

**Editorial Instructions for the Authors of Articles to Be Published in
the Periodical *Notae Numismaticae – Zapiski Numizmatyczne***

Basic Requirements:

1. **Texts** are published in the congress languages (English, German, French, Italian, Spanish) and in Polish. Each text should be submitted in the language in which it is to be published.
2. All texts are subject to proofreading. The Editors reserve the right to make stylistic modifications in the texts.
3. Each text should be submitted via e-mail to: notae@mnk.pl, as well as in the form of a computer printout, with a CD version of the article enclosed. It should be in A4 format, with the text printed on one side of a page. The paper version of the text should be sent to the following address: Jarosław Bodzek, Notae Numismaticae-Zapiski Numizmatyczne, ul. Piłsudskiego 12, 31-109 Kraków
4. The manuscript should be submitted in a PC format computer file, using Word. It must include: abstract (200 words or less), main text with Plates and tables, footnotes, captions (if needed), descriptions of plates and list of references.
5. Texts should conform to the following standard: font - Times New Roman 12, margins - 25 mm, interline spacing - 1.5, paragraph indentation - 1 tab.
6. Texts should not use the following elements: word division, decorative styles, running head, embellishments, manual spacing, divided sections. They ought to be removed (from the upper taskbar select “¶”, which displays all such manually made modifications as whitespace characters).
7. Dating guidelines. Centuries should be expressed as follows: Polish – III wiek, French – III^e siècle, English – 3rd century. For texts on Antiquity-related subjects where all reference is made to dates in the common era, the relevant information must be stated in one of the initial notes; otherwise, the dates should be stated as follows: 9 BC – AD 7 or 9 BCE – 7 CE.
8. Quotation marks should be used to indicate any **citations in the text**. Relevant sources should be properly annotated.
9. Quotation marks to be used in the individual languages (Polish + congress languages):
 - Polish: main „ ”, within a quote: » «
 - English: main “ ”, within a quote ‘ ’
 - French: « » (with single spaces inside between the quotation marks and the text)
 - German: main „ “, within a quote: » «
 - Spanish: main “ ”, within a quote: ‘ ’
 - Italian: main “ ”, within a quote: ‹ ›
10. Commas, semicolons, and full stops in conjunction with quotation marks should be placed

after the quotation marks sign in Polish: “cytat”, and before the quotation marks in English: “quote,” “quote.”

11. Greek citations should be written in Greek Normal (available on the *Notae Numismaticae* website). For other, less frequently used, languages such as Chinese, Arabic, etc, articles should be submitted along with a CD containing the proper font types.
12. Omissions in citations should be denoted as three dots in round brackets: (...)
13. Annotation in the form of **notes** at the bottom of a page is used. They should be numbered with the use of automatically inserted Arabic numerals, consecutively throughout the article, with the font size 10, interline spacing 1.
14. Numerical reference to notes should be written in superscript: in Polish, always preceding the comma, semicolon, or full stop, e.g., przypis¹, in English and French, always following the comma, semicolon, or full stop, e.g., information,¹
15. Examples of citation in the footnotes:
16. Individual work: ALLEN 2012: 119
17. Figures: ALLEN 2012: Fig. 15
18. Works of the same author from the same year: SUCHODOLSKI 2000a; IDEM 2000b
19. Two authors: MESHORER and QEDAR 1999
20. Three authors: BIBORSKI, BODZEK and KACZANOWSKI 2004
21. More than three authors: REYMAN-WALCZAK et AL 2013
22. No author: ANONYM 1906
23. The denotation *Ibidem* should be used for any bibliographical item referenced in consecutive footnotes. For any reference to different works by the same author, IDEM or EADEM should be used.
24. All citations in the footnotes must appear in full in the References at the end of the text.
25. **Tables, drawings, maps, and photographs** of coins should be numbered successively (with Arabic numerals); authors should also enclose a list thereof, complete with proper captions below and information on their authorship and source.
26. Photographs should be of good quality (a minimum of 300 dpi), in separate JPG or PDF files. Except for specific cases, they will be published in black and white in tables placed at the end of individual texts.
27. **Bibliographical annotation** of a cited source (references) should conform to the following standard:

Individual work: the author's surname (all caps), space, initial of the author's first name, space (in case of two forenames, the space follows the second initial), date of publication, space, title of the work (in italics), place of publication;

example:

ALLEN, M. 2012. *Mints and Money in Medieval England*, Cambridge

A fragment of a joint work: the author's surname (all caps), space, initial of the author's first name, space (in case of two forenames, the space follows the second initial), date of publication, space, title of the relevant fragment (in inverted commas), initial of the editor's first name, the editor's surname (all caps), title of the joint work (in italics), place of publication, colon, page numbers.

example:

BODZEK, J. 2000. "Pharnabazos in Kyzikos. Der Seesing in Kunst und Numismatik zu Beginn des 4. Jhr. v. Chr". In. B. KLUGE, B. WEISSER (eds.), *XII. Internationaler numismatischer Kongress Berlin 1997. Akten-Proceedings-Actes*, vol. I, Berlin: 170–178.

An article featured in a journal: The author's surname (all caps), space, initial of the author's first name, space (in case of two forenames, the space follows the second initial), date of publication, space, title of the article (in inverted commas), title of the periodical (in italics) + number (regular type), colon, page numbers.

example:

MAFFRE, F., "Le monnayage de Pharnabaze frappe dans l'atelier de Cyzicus", *Numismatic Chronicle* 164, 2004: 1–32.

- ^{28.} The form of sources annotation should be in conformity with the online version of the Liddel-Scott-Jones lexicon: *The Online Liddel-Scott-Jones Greek-English Lexicon*, available on the website of the Thesaurus Linguae Graecae University of California: http://www.tlg.uci.edu/lsg/01-authors_and_works.html

example:

X., *An.* VII, 8, 6 (= Xenophon, *Anabasis*, VII, 8, 6).

- ^{29.} For periodicals, abbreviations of their names can be used (in italics), as per the listing in *L'annee Philologique*, available at: http://www.annee-philologique.com/aph/files/sigles_fr.pdf

example:

INR – Israel Numismatic Research

- ^{30.} *Notae Numismaticae-Zapiski Numizmatyczne* must be cited as: *Notae Numismaticae-Zapiski Numizmatyczne*

21. Catalogues of expositions and collections should be stated as per monographs.

22. Use of manuscripts should be annotated as follows: name of the archives or library, manuscript catalogue number.

23. A DOI number (Digital Object Identifier) if existing must be added in references. Example: BODZEK J. and REDINA E. F. 2013. "A Find of Istrian "Wheel Coin" at Koshary (Ukraine)". *Studies in Ancient Art and Civilization* 17: 309–318. DOI: 10.12797/SAAC.17.2013.17.26

23. It is the author's duty to obtain **consent** of the appropriate institutions or individuals **for publication of photographs and illustrations**. The author shall submit a written statement (form available on the *Notae Numismaticae* website) confirming that the consent has been granted. The Editors do not act as intermediaries in this matter.

Further references examples

Two authors example:

MESHORER, Y. and QEDARS, H. 1999. *Samaritan Coinage*, Yerusalem

Works of the same author from the same year:

SUCHODOLSKI S. 2000a. "Najdawniejsze monety polskie jako źródło dające poznać dzieje pierwszej monarchii". In. *Aetas media aetas moderna. Studia ofiarowane profesorowi Henrykowi Samsonowiczowi w siedemdziesiątą rocznicę urodzin*, Warszawa: 299–312

SUCHODOLSKI S. 2000b. "O niektórych kontrowersjach archeologiczno-numizmatycznych, czyli czas obiegu monet we wczesnym średniowieczu". In. *Archeologia w teorii i w praktyce. Prace ofiarowane Stanisławowi Tabaczyńskiemu*, Warszawa: 229–246

Three authors:

BIBORSKI, M., BODZEK, J. and KACZANOWSKI, P. 2004. "Nietulisko Małe Hoard I Rediscovered – Preliminary Report". *Notae Numismaticae-Zapiski Numizmatyczne* V. Kraków: 49–59

More than three authors:

REYMAN-WALCZAK, B., ILISCH, P., MALARCZYK, D. and NOWAKIEWICZ, T. 2013. with cooperation with M. WOŹNIAK. *Frühmittelalterliche Münzfunde aus Klempolen*, (Frühmittelalterliche Münzfunde aus Polen Inventar IV. Klein Polen – Schlesien), Warszawa.

No author:

ANON. 1911. "Münzfunde". *Berliner Münzblätter* 120: 242