

**Dear Sirs/Madams,**

**please read the rules of editing the text for publication and preparing bibliographic notes.**

### **Language of publication**

The conference publication will be edited in English. The responsibility for linguistic correctness remains with the author.

### **Text editing - formatting**

Font size - 12.

The font type is Times New Roman.

Line spacing: 1.

Text volume: between 20 000 and 25 000 characters (no spaces).

Footnote format: footnotes.

Final bibliography required.

Photos: 300 DPI resolution. If the DPI is 300 but the image size (in pixels) is at least: 1700 x 1150 - this picture is of good quality. If the size is bigger than the given value, it is also okay.

**The text should be edited in the attached template (downloadable draft).**

### **Primary bibliographical address**

J. KOWALSKI: *Historia Górnego Śląska*. Warszawa 2008, s. 35.

### **Forenames and surnames**

Full forenames of authors are not used in the footnotes, the information is only provided in an abbreviated form - the initial [period]. If the author of a quoted paper uses two forenames, the initials are written in the form of e.g. J.A. KOWALSKI. There should be no space between the initials. The same principle applies to spelling of forenames with a hyphen, e.g. H.-G.

GADAMER. **We suggest that all surnames appearing in the bibliographical addresses should be consistently marked with small capitals. To do this, simply select the name of the author for instance and press the keyboard shortcut shift + ctrl + k (for MS Word).**

Please do not put surnames in capitals.

### **Extract from the book**

If you want to copy a fragment of a book, e.g. one of the author's book chapters, the bibliographic address should be constructed according to the formula:

J. KOWALSKI: *Historia Górnego Śląska*. At: Id.: *Górny Śląsk — wczoraj i dziś*. Warszawa 2008, s. 35—48.

### **Article from a collective study**

If you specify an article that has been included in a collective study, the bibliographic address should take the following form:

J. KOWALSKI: *Historia Górnego Śląska*. At: *Górny Śląsk — wczoraj i dziś*. Ed. J. NOWAK, B. MALINOWSKA-KERN. Warszawa 2008, s. 35—48.

### **Information about translator**

If the book referred to in the paper, is a translation from a foreign language, the bibliographical address should include information about the translator. Let us therefore write a footnote according to the formula:

J. KOWALSKI: *Historia Górnego Śląska*. Transl. K. Adamska. Warszawa 2008.

### **Source repetition**

If reference is made to a source mentioned in the previous footnote, the bibliographic address should take the form:

Ibid., p. 35.

If we specify the bibliographical address previously used in a given chapter of the paper, we use the so-called abridged description, which should take the form of:

J. KOWALSKI: *Historia Górnego Śląska...*, s. 45.

J. KOWALSKI: *Historia Górnego Śląska*. At: *Górny Śląsk – wczoraj i dziś...*, s. 35–48.

M. MALINOWSKA: *Wpływy czeskie w sztuce Górnego Śląska*. At: *Górny Śląsk – wczoraj i dziś...*, s. 56–67.

### **Text from a magazine**

If we specify the source of an article that has been published in a magazine, the bibliographic address should be worded:

J. KOWALSKI: *Historia Górnego Śląska*. „Górny Śląsk – wczoraj i dziś” 2008, nr 4 (120), s. 35–45.

However, if we refer to a journal article, we will write it down as follows:

J. KOWALSKI: *Prośba brzmiała: przeczytaj*. „Gazeta Wyborcza”, 27.01.2007, s. 17.

If we specify the source of an article that has been published in a continuous release, the bibliographic address should be worded:

J. KOWALSKI: *Historia Górnego Śląska*. At: „Górny Śląsk Wczoraj i Dziś”. Vol. 8. Ed. J. NOWAK, B. MALINOWSKA-KERN. Warszawa 2008, s. 35—48.

### **Note**

If you want to insert a footnote in the text editor, please remember to use the INSERT A FOOTNOTE function. Please be reminded that entering a digit (footnote link) in a text and placing a bibliographic address at the end of a work is incorrect.