

The Editorial Board of PHJ would like to ask all authors to apply the following principles as regards the form of texts submitted for publishing in our journal.

1. The text in Polish or one of the official conference languages (Russian, Spanish, Italian, German, English, French) should be sent in, preferably in electronic form, to the editorial address **before October 31st** of each calendar year (after editorial proceedings and obtaining a positive review, the submitted material will be published in the following year's volume). The maximum length is 20 pages of single-spaced text written in Times New Roman size 12 (3500 characters per page on average). The texts should be accompanied by the following:

-) English title;
-) abstract in English, not longer than half a typed page;
-) short information about the author (name, academic title/degree, affiliation).

2. Footnotes - Times New Roman size 10, directly below the text. Footnote numbers should be placed in superscript, without brackets or dots, not indented. Footnote references are placed in the text before full stops (except when the sentence ends with an abbreviated form of: w. - wiek (*century*) or r. – rok (*year*)) or commas inside a sentence (except when they are to be placed between words which are not separated by a comma).

Example footnotes from Piotrków Historical Journal:

¹W. Mędrzecki, *Niemiecka interwencja militarna na Ukrainie w 1918 roku*, Warszawa 2000, s. 29.

²M. Motas, *Powstawanie polskiej państwowej służby archiwalnej przed odzyskaniem niepodległości (1917-1918)*, „Archeion” 1979, t. 69, s. 53.

³J. Hoff, *Wzory obyczajowe dla kobiet w świetle kodeksów obyczajowych XIX i początków XX wieku*, [w:] *Kobieta i edukacja na ziemiach polskich w XIX i XX wieku. Zbiór studiów*, red. A. Żarnowska, A. Szwarc, cz. 1, Warszawa 1992, s. 70-72.

⁴*Ibidem*, s. 5.

⁵W. Mędrzecki, *op. cit.*, s. 55.

3. Layout of the first page of articles and scientific reviews (i.e. longer polemic reviews) should be as follows: upper left side – author's name and full name of the academic institution the author is affiliated with; below, centred – title of the article.

4. In the review, above the text, the following should be placed, in order given: full first name and surname of the author of the reviewed work, its title and subtitle (if applicable – according to the title page). If the review concerns a joint publication, the name and surname of the editor should be given after the title. Next: for multi-volume works – the number of volumes or parts (e.g. t. (*tom – volume*) I-II) in Roman numerals, followed by: name of the publisher, place and year of publication, number of pages. Name and surname of the reviewer should be specified at the end of the review, on the right, along with the name of the academic institution, as above.

Example:

Jerzy Hauziński, *Irańskie intermezzo. Dzieje Persji w średniowieczu (VII – koniec XV wieku)*, Wydawnictwo Adam Marszałek Toruń 2008, ss. 384

Represje sowieckie wobec narodów Europy 1944-1956, pod red. D. Roguta i A. Adamczyka, Wydawnictwo ATENA, Żelów 2005, ss. 452

Waldemar Ceran, *Historia i bibliografia rozumowana Bizantynologii Polskiej (1800-1998)*, t. I-II, Bizantina Lodziensia VI, Wydawnictwo Uniwersytetu Łódzkiego, Łódź 2001, ss. 786

5. In main text, we accept generally used abbreviations (e.g., itp., m.in., rkps, mps, t., z., etc.) and, as a rule, r. (rok - *year*) and w. (wiek - *century*), other abbreviations as needed. Names of months should be given in words (styczeń, luty etc.).

6. Abbreviations in footnotes as in item 5. Other abbreviations, traditionally used in scientific historical papers, are acceptable if their meanings are explained with the initial use. Titles of periodicals and series should be put in quotation marks. Titles of publications included in a joint publication should be followed by [w:] after a comma. Volumes, yearly volumes, books, publication years, books and numbers of periodical and other publications should be in Arabic numerals.

7. Editorial board reserves the right to return texts prepared without respecting the above principles to their respective authors, for introducing the necessary corrections.

8. Editorial board reserves the right to introduce such formal corrections into articles and reviews that result from the necessity to comply with editorial principles, culture of language etc.

9. In order to prevent cases of ghostwriting and guest authorship, the Editorial Board of PHJ applies the principles used for the humanities:

- a) editorial board requires that the authors reveal their respective contribution to the article, with the author submitting the manuscript to be held generally responsible;
- b) editorial board informs that ghostwriting and guest authorship qualify as scientific unreliability and any detected cases thereof will be reported to institutions who employ the respective authors as well as to any interested parties;
- c) editorial board requires information on the sources of financing, contributions of research institutions, associations and other bodies (financial disclosure);
- d) editorial board keeps a record of all instances of scientific unreliability, in particular of violating and infringing ethical principles applicable in science.

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