

## EDITORIAL GUIDELINES

### TEXTS

1. 'The Castle Chronicles' accepts articles, essays, work on archival sources and reviews for publication. All contributions should be original and unpublished, and should be submitted as Word documents (.doc), (.docx) or Rich Text Format(.rtf).
2. Articles should be up to thirty pages long, including footnotes (one page being equal to 1,800 characters and spaces–i.e. thirty pages equals 55,000 characters and spaces).
3. Structure and layout of articles:
  - a) first name and surname of the author
  - b) affiliation (place of work, or name of town/city)
  - c) title of the article
  - d) content
  - e) bibliography
  - f) keywords in Polish, and, if possible, in English – a maximum of 5–7 words
  - g) summary in Polish, and, if possible, in English – a maximum of 1,000–1,800 characters and spaces
  - h) short note about the author – 300–500 characters and spaces (including place of work, e-mail address, and academic interests)

NB: Summaries and keywords can be translated into English by the publisher. However, we would kindly request that ALL materials be provided in Polish (including summaries and keywords).

### ILLUSTRATIONS

1. A maximum of ten numbered illustrations is permitted (in 300 dpi TIFF or JPEG format).
2. Captions to illustrations should be as follows: author, name or title, date, owner of the image, first name and surname of the photographer or the institution that holds the copyright to the photograph (who has the right to reproduce the photographs).
3. Written permission to publish any and all copyright material (i.e. illustrations) in 'The Castle Chronicles' must be already obtained by the author.
4. References to illustrations should be placed in the appropriate place within the text, e.g.: (il. 1).

### FOOTNOTES

1. In Polish we use the following abbreviations in footnotes: *ibidem*, *idem*, *eadem*, *op.cit.* (NOT: tamże, dz.cyt. itp.), w: (NOT: [w:]), red., zob. (NOT: por., patrz), tłum. (NOT: tł., przeł.), s. (NOT: str., ss.). Title of publications are in italics, titles of journals are in inverted commas. e.g.:

<sup>1</sup> A. Mickiewicz, *Dzieła wszystkie*, Warszawa 1980, t. 3, s. 13.

<sup>2</sup> *Idem*, *Inny tytuł*, Kraków 1990, s. 15.

<sup>3</sup> *Ibidem*, s. 34.

<sup>4</sup> J. Słowacki, *Wybrane utwory*, w: J. Kowalski, *Dzieła romantyków*, Warszawa 1977, s. 13–20.

<sup>5</sup> *Książka o Juliuszu Słowackim*, red. A. Kowalski, Warszawa 1967, s. 45.

<sup>6</sup> Słowacki, *op.cit.*, s. 19.

<sup>7</sup> *Książka o Juliuszu...*, s. 56.

<sup>8</sup> Mickiewicz, *Dzieła...*, s. 17.

<sup>9</sup> J. Kowalski, *Parę zdań o Mickiewiczu*, „Przegląd Historyczny”, t. 34, 2001, nr 8, s. 5.

2. Archival materials: repository information, name of the collection, file no., title of the document or file, date. If the name of the institution or repository is repeated several times in the footnotes, use abbreviations, e.g.:

<sup>1</sup> Archiwum Główne Akt Dawnych (dalej: AGAD), Komisja Rządowa Spraw Wewnętrznych (dalej: KRSW), sygn. 6454, Pismo sekretarza stanu przy Radzie Administracyjnej do Komisji Rządowej Spraw Wewnętrznych, 10 IX 1861.

3. The internet site: a title, address, access date:

*Reviews in History*, <http://www.history.ac.uk/reviews/review/2034> (data dostępu: 14 XII 2016 r.)

## **BIBLIOGRAPHY**

The bibliography should include all monographs, collective works and journal articles cited in the text.

## **NOTATION**

1. We use the following abbreviations: XIX-wieczny, r. (year), w. (century), 1. połowa, zob., zob. także, ok., m.in.
2. Citations in Polish are placed within quotation marks. Citations in a foreign language are in italics.
3. All Cyrillic scripts, both within quotations and in bibliographical descriptions, should be transliterated.

## **SOURCE MATERIALS**

**Source materials should be prepared in accordance with the guidelines in *Instrukcja wydawnicza dla średniowiecznych źródeł historycznych* (Kraków 1925) and *Instrukcja wydawnicza dla źródeł historycznych od XVI do połowy XIX wieku* (Wrocław 1953).**

## **MISCELLANEOUS**

1. The editors' decisions are final. The editors reserve the right to request that authors of materials which have not been prepared in accordance with the above guidelines, to supplement and revise their drafts.
2. The editors reserve the right to make changes to the articles and reviews in accordance with editorial guidelines, rules of grammar, etc.