

## Guidelines for Authors

### International Digital Forum

#### *The content of the texts sent*

The length of a chapter should not be less than half a publishing sheet (20,000 characters with spaces) and should not exceed two publishing sheets (80,000 characters with spaces), including footnotes. Larger chapters should be consulted with the Editors. The above-mentioned volume does not include those sent with the main text:

- abstract in Polish and English (up to 1500 characters),
- keywords in Polish and English (3-5 words),
- Bibliography,
- a short note about the author (name and surname, academic or professional title, affiliation, or information about the place of work, e-mail address, ORCID number, research interests).

#### *Requirements for the main text*

1. All items in plain text, no capital letters.
2. Justified text. Times New Roman font size 12, line spacing - 1.5, margins 2.5 cm. Paragraphs – 1.25 cm indent.
3. At the top, from the left, the title of the chapter, bold, without the full-stop. Below - the name of the author.
4. Spelling of the terms "age" and "year": after a numerical year or century, an abbreviation (e.g. 1138, in the 16th century), before a numerically given year and century, the full record (e.g., mid-1815).
5. Names of the months in their spelling (e.g. September 1; December 1740). For periods of time, we use a dash (–) and do not use a hyphen (-), e.g. In the case of quoted passages, the dates may be left as they are in the source (e.g. "List de data of the second septembris sent").
6. Numbers up to 10, inclusive, are written as words in their literal form, from 11 - in numbers (e.g. five MPs; 30 people), but if a sentence begins with a numeral, then it is always written in words, e.g. Thirty people (not: 30 people), Twentieth century (not: 20th century). The exceptions are sentences beginning with a full date, e.g. on September 1, 1939, the war broke out (but: On September 1, the school year began). In the case of ordinal numbers, we put a period after the number (e.g. in the 12th row, in the 1920s).
7. When mentioning a person in the text for the first time, we give their full name(s) and surname (e.g. Jerzy Grotowski; Johann Gustav Gottlieb Büsching), or the office/function held; the next time it is recalled, we give only the first name initial (name initials without spaces between them) and the surname (e.g. J. Grotowski; J.G.G. Büsching) or the surname itself. However, we do not start a sentence with an initial, because at the beginning of a sentence the name should always be developed. Foreign names are written in their original form (e.g. Johann Jacob Korn), with the exception of people usually appearing in the Polish form (e.g. Jerzy Washington, Michał Anioł).

8. Place names are given in the form customarily used in Polish or their original (eg Akwizgran or Aachen).

9. Quotations should be placed in quotation marks (up-down quotation marks), and foreign terms and phrases should be written in italics.

10. Titles of periodicals quoted in the text should be written in antiquity in quotation marks (e.g. "Schlesische Zeitung"; "Słowo Polskie"), and titles of works in italics, without quotation marks (e.g. *Urkundensammlung zur Geschichte des Fürstenthums Oels*).

11. In the texts we use dictionary abbreviations.

### Requirements for footnotes

1. All rules for editing texts are analogous to editing the main text in the case of footnotes, except for the font size (size 10) and line spacing (single space). Footnote numbers are placed in superscript.

2. When citing a work for the first time, we give the full name(s) and surname of the author. Title in italics. If the publication is multi-volume, the volume and/or part number as well as the place and year of publication are also written in the antique book.

Artur Bogusiewicz, *Castles of the Fürstenberg Piasts on the southern border of the Duchy of Jawor, Świdnica and Ziębice until the mid-fourteenth century*, Wrocław 2010, pp. 59–63.

3. When repeating a work already quoted, we give only the author's surname (without the first name and his initial), and then op.cit. and page. If we use more than one work by an author, provide the name and abbreviation of the title (without the ellipsis) and the page or pages to which the reference applies, e.g.

Bogusiewicz, op. cit., p. 11

Golinski, *Castles*, p. 211.

Golinski, *Piast*, p. 11.

4. When quoting the same work as in the previous footnote, we use the Latin term *ibidem*.

5. When mentioning the same author(s) in one footnote several times in a row, as well as in consecutive footnotes, but only if we do not include the works of another author(s), we do not repeat the surname(s), but we use the Latin spellings *idem* (male), *eadem* (female), *eidem* (man and woman or more) and *eedem* (two or more women), e.g.:

Franciszek Biały, *German Volunteer Armed Forces in Silesia in 1918–1923*, Katowice 1976, pp. 39–41;

*idem*, *The National Socialist Movement in the Silesian Provinces*, Wrocław 1987, pp. 63;

Józef Marceki, Lucyna Rotter, *How to read images of saints. Lexicon of hagiographic attributes and symbols*, Kraków 2009, pp. 171–172.

*Eidem*, *German colonists in the Nowy Sącz region*, Nowy Sącz 2010, p. 11.

