

## Editorial specifications:

1. In view of the publishing line and the interdisciplinary character, *Studia Europaea Gnesnensia* is a journal for the publication of original scientific papers and reviews, which are to be sent to [seg@amu.edu.pl](mailto:seg@amu.edu.pl) within the deadlines announced at [www.steurgn.pl](http://www.steurgn.pl)
2. File format: .doc or .docx. Please note that files in .odt format will not be accepted
3. Apart from Polish, submitted papers and reviews may be written in English, French, German, Spanish and Italian.
4. Formal requirements:
  - a. **main text** of the paper should not exceed 20 pages of standardized typescript (36,000 characters with spaces)
    - principal text, font: Times New Roman 12 pts., 1.5 interline, 2.5 cm margins;
    - paper title: font: Times New Roman 14 pts. (bold).;
    - author: name surname and city (in parentheses) in the upper left corner above the title, font: Times New Roman 12 pts.;
    - underneath the first and last names of the Author, please provide their unique ORCID iD (*Open Researcher and Contributor ID*). The latter should be stated as full iD URI (<https://orcid.org/NUMBER>)
    - cross-headings: font: Times New Roman 12 pts. (bold);
  - b. **notes**
    - footnotes at the bottom of a page are to be used exclusively (font: Times New Roman 10 pts., 1.0 interline; 1.5 line spacing between successive footnotes; numbering – Arabic numerals).;
    - footnotes should follow the Harvard system, i.e. author, year. page (e.g. Kowalski 1985, p. 23).
    - when author references several works by the same author published in the same year, the date of publication should be followed by successive lowercase letters a, b, c etc. e.g. Nowak 1989a, p. 27. Nowak 1989b, p. 56;
    - when a publication has two authors they should be provided using “and”, e.g. Nowak and Kowalski 2015, p. 37.
    - when the publication has three authors: Nowak, Kowalski and Pawlak 2015, p. 56.
    - when a publication has more than three authors, the name of the first should be followed by “et al.”, e.g. Kowalski et al. 1999, p. 78.
    - The abbreviation “ibid.” is to be used when one publication is referenced in uninterrupted succession;
    - the same rules apply in the case of electronic sources. For instance, when citing a paper by Kowalski published January 1<sup>st</sup>, 2019, on a website X, the reference should be written as: Kowalski 2019. If the year of publication is unknown, please provide the year when the paper was accessed and read. If the author is unknown, please provide the initial wording of the paper’s title, e.g.: Paper on the Important Subject 2019
  - c. **quotations**
    - in the main text, quotations should employ normal font (Times New Roman 12 pts.) and be provided in double parentheses. A quotation

within quotation should use French «...» or German style of parentheses »...« (via insert symbol or similar);

- quotations in footnotes should use normal font as well (Times New Roman 10 pts.) and be enclosed in double parentheses;
- d. italics are to be used only for words of foreign origin, such *par excellence*, *in extenso* and for particular, non-standard expressions. Such words should not be written using expanded or double-spaced mode or underlined;
- e. **quotation marks in the main text:** titles of publications in the main body of text should be provided using normal font and double parentheses;
- f. **illustrations and figures** should be submitted in separate files (.tiff or .jpg file format) with 300 dpi resolution and width of 150 mm; please state their source as well (made by author, link, other publication etc.)
- g. **the following should be attached to the paper:**
  - **affiliation:** full name of university or institution where the author is employed (to which one's scholarly achievement is attributed); information on one's current scientific degree or title;
  - **abstract:** 2-3 sentences outlining the aim of the paper, indicating the nature of investigated issue and the method of inquiry/elucidation;
  - **key words:** several crucial terms relating to the substance of the text;
  - **summary:** provides the most succinct recapitulation of the main theses in the paper and its main conclusions, not exceeding 1,000 characters including spaces;
  - **list of references/bibliography in an alphabetic order**  
The format should be as follows:

**Book/volume:**

Author A. 2000, Title. Subtitle, Place of publication.

**Article in a volume:**

Author A. 2000, Title. Subtitle, [in:] E. Editor, E. Editor (ed.), Title of main text, Place of publication, p.1-10.

**Paper in a journal/periodical:**

Author A. 2000, Title. Subtitle, Name of periodical, 1, p. 1-10.

**Electronic document:**

Author A. 2000, Title. Subtitle, [online]. Publisher [last access: 2000-01-01]. Available online: <full link>.

5. Abstracts, keywords, and summaries of papers written in Polish will be published in English. These elements may be written by Authors in Polish and/or English. The editors reserve the right to their translation into English or to proofread the submitted translation in that language. These elements should be attached to the paper in the same .doc/.docx file (please do not submit those in a separate document) .
6. Formal requirements on reviews:
  - a. the review should not exceed 10 pages of standardized typescript (18,000 characters with spaces) for the main text, font: Times New Roman 12 pts, 1.5 interline, 2.5 cm margins;
  - b. the review must provide the original title and full details of the reviewed volume

- c. all references to the reviewed publication should be included in the **main text**, in parentheses, following the standard applicable to papers, e.g. (Kowalski 2014, p. 56); footnotes are to be used exclusively to provide information or explain an issue relating to the contents of the review;
  - d. if references to other publications are made in the review, details of such publications should be provided in the footnotes following the standard applicable to papers;
  - e. a bibliography compiled according to the same rules as in the case of paper should be appended at the end of the review;
  - f. scanned cover of the reviewed book or volume (.tiff or .jpg file format, resolution 300 dpi) should be submitted with the review.
  - g. underneath the first and last names of the Author, please provide their unique ORCID iD (*Open Researcher and Contributor ID*). The latter should be stated as full iD URI (<https://orcid.org/NUMBER>)
7. At the end of the text, the author should provide their e-mail addresses, preferably office/professional ones.
  8. Authors of papers and reviews are obligated to complete and sign the *anti-ghostwriting* form to confirm original authorship of the publication; subsequently, scan of the form should be sent to [seg@amu.edu.pl](mailto:seg@amu.edu.pl). If more than one Author has been involved in the text, please state the contribution percentage for each of the Authors.
  9. In the case of texts which do not conform to the above requirements or those which have been submitted without the completed and signed *anti-ghostwriting* form, the editors reserve the right to reject or return them to be further revised and amended.