

## FORMATTING AND STYLE GUIDE FOR AUTHORS

Ośrodek „Pamięć i Przyszłość” (Remembrance and Future Center), Wrocław, Poland

The following pages will guide you if you would like to publish an article with Ośrodek „Pamięć i Przyszłość” (Remembrance and Future Center)

Your text should be submitted electronically, in English<sup>1</sup>, and consist of:

- 1) header,
- 2) main text,
- 3) references,
- 4) bibliography,

Authors should adhere to the following rules:

<b>I. HEADER</b>	
<b>Article title</b>	Times New Roman 14 points, bolded, centered
<b>Author's name, surname and affiliation</b>	Times New Roman 12 points, centered, affiliation in brackets, one line below author's name and surname
<b>Summary</b>	Times New Roman 12 points, justified, not indented, 1,5 lines spacing From 500 to 1500 characters (with spaces)
<b>Key words</b>	Times New Roman 12 points, justified From 5 to 10 words
<b>Information about the originality of the publication</b>	Information on whether the submitted text has already been published or not. A text that is a reprint needs to include information regarding its first publication as well as updates (if required).
<b>II. MAIN TEXT</b>	
<b>Text</b>	Times New Roman 12 points, justified
<b>Line spacing</b>	1,5 lines, paragraphs should be indented (except the first paragraph under the header which should not be indented)
<b>Contractions</b>	Avoid using contractions in texts; unless in an interview during a conversation. Thus, write: “The author did not notice” instead of “The author didn't notice”
<b>Dates</b>	For decades use 1940s (not nineteen forties), for centuries use '19th century' not 'nineteenth century'. When quoting spoken word use forties not '40s. Set all dates out as follows: 5 November 1997. When discussing the late or early part of a decade use 'late 1960s' not 'late-1960s' nor 'late-60s' nor 'late-sixties'. For date ranges use full dates, for example 1945–1995, not 1945–95.
<b>Measurements, compass points, degrees, titles</b>	Measurements should be offered in metric units (cm, kg, meter, etc.), unless a measurement is used in a direct quotation (then a non-metric unit can be used, ex. mile, pound, stone). For compass points use lower case for: <i>east west north south</i> except when part of a name ( <i>North Korea, South Africa, West End</i> ) or part of a thinking group: <i>the South, the Mid-West, the West</i> (but lower case for vaguer areas such as Ukraine's <i>south-east, north-west, north-east, south-west</i> ). For titles and degrees use upper case when written in conjunction with a name, but lower case when on their own:

<sup>1</sup> może jeszcze przypis, że jeśli po polsku, to patrz osobna instrukcja?

