

**GUIDELINES FOR PREPARING THE TEXTS FOR PUBLICATION
IN THE SEMI-ANNUAL JOURNAL
'ARCHIWA, BIBLIOTEKI I MUZEA KOŚCIELNE'**

General

1. Articles submitted to the semi-annual journal 'Archiwa, Biblioteki i Muzea Kościelne' (ABMK) should not have been published before or cannot be submitted to the editors of any other journal at the same time. It should not have been published online in the same or another language either.
2. The Editorial Board of ABMK accepts articles for publication in Polish, English, German, French, Italian, Spanish and Russian.
3. The article submission process, including the review and editing process, takes place online through the author's account created on the journal's website: <https://czasopisma.kul.pl/abmk/>
4. While registering on the journal's website (Register), the author should provide all required data: name and surname, e-mail address, affiliation, institution address, correspondence address, if different from institution address. It is mandatory for authors to provide their ORCID number.
5. When submitting an article, the author of the text is obliged to include a statement concerning individual author contribution and sources of research funding.
6. The structure of the article should consist of the following elements: a) a title in Polish and English; b) an abstract with keywords in Polish and English; c) the presentation of the research problem along with a discussion on the current scholarly literature; d) a suggested solution to the research problem and research methods used in the article; e) a discussion including scholarly literature; f) conclusions; g) references.
7. The text of the article should be written in RTF format (*.rtf) – Rich Text Format
8. All kinds of illustrations intended for the text (graphics, charts, maps, photos, etc.) need to be provided in separate graphic files in TIFF format (*.tiff) – Tagged Image File Format in 300 dpi resolution.
9. The author bears the responsibility arising from publishing rights and copyrights (quotations, reprints of illustrations, tables and graphs from other sources).
10. Critical editions of the Latin sources and the ones from the Old Polish period need to be based on the appropriate publishing instructions.
11. Articles should be written in the Latin alphabet and the texts which are written in the languages using a different alphabet (e.g. Cyrillic) should be transliterated.
12. Reviews should be accompanied by a full bibliographic description of the reviewed publication, including information about the publisher, the number of numbered and unnumbered pages, as well as the number of illustrations.
13. If the author fails to send his revision on time, it means that he agrees to have the text published in its current form.

14. The editors reserve the right to reject an article for publication without giving a reason.
15. The submitted materials are not returned to authors.
16. A copy of the materials intended for publication should be stored on an electronic medium until the paper appears in print.
17. Publishing rights are assigned to the publisher.
18. Authors do not pay any fees or bear any costs for publishing in the semi-annual journal 'Archiwa, Biblioteki i Muzea Kościelne'.

The main text

1. Formatting should be kept to a minimum – it is enough to highlight titles, subtitles and opening lines of paragraphs.
2. Quotations that run on in the text should be enclosed in quotation marks; quotations that are broken off from the text (called displayed quotations) should be written without quotation marks.
3. Quotations within quotations should be placed within double quotation marks “”.
4. In the main text, the titles of a free-standing publication are set in italics while the titles of an item within a publication are set in regular type within single quotation marks.
5. Terms defined and discussed in the text – in italics without quotation marks.
6. Phrases used in a figurative sense – in regular type without quotation marks.
7. Do not use a space to achieve the effect of sparse print for highlights in the text.
8. Dates are written without abbreviations. Arabic numerals are used to write centuries (19th century). The names of the months should be in full wording (11 November 1918).
9. We use en dash ‘–’ in the text. Hyphens (short marks) without a space either side: ‘-’ are used only between the numbers when giving the pages (pp. 2-50) or dates (2005-2010).

Footnotes

1. Footnotes should be written in the Latin alphabet and the texts which are written in the languages using a different alphabet (e.g. Cyrillic) should be transliterated.
2. Authors should use footnotes with the reference number in the text inserted before the punctuation (except in the case of abbreviations ending the sentence e.g. B.C. [Before Christ])
3. Authors ought to use a shortened bibliographic description, in which the following details should not be included: the name of the publisher, the names of the translators, the number of the previous editions (except when the work had more than one editions in the same year). The elements of a bibliographic description are separated by commas;

a) **books**: the initials of the first and middle names of the author, author's surname, the title (in italics), the place and year of publication, pages.

Example: A. Weiss, *Biskupstwa bezpośrednio zależne od Stolicy Apostolskiej w średniowiecznej Europie*, Lublin 1992, pp. 145-176.

b) **articles in joint publications**: the initials of the first and middle names of the author, author's surname, the title (in italics), in: the title of a joint publication (in italics), the initials of the first and middle names of the editors, the place and year of publication, pages.

