THE INSTRUCTION FOR THE AUTHORS OF TEXTS AT “PAPERS OF THE NATIONAL MUSEUM IN CRACOW. NEW SERIES”

1. The text of the article (in Polish, English, French or German) should be submitted in an electronic version and in a computer printout in A4 format, printed on one side, with about 30 lines a page, using 12-point Times New Roman typeface, double-spaced, with margins: 25 mm and left 35 mm.

The texts should not include word division, running head, embellishments, hand spacing, division of sections. They ought to be deleted (from the upper toolbar one should choose the icon ‘¶’, showing in the form of unprintable characters all hand-made changes of this kind).

2. The author’s personal data should be attached to the text: full name, address, e-mail address and affiliation, if applicable.

3. The printouts of tables and drawings should be placed on separate sheets, together with their description and explanation. Their place in the text (a set) ought to be marked on the margin.

4. The photographs, of good quality, in TIF or JPG format with resolution of 300 DPI, should be described in a following way: the illustration number (with reference to the text), the author of the work, the title (in italics), the location of the original, the photograph author’s initial of his/her first name and his/her surname. The caption can also include additional information referring to the work (its ground, technique, dimensions and inventory number).

For example:


5. The author of the article is held responsible for obtaining permission from the owner of the work (the right institution or individual) to include the illustration. The author confirms obtaining such permission in form of a written statement (to be downloaded from the website). The editorial board does not mediate between the author and the work owner.

6. The citations in the text should be supplied with quotation marks at their beginning and end, and their source shown in a suitable annotation. Omissions in citations should be marked with three dots in round brackets: (…).

7. The authors should use footnotes, 10-point typeface, spacing 1.0. We ask for keeping continuous numbering within the whole text.

8. The annotation of the cited work should include the following bibliographic data: the initial of author’s first name, his/her surname, the title of the work (written in italics), the publisher (optionally), place and year of the publication, the number of page or illustration to which the annotation refers (if the text is translated it is necessary to add the translator’s name after the title).

For example:


- in case of a joint publication we write: the title of the work, the editor’s initial of the first name, his/her surname, the publisher (optionally), place and year of the publication, the number of page or illustration.

For example:


- in case of work which is part of a bigger unit (e.g. an article from a book) we write: the author, the title of the article, the title of the work (preceded by , [at:], the editor’s initial of the first name and his/her surname, etc. (the rules as above)

For example:


- in case of an article from a journal we write: the author, the title of the article (written in italics), the title of the journal in quotation marks, the year of publication, the number of the issue, page numbers.

For example:


9. In case of exhibition catalogs we use the following notation: the author, the title, after the dot: Exhibition catalog, after a comma: place and time of the exhibition (if known), place and year of the publication, cited pages, catalog numbers, illustration numbers.

In case of catalogs written by many authors we start with the title of the exhibition, after a dot: Exhibition catalog, ed. preceded by the initial of the editor’s first name, his/her surname, abbreviation “ed.”, place and time of the exhibition (if known), place and year of the publication, cited pages, catalog numbers, illustration numbers.

For example:

10. When citing in succession from the same bibliographic position, the abbreviation ibidem (written in italics) should be used. If the same author’s name is repeated in the following footnotes, the abbreviation idem or eadem is used.

For example:


11. When citing the source, which has been cited before, the author should write in the footnote only the cited author’s initial of his/her first name and his/her surname and an abbreviation op. cit. (written in italics); if it is a joint publication – then the shortened title. If more than one work by the same author is cited, then instead of op. cit., the shortened title should be given.

For example:

3 B. Kowalska, *op. cit.*, p. 3.
5 *Idem, Budowle gotyckie…*, p. 52.

12. A bibliography must be attached to be printed at the end of the text. The bibliography should be in alphabetical order: author’s surname, first name(s) initial(s); after colon give the title of the work (in italics), publisher (if any), and place and year of publication.

For example:

Małkiewicz, A.: *Kościół Świętych Piotra i Pawła w Krakowie*, Wydaw. Literackie, Kraków 1985

For articles in edited collections or journals, give the full range of pages:


For works with a digital object identifier (DOI) assigned to them, always give the DOI in the bibliography:


or (give direct reference with date of access):


13. The author of the article must attach keywords in Polish and English. Moreover the author must provide a summary in Polish and English of no more than 1,000 characters with spaces, including the initial of the author’s first name, his/her surname, the title and the most important theses.

Final remarks

The Editors reserve the right to introduce editorial changes and cuts in the text. Texts which do not achieve the point limit according to the review form, will be sent back to their authors.

Thank you for following the guidelines stated above, which will help speed up the publishing cycle and avoid making mistakes in the printed publication.

The Editorial