6. When referring to an article or entry in a collective work, in a guestbook, in a dictionary, encyclopaedia or lexicon, we provide, in addition to the author and the title of the article or entry, the full title of the publication in italics, preceded by the letter w and a colon placed in square brackets [in:] , and after the title we put the full name(s) and surname of the editor(s) and an abbreviation under red., e.g.:

Wojciech Dominiak, *The economic development of the Duchy of Opole and Racibórz under Władysław I*, [in:] *The roots of Central European and Upper Silesian economic culture*, ed. by Antoni Barciak, Katowice 2003, pp. 79.

7. If a book has more than three editors, then the full name of the editor listed first followed by the abbreviation et al. (in italics).

8. When quoting an article in a journal, its name should be given in antiqua quotation marks and without a comma, the year, followed by the number and pages, if any.

9. When citing electronic publications, in addition to the author and title (if any), we provide the website (full network address) and the date of access written in round brackets, without the abbreviation r next to the year, e.g.:

Małgorzata Kysil *Files of the Schaffgotsch family in the holdings of the State Archives in Wrocław*, p. 3, [http://www.archiwa.gov.pl/images/stories/Wydawnictwa/AP\\_Wroclaw\\_M\\_Kysil.pdf](http://www.archiwa.gov.pl/images/stories/Wydawnictwa/AP_Wroclaw_M_Kysil.pdf) (access: January 3, 2023).

10. When preparing source footnotes from archival materials, we provide in sequence: the name of the archive, museum or library (or an abbreviation after entering it for the first time in parentheses and preceded by the wording further and a colon), the name of the collection, the reference number of the archival unit, or the volume. Citations of materials from the same archive in several consecutive footnotes are preceded by the word *ibidem*.

State Archives in Wrocław (hereinafter: APWr.), Files of the city of Wrocław, reference number E 14, Peter Eschenloer, *Geschichte der Stadt Breslau*, sheet 72.

11. When preparing source footnotes from the press, we use the following notation: full name(s) and surname of the author in antiquity (if the publication is signed with the name and surname), title in italics, name of the newspaper in antiquity, comma, year number in Arabic numeral, preceded by the abbreviation number, day of issue of the newspaper or month and page or range of pages, e.g.:

Alfons Parczewski, For the western border of Poland, "Gazeta Opolska", No. 35 of February 13, 1919, pp. 3.

Godek Klachuli, "Kocynder", No. 26 of March 20, 1921, pp. 10.

### **Illustrations:**

It is possible to publish illustrations to the texts. Illustrations attached to the text should be described (including the name and surname of the author, place and time of creation) and

provided with information about having permission for publication, which the author obtained on his own. Do not use dots at the end of the captions under the illustration.

### **Tables and graphs:**

Tables and charts attached to the texts are numbered with Arabic numerals. The number should be followed by the name of the table or chart (antique). If the source of the information contained in the table or illustrated with a chart is not given in the main text, then it is given below the table or chart. We precede the entry with the word Source and a colon, e.g.:

Table 1. Grants and transactions of the Poor Clares convent in Strzelin in the years 1295-1563.  
Chart 5. Comparison of trends and the number of baptisms and funerals in the parish of St. Michael the Archangel in Wrocław in the years 1945–2016.

Source: Joanna Dybowska, *Intensive emigration and the population in the Opolskie Voivodeship*, "Migration Studies - Przegląd Polonijny" 2016, No. 3, p. 173, tab. 2.  
Source: own elaboration based on Central Statistical Office data.

### **Bibliography:**

Arranged in the following order: Sources, Literature.

If the author does not cite any sources, all items are listed in alphabetical order, without numbering, directly under the heading Bibliography. In the bibliography, we use the full names of authors, editors and publishers, then we give the title in italics, place and year of publication.

Dobra Danuta, *Architecture of foreign diplomatic missions in Poland* [in:] *Embassies and Consulates*, ed. by Kowalski Remigiusz, Łódź 2014.  
Gdaniec Ewelina, *British Media about Poland in 1947*, Warsaw 2022.

### **Reviewing procedure**

The editors reserve the right to make a preliminary assessment of the submitted texts. In case of rejection of the text at the stage of the Editorial Committee, the author will be informed by e-mail. The time for submitting the corrected text is 7 days. Chapters, after passing the first verification within the Editorial Committee, are sent to reviewers.

Reviews are carried out using the blind procedure (anonymity of both the author and the reviewer). Reviews are prepared based on a review form. The reviewer is obliged to sign an appropriate statement that he is guided only by substantive considerations. In the case of a negative opinion, the Editorial Board appoints a second reviewer at the express request of the author. After receiving positive reviews, the Editorial Board decides to send the text for publication. Authors are informed about all stages of the procedure by e-mail, at their request. In the same way, they receive any requests for corrections to the text.

### **Text forwarding**

Texts and related materials should be sent immediately by e-mail to the Editorial Office's e-mail address: ewelina.gdaniec@byd.pl, no later than March 31, 2023.