualified texts will appear in the next volume in the order of priority.

The articles shall be submitted to the **SDPiPP Editorial Board Secretary:**

PhD, Paweł Cichoń, pawel.cichon@uj.edu.pl

FILE PREPARATION

FILE FORMAT. Please send all the elements of the article in one file named [Author's surname – First words of the title] in a .doc or .rtf format.

FONT TYPEFACE AND SIZE. Times New Roman, 12 points, 1,5 line spacing. Foreign-language terms and expressions, as well as titles of articles and books shall be italicised (*italics*.) Authors are asked not to apply any additional formatting: character and paragraph styles, automatic headers, highlights (**bold**, underline.) indentations, etc.

FOOTNOTES. Font size of 10 points.

The footnotes shall include ranges of pages, that is e.g. "p. 113–124", not "p. 113 and further".

Examples:

- book publications

J. Malec, *Policey im frühneuzeitlichen Polen: Gesetzgebung und Literatur*, [in:] *Policey im Europa der Frühen Neuzeit*, ed. M. Stolleis, Frankfurt am Main 1996, pp. 408–409 (Ius Commune. Sonderheft e, No. 83).

- articles in journals

J. Bieniarzówna, *Projekty reform magnackich w połowie XVIII wieku. (Nowe dążenia ekonomiczne)*, *Przegląd Historyczny*, Vol. XLII, 1951, p. 310.

In the footnotes that include references to previously mentioned work, Latin terms shall be used, that is: *op. cit.* [cited work], *ibidem* [therein], *idem* [the same author (male)], *eadem* [the same author (female)].

When referring to legal documents, the title of a document, its date of issue and place of promulgation (e.g. Journal of Laws) as well as the number and item of the promulgation journal shall be provided.

- The Copyright Act of March 29, 1926 [Ustawa o prawie autorskim z 29 marca 1926 r.], Journal of Laws of the Republic of Poland of 1926, no. 48, item 2860 [Dziennik Ustaw z 1926 r., nr 48, poz. 2860].

When referring to judicial practice, the name of the court (tribunal), date of decision, case signature and place of publication shall be provided.

In the case of online sources, the date of access to a website shall be provided.

- S. Woywod, *The new canon law: a commentary and summary of the new code of canon law*, New York 1918, <https://archive.org/details/newcanonlaw00woywuoft> [accessed: 19.12.2017].

IMAGES. Drawings, charts and photographs should be placed in the text and additionally provided in separate files in one of the following formats: .bmp, .tif or .psd. Images taken from other works and protected by copyrights shall include bibliographic information in the form of a reference to the literature placed in the caption of the image.

TABLES. Tables shall be placed as close to their reference as possible and sequentially numbered. It is advisable to avoid abbreviations within the columns of the tables. The text in a table shall be provided in a smaller font size than the main text. Any possible explanations shall be placed directly below the table, not within it.

QUOTES. Sources of quotes shall be provided in footnotes. For quotes longer than 4 lines, please highlight the paragraph with left indentation and a smaller font size (10 pts,) and separate the beginning and the end of the quote from the remaining part of the text with blank paragraphs. Shorter quotes shall be placed within quotation marks. Italics shall not be used for highlighting quotes.

The Editorial Board may reject the text that was not prepared in accordance with the guidelines for the Authors.