	<p><i>Colonel Qaddafi</i> , but the <i>colonel</i>  <i>Pope John Paul</i>, but the <i>pope</i>  <i>President Bush</i>, but the <i>president</i>  <i>Queen Elizabeth</i>, but the <i>queen</i>  <i>Vice-President Cheney</i>, but the <i>vice-president</i></p>
<b>Proper names and other names</b>	For organizations use their full name when you mention them for the first time, later use abbreviation. Example: the European Union (first use), the EU (second use).
	Use an abbreviation (or acronym) when it is so familiar that it is used more often than the full form. Examples: AIDS, BBC, CIA, EU, FBI, HIV, IMF, NATO, NGO, OECD, UNESCO, NATO
	When introducing persons use the full first name and surname, later use either both first name and surname or just surname. Only in cases when you do not know the full first name may you use an initial.
	For pseudonyms capitalize the first letter and use quotation marks (ex. pseud. “Wolf”)
	For the spelling of foreign names you can check the <i>Oxford English Dictionary</i> . Use the same source if you have to transcribe the name yourself.
<b>Numbers</b>	Numbers and ages less than 10 should be written in full. Ex. nine. Numbers 10 and over should be in figures, for example, 235.
	Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000.
	Million, billion, trillion, quadrillion – spell out
	The percentage sign (%) should only be used in tables. Otherwise use ‘per cent’.
<b>Quotations</b>	Quotations from sources and literature that are shorter than three lines should be put in quotation marks in the main text. Ex. Robert Wilton recalled a short conversation between protesters and the Cossacks who defended the old regime. “You are not going to fire on us, Brothers! We only want bread!”
	For quotations in quotations shorter than three lines use single quotation mark in the text of the quotation. Ex. “Given the current situation, one may ask, ‘What happened with Polish solidarity?’”
	Quotations from sources and literature that are longer than three lines should make a separate paragraph. Font Times New Roman set at 11 points.
	Foreign-language quotes should also be put in quotation marks.
<b>Titles</b>	Titles of academic works, literary works, paintings and musical pieces should be put in italics. No quotation marks. Ex. <i>Oral History Theory</i> , <i>Velvet Revolutions</i> , <i>The Voices of the Past</i> .
	For legal acts give the short title (if possible) in ordinary text, not italics.
	Journal titles, titles of exhibits, conferences, academic sessions and competitions as well as projects should be put in italics.
<b>Foreign words and abbreviations</b>	<p>Foreign words and phrases should be written in italics (ex. <i>ibidem</i>, <i>coup d’etat</i>, <i>ancien regime</i>)</p> <p>Latinisms such as e.g. and i.e. should be written out with full equivalent meanings as should ‘&amp;’.</p> <p>The World Wars should appear as First World War and Second World War not as World War One/Two or WW1/WW2.</p>
<b>III. REFERENCES</b>	
Same rules apply as for the main text unless specified differently below	
<b>Text</b>	Times New Roman 10 points, justified
<b>Line spacing</b>	1 point, single line spacing between the last line of the footnote and the

	next footnote. Full stop at the end of each footnote.
<b>Footnotes</b>	<p>The notes themselves should be listed by consecutive Arabic numerals that correspond to information in the text. Notes are double-spaced. The first line of each endnote is indented; subsequent lines are flush with the left margin. Place a period and a space after each endnote number.</p> <p>In the main text footnotes are indicated in-text by superscript Arabic numerals after the punctuation of the phrase or clause to which the note refers: Ex. Some have argued that such an investigation would be fruitless.<sup>6</sup></p>
<b>Repeated references</b>	For repeated references to articles or books use Latin words in the footnotes, such as ‘op. cit’, ‘passim’, ‘ibidem’.
<b>Dates</b>	<p>Put dates in the following order: day, month, year. Ex. 12 March 1997.</p> <p>If you don’t have information about the day, put month and year. Ex. March 1983 or just the year.</p>
<b>References</b>	The best source to consult is the catalogue of the US Library of Congress. <a href="https://catalog.loc.gov/vwebv/searchBrowse">https://catalog.loc.gov/vwebv/searchBrowse</a>
<b>References to a book</b>	<p>Initial of the first name, surname, title of the publication in italics, place of publication, year of publication, page number. Ex. J. Lambert, <i>Digital Storytelling: Capturing Lives, Creating Community</i>, Berkeley, California 2002, p. 52.</p> <p>Chapter in a book/collective work: Initial of the first name, surname, title of the chapter/article in italics, <b>in</b> (no punctuation mark) name of the main editor/s (ed.) or (eds.) if plural, title of the publication in italics, place of publication, year, page number. Ex. J. Adams, <i>A fair hearing: life review in a hospital setting</i>, <b>in</b> J. Bornat (ed.), <i>Reminiscence Reviewed</i>, Buckingham 1994, pp. 84-95.</p> <p>Collective work – you may name all the editors but no more than four.</p>
<b>References to articles in a journal</b>	<p>Follow the scheme: Initial of the first name, surname, title in italics, title of the journal (in quotation marks), volume, number, year, page/pages. Ex. S. Crane, <i>Writing the individual back into collective memory</i>, ‘American Historical Review’, vol. 102, no 4, 1997, pp. 1372-85.</p> <p>Articles accessed electronically; include information about the site and date of access. Ex. T. Cook, <i>‘We are what we keep; we keep what we are’: archival appraisal past, present and future</i>, ‘Journal of the Society of Archivists’, vol. 32 no 2, 2011, pp. 173-189. Accessed online at &lt;<a href="http://www.tandfonline.com/doi/pdf/10.1080/00379816.2011.619688">www.tandfonline.com/doi/pdf/10.1080/00379816.2011.619688</a>&gt;, 13 September 2013.</p>
<b>References to articles in a newspaper</b>	<p>Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition after the article title. Ex. B. Brubaker, <i>New Health Center Targets County's Uninsured Patients</i>, “Washington Post”, 24 May 2007, p. LZ01.</p>
<b>References</b>	To cite a review, include the title of the review (if available), then the phrase, “Review of” and provide the title of the work (in italics for books, plays, and films; in quotation marks for articles, poems, and short stories). Finally, provide performance and/or publication information.