Example: A. Weiss, *Dokument lokacyjny króla Jana III Sobieskiego dla Obry - Bernardowa*, in: *Historia świadectwem czasów*, ed. W. Bielak, S. Tylus, Lublin 2006, pp. 493-516.

c) **journal articles**: the initials of the first and middle names of the author, author's surname, the title of the article (in italics), 'the title of the journal' (set in regular type within quotation marks), the year or the volume (the year of publication) an issue number, pages (in: is not inserted before the title of the journal)

Example: A. Weiss, *Rejestr ekspedycji ks. biskupa Jana Albertrandiego wikariusza i oficjła generalnego archidiakonatu warszawskiego z lat 1795-1797*, 'Archiwa Biblioteki i Muzea Kościelne', 92 (2009) pp. 247-298.

d) **encyclopedic entries**: the initials of the first and middle names of the author, author's surname, the title of the entry (in italics), in: the title of the encyclopedia (in italics), the volume, the initials of the first and middle names of the editors, editors' surnames, the place and year of publication, pages.

Example: F. Lenort, *Archiwa Biblioteki i Muzea Kościelne*, in: *Encyklopedia katolicka*, vol. 1, ed. F. Gryglewicz, Lublin 1985, column 877.

e) **archival materials**: the name of the archive, the reference number, the title, pages or cards (everything in regular type)

Example: AAL, ref. Dz IV 22, Życiorys ks. Stanisława Brajczewskiego, card 46.

Note: it is necessary to give the full name of the archive the first time a source is cited. Then it should be followed by an abbreviated name in parentheses, e.g. Archiwum Archidiecezji Lubelskiej (AAL). Similarly for all abbreviations referring to the names of institutions and organizations (also in the main text).

f) **website addresses**: at the end – only the access date in brackets, without a space after dots.

Example: Katolicki Uniwersytet Lubelski Jana Pawła II, <http://www.kul.pl/> (space: 15.04.2016)

g) **electronic documents**: the title of the entry or the article, at the end – the access date, without a space after dots.

Example: *Ośrodek Archiwów Bibliotek i Muzeów Kościelnych*, <http://www.kul.pl/osrodek-archiwow-bibliotek-i-muzeow-koscielnych,123.html> (space: 15.04.2016)

4. If citing the same source again, use: author's surname (except when there are different authors with the same surname – then the initials of the first and middle names are also included), the beginning of the title (in italics, without ellipsis), pages. Do not use *op.cit!*

Example: Weiss, *Rejestr ekspedycji*, pp. 250-251.

Bibliography

The bibliography should be written in the Latin alphabet and the texts which are written in the languages using a different alphabet (e.g. Cyrillic) should be transliterated.

a) **books:** author's name and surname (not initials!), the title of the book (in italics), the place and year of publication, pages.

Example: Weiss Anzelm, *Biskupstwa bezpośrednio zależne od Stolicy Apostolskiej w średniowiecznej Europie*, Lublin 1992.

b) **articles in joint publications:** author's name and surname (not initials!), the title of the article [in italics], in: the title of a joint publication (in italics), the initials of the first and middle names of the editors and their surnames, the place and year of publication, pages.

Example: Weiss Anzelm, *Dokument lokacyjny króla Jana III Sobieskiego dla Obry - Bernardowa*, in: *Historia świadectwem czasów*, ed. W. Bielak, S. Tytus, Lublin 2006, pp. 493-516.

c) **journal articles:** author's name and surname (not initials!), the title of the article (in italics), 'the title of the journal' [set in regular type within quotation marks], the year or the volume (the year of publication), an issue number, pages (in: is not inserted before the title of the journal).

Example: Weiss Anzelm, *Rejestr ekspedycji ks. biskupa Jana Albertrandiego wikariusza i oficjła generalnego archidiaconatu warszawskiego z lat 1795-1797*, 'Archiwa Biblioteki i Muzea Kościelne', 92 (2009) pp. 247-298.

d) **encyclopedia entries:** author's name and surname (not initials!), the title of the entry (in italics), in: the title of the encyclopedia (in italics), the volume, the initials of the first and middle names of the editors and their surnames, the place and year of publication, pages.

Example: Lenort Feliks, *Archiwa Biblioteki i Muzea Kościelne*, in: *Encyklopedia katolicka*, vol. 1, ed. F. Gryglewicz, Lublin 1985, column 877.

e) **archival materials:** the name of the archