

EDITORIAL INSTRUCTIONS

Deadline for the papers: **20th Dec. 2015** for e-mail: **isurowiec@pwsz.chelm.pl**
Planned release date of the monograph – June 2016

RULES

1. Text: font Times New Roman, size 12, footnotes – 10, space – 1,5 with margins 2,5 cm.
2. Volume of the text: 12-15 pages with bibliography and summaries (about 1800 signs per page).
3. First page of the article: Pierwsza strona artykułu: in the left upper corner the name and surname of the author and the name of the institution; below on the axis the title; summaries in the language of the article and in English (max. 500 signs each); key words in the language of the article and in English at the end of the text.
4. Spelling of the names, surnames and other expressions used to describe people: one should use the original spelling of names and surnames in the native language of the described people.
5. The use of abbreviations, dates, numerals, tables, pictures and figures:
 - Generally accepted abbreviations should be used in the texts: etc., i.e., e.g.
 - Dates in the text : a) 15th May 1990 r; b) periods from-to: e.g.. 1–10 May 1900, 1 May – 10 June 1900; c) when a date appears in brackets the month should be given in Roman numerals, e.g. (8 V 1999).
 - Dates in footnotes: a) month in Roman numerals, e.g. 5 III 1900 (except for quotations and narrative); b) if a day is unknown, the month should be written in words, e.g. In March 1825
 - Spelling of the words 'century' and 'year': a) in the 16th century, in the year 1928, in the 16th c., in 1928
 - In the case of expressions like 'in the second half of', 'in the eighties', numerals may be used
 - Numerals: a) written in numbers with spaces, e.g. 1234, 11 456, 234 567; b) written with abbreviations: e.g. thous., 2 thous.
 - Every table, figure or diagram should have numeration, title and source- number and title should be written above the illustration and the source below it.
6. In the case of websites, one should give the title, title of website, URL address and the date when it was used in parentheses;
7. Footnotes should be placed in the bottom of the page, bibliography at the end of the article ;
8. Bibliography in the footnotes should be given according to the example given below:
 - books: T. Kowalski, *Zamość i Zamojszczyzna*, Kraków 2007, p. 4.
 - articles in magazines: T. Kowalski, *Ukraina dzisiaj*, „Przegląd Politologa”, 2014 no. 4, p. 7.
 - group work: *Zamojszczyzna dzisiaj i jutro*, ed. J. Nowak, Zamość 2007, p. 22.
 - articles from group work: J. Witkowski, *Polskie wybory*, w: *Wybory parlamentarne w Polsce po roku 1989*, ed. S. Kobus, Warszawa 2007, p. 54.
 - use abbreviations from the text and conventional Latin abbreviations: *ibidem*, *idem*, *eadem*, *iidem*, *eaedem*, *op. cit.*
 - use classical principles of shortening bibliographic descriptions