	<p>Ex. M. Z. Seitz, <i>Life in the Sprawling Suburbs, If You Can Really Call It Living</i>, Review of Radiant City, directed by Gary Burns and Jim Brown, New York Times, 30 May 2007, p. E1.</p>
<b>Subsequent references to the same author/two authors with the same name</b>	<p>If the work and the author remain the same and if you are using only one book or article by that author, simply give the author's initial of the name and the last name, op. cit. and page reference: Ex. 8. R. Sánchez, <i>Outside the Text: Retheorizing Empiricism and Identity</i>, "College English" 74, 2012, p. 243.  22. R. Sánchez, op. cit., p. 265.</p>
	<p>If you are using <u>two or more</u> works by that author, indicate which of the works you are citing. Use the initial of the name and the last name, a shortened title, and page reference.  1.S. Nadler, <i>A Book Forged in Hell: Spinoza's Scandalous Treatise and the Birth of the Secular Age</i>, Princeton 2011, p. 8.  23. S. Nadler, <i>A Book Forged in Hell...</i>, p. 121.</p>
<b>Quotations and references to internet websites</b>	<p>If page numbers are not available, use par. or pars. to denote paragraph numbers. Use these in place of the p. or pp. abbreviation.  Because web addresses are not static use the phrase "Accessed" to denote the date you accessed the web page when available or necessary. It is not required to do so but especially encouraged when there is no copyright date listed on a website.</p>
<b>IV. TABLES AND CHARTS</b>	
<b>Tables</b>	<p>Label the table Table and provide its corresponding Arabic numeral. No punctuation is necessary after the label and number.  In the next line, provide a caption for the table, most often the table title. Use standard capitalization rules.  Ex. Table 1 Rate of nursing home residence among people age 65 or older, by sex and age group, 1985, 1995, 1997, 1999a</p> <p>If the main text does not provide information about the source, provide it below the table with the descriptor "Source," followed by a colon, then provide bibliographic information for the source in note form.  Ex. Source: Federal Interagency Forum on Aging-Related Statistics, Older Americans 2008: Key Indicators of Well-Being, Federal Interagency Forum on Aging-Related Statistics, March 2008, table 35A.</p>
<b>Charts</b>	For charts apply the same rules as for tables
<b>IV. ILLUSTRATIONS</b>	
<b>Photographs, posters, book covers, documents, drawings and maps.</b>	All visuals/illustrations that are not tables or musical score excerpts (e.g. maps, diagrams, charts, videos, podcasts, etc.) are labeled Figure or Fig.
	Provide as much information about the content of the photograph as possible. Ex. From the left..., in the middle..., second to the right... etc.
	Refer to the figure in-text and provide an Arabic numeral that corresponds to the figure. Do not capitalize figure or fig.
	Below the figure, provide a label name and its corresponding Arabic

