Acta Poloniae Historica Editorial Guidelines

I. First/last page text layout

1. Article
The TITLE is put in upper case letters, using straight centralised typeface, and appears on the first/front page. The first name and surname of the author is placed above the title, on the left, and is italicised.
The phrase ‘trans. [+ first name and surname of translator]’, italicised, appears below the text.

2. Review and short note
Details of the books under review are given in the header, as follows: first name, surname of the author/editor, written using a text typeface, straight; the title of the work is put with a text type and italicised; place and date of publication, in straight type; name of publisher/publishing house (straight type); number of pages (pp.); if applicable, details re. the illustrations, tables, annexes, indices, foreign-language abstracts/summaries, and series. Below the text: for reviews, the first name and surname of the author on the left; of the translator, as with articles. For short notes, just the author’s initials, italicised, placed on the right.

3. In memoriam
The title contains the first name and surname of the deceased individual, italicised; below, the exact dates of birth and death are specified, with full names of the respective months, and put in round parentheses. The annotations regarding the author and the translator: as with reviews.

II. Titles, citations/quotations

1. Titles of published works are quoted in italics; titles of chapters, subchapters, parts/sections of multiple-author works, articles in periodicals: using straight type, put in single inverted commas.

2. Quotations or citations are put in double inverted commas. Longer quotations/citations (spanning more than 5 lines) are quoted with no quotation marks, indented. Omissions within quotes are marked with a triple-dot mark, no brackets.

III. Dates and numerals

1. Dates in full: if within the text – January 1777; for footnotes – Jan. 1777
2. Periods: from... to (till)..., or: between 1777 and 1799; or, –99; 1798–1854

3. Centuries; seventeenth not 17th, but: in the 1940s
4. Orders of magnitude: separated with commas if put numerically; e.g.: ,470
5. Percentage rates: numerically, e.g.: per cent

6. Pages: 28-9, not 28-29

IV. Bibliographical descriptions in footnotes

1. Original works, non-serial: first name and surname of the author(s) in full (straight type), title (italics), place and year of publication in round parentheses (straight type), page(s) referred to (without a ‘p[p].’):

Marie-Luise Legg, Newspapers and Nationalism: The Irish Provincial Press, 1850-1892 (Dublin, 1999), 325.

2. Edited works: first name and surname of the editor(s) in full (straight type); ‘ed.’ or ‘eds.’ put in round parentheses (in straight type); title (italics); place and year of publication in round parentheses (straight type):

Hugh Cunningham and Joanna Innes (eds.), *Charity, Philanthropy and Reform from the 1690s to 1850* (Basingstoke, 1998)

3. Articles in periodicals: first name and surname of the author(s) in full (straight type); title of article (straight type, single inverted commas); name of periodical (italics); annual set/file (Roman numerals, minuscule); number of volume, year (in round parentheses); pages:

Bernard Guenée, ‘L’Histoire de l’État en France de la fin du moyen âge vue par les historiens depuis cent ans’, Revue historique, ccxxxii (1964), 331-60.

4. Articles in multiple-author works: first name and surname of the author(s) in full (straight type); title of article (straight type, single inverted commas); ‘in’; description of the work in question, as per item 2 of the page:

Dympna McLoughlin, ‘Superfluous and Unwanted Deadweight: The Emigration of Nineteenth-Century Irish Pauper Women’, in Patrick O’Sullivan (ed.), Irish Women and Irish Migration(Leicester, 1995), 321–5.

The reference marks such as ‘idem’, ‘eadem’, ‘ibid.’, etc., may be applied, as opposed to ‘op.cit.’ – an abridged bibliographical description should be used instead; e.g.:

Marie-Luise Legg, *Newspapers and Nationalism: The Irish Provincial Press, 1850-1892* (Dublin, 1999)

Hereafter:
Legg, Newspapers and Nationalism.

* No translations of Polish works into English are provided in the footnotes; such translations can be made within the text’s content, in square parentheses, using straight type
* No surnames are spaced out whatsoever
* Names of localities being places of publication of the quoted books are given in original
* No quotation mark is used after ‘see’ or ‘in’
* *et al*.
* no.
* col.
* f./ff. – following a space
* part