	<p>numeral (no bold or italics), followed by a period (e.g. Fig. 1.). Here, Figure and Fig. are capitalized.</p> <p>Beginning with the same line as the label and number, provide a title and/or caption as well as relevant source information in note form (as in a table).</p> <p>If you provide source information with your illustrations, you do not need to provide this information on the Works Cited/Bibliography page.</p>
<b>VI, INDEXES</b>	
<b>Index of names</b>	Put in alphabetical order by surnames (after surname write a full first name)
	Index only names that are quoted in the main text, footnotes and bibliography (do not index names from the title page and table of content)
	Names of authors of publications mentioned in footnotes should be written in italics
	Do not index names that are used in book titles and proper names (for example names of streets)
	Include pseudonyms and alias in the index; when including them provide references to the real name (ex. „Bolesław” <i>see</i> Kiałka Stanisław)
<b>Index of geographic places</b>	Put in alphabetical order
	Place only names that are in the main text and footnotes (without title page, table of contents and bibliography)
	Do not index names that are in book titles and proper names, places of publication, names of states and other names such as Central and Eastern Europe.
	<p>If more than one name is used for the same state or place put page numbers only to the current/official name, in brackets you should include other names, which should be included in the index but with a reference to the main/official name.</p> <p>Ex. Russian Federation (Russia, USSR) 9, 11, 12, 124–126</p> <p>Russia <i>see</i> Russian Federation</p> <p>USSR <i>see</i> Russian Federation</p>
<b>V. SOURCE MATERIALS (DOCUMENTS)</b>	
Introduction	Source materials should be preceded by an introduction which includes: information about the subject matter, how it was created, historical context, subject literature, and the scope of editorial interference in the preparation of the source material.
Font	In the main text Times New Roman 12 points, in footnotes 10 points
Line spacing	In the main text 1 points
Document's number	Justified, italics, bold
Document's header	Justified, italics
	In the header put information about the title of the document, the date and location of its creation, and after a hyphen the register number of the document. For some documents register numbers can be omitted, when for example the name of the document clearly indicates its content.
	Note under the document: justified to the right margin, in the case of two notes – left note justified to the left margin, right note justified to the right margin.
General guidelines for editing documents	Spelling and punctuation should be updated to contemporary style. Deviations from this rule should be justified in a letter-marked reference note.
	If a document uses different ways of writing dates standardize them to the following order: day, month, year. Ex. 12 March 1997.

	<p>All marked parts of the original document that were done by its original author (spaces, underlines, caps, etc.) should be bolded. In justified cases (example last names written in caps in police documents) can be written in original font.</p> <p>Slash brackets // should be replaced by semi-circles ( )</p> <p>Dictionary abbreviations (ex., n/a, etc.) should be kept abbreviated.</p>
	<p>Non-conventional abbreviations should be put in square brackets.</p> <p>Initials of first names accompanying surnames should be changed into full names in square brackets. When the full name is not known, then the initial may be left.</p> <p>Phrases such as [sic!] should be kept to a bare minimum – anything that requires a commentary should be explained in ordinary subject references sequenced by Arabic numerals.</p>
Information on the origins of the documents	<p>Indented, italics, font one point smaller than that in the document text, meaning 11 points.</p> <p>The descriptor "Source," followed by a colon, name of the archives/library/museum, record ID, page/sheet number, information about the document form (original, copy, manual, etc.)</p> <p>For reprints provide bibliographical description of the original document instead of the archival description.</p>
Text references	<p>Mark them with letters; for each document start numbering of text references anew; first put all text references, then subject references sequenced with Arabic numerals.</p> <p>Text references are used to explain information that:</p> <ul style="list-style-type: none"> <li>- seems doubtful</li> <li>- is erroneous: the text should include correct information, while the incorrect information should be included in the text reference; in the case of an error that is repeated throughout the whole text or a larger excerpt, a text reference should be used for the first mentioning of the error; typing mistakes (typos) should be corrected without marking changes.</li> <li>- is missing or unclear – for such excerpts use square brackets ex. [b]</li> <li>- describes a stamp, signatures, manual notes in a text</li> <li>- side notes, notes over the text, crossed out texts</li> <li>- excerpts underlined by a recipient</li> </ul>
Subject references	<p>Should be marked by Arabic numerals; put after text references with separate numbering for each document.</p>
<b>VI. ORAL HISTORY SOURCES</b>	
Header	<p>- Times New Roman, 12 points, justified</p> <p>In separate lines provide:</p> <ul style="list-style-type: none"> <li>- full name and surname of the narrator (bolded)</li> <li>- full name and surname of the interviewer</li> <li>- date and place of the interview</li> </ul> <p>Ex.:</p> <p style="text-align: center;"> <b>Donald N. Hanson</b>  Narrator  James E. Fogerty  Minnesota Historical Society  Interviewer  8 February 1988  at the James J. Hill House  Saint Paul, Minnesota </p>

	<p>Multiple Speakers: If more than one person is involved in the interview, identify each person in the heading. Then also identify each by full name and initials after the heading, but before the interview text. This identification should be flush left. If a speaker is involved only through a few comments during the interview, use the “with comments by” format in the heading, instead of listing each speaker as a full participant.</p> <p style="text-align: center;"><b>Jane N. Hanson</b> Narrator, with comments by John Smith James E. Fogerty Minnesota Historical Society Interviewer 8 February 1988 at the James J. Hill House Saint Paul, Minnesota</p> <p style="text-align: center;">Jane N. Hanson - JH John Smith - JS James E. Fogerty - JF</p> <p>Interviews conducted on multiple dates: Indicate the dates in the heading and the text. Ex. Interviewed on 8, 12, and 18 February 1988</p>
Introduction	The transcript of the interview should be preceded by an introduction which includes: information about its subject matter, how it was created, historical context, subject literature, and the scope of editorial interference in the preparation of the source material.
Footnotes to source	<p>The first footnote to the source record should include: the name of the archive and record’s ID number (if applicable), full first name and surname of the narrator, full name of the interviewer and recorder (in cases when a different person/different people transcribed the recording and prepared it for publication provide their names), ex. AOPiP, record ID AHM-390, narration of Jerzy Wozniak, 24 July 2007 (recorded and transcribed by D. Misiejuk and W. Kucharski; prepared by P. Retecki); AOPiP ID number AHM-390, narration of Wanda Kiałka, 30 November 2008 (recorded and transcribed by M. Kotwica, prepared by A. Brzozowski).</p> <p>Fieldwork interviews recorded by the author: Interview with Richard Evans, born in London, 1 March 1922, recorded by Ann Jones, 12 March 1997.</p>
Subject references	Times New Roman, 10 points, justified
	Use solely references numbered with Arabic numerals – do not use letters.
	Source references are used for all proper names of persons and geographic names that are mentioned in the transcript. When there is mention of a name or a surname (or other definer) of a person (ex. mother, brother, neighbor, son, etc.) and this is the only available information in the transcript note in the subject reference solely: person unknown or person not known by name/surname.
Transcript editing	Obvious stylistic/spelling/language mistakes should be corrected without any references or marking in the text.
	Factual mistakes made by the narrator are to be corrected and correct information provided, ex. The right name, date, etc. The overall rule is to include correct information in the text, while references should explain

	all errors, inconsistencies, unclear experts of the narration and explain their origins. Do not write [sic!] in the main text, but provide adequate explanation in the reference.
	When the sole source of supplementary information is the narrator, start the reference with the following words: "According to the narrator..."
	When the source comes from the narrator's private archive, write: Private archive of John Brown, Birth Certificate of John Brown, 9 March 1948.
<b>VII. BIBLIOGRAPHY</b>	
	Times New Roman 12 points, justified
	At the end of the text mark "Bibliography" and separate by double spacing from the text
	The style of recording different sources is the same as the one used in references (see above), except the order of the initial of the name and authors surname (first we write the surname and then the initial, ex. Thompson P., ...); in the case of journal articles or text in collective works provide the whole range of the text's pages after the year of publication.
	Alphabetical list arranged by authors' last names or titles of collective works.

List common scholarly abbreviations:

anon. for anonymous

c. or ca. for circa

ch. for chapter

dept. for department

ed. for edition

et al. for multiple names (translates to "and others")

fwd. for foreword

jour. for journal

lib. for library

no. for number

P for Press (used for academic presses)

p. for page, pp. for pages

par. for paragraph when page numbers are unavailable

qtd. in for quoted in

rev. for revised

sec. or sect. for section

ser. for series

trans. for translation

U for University (for example, Purdue U)

UP for University Press (for example, Yale UP or U of California P)

var. for variant

vol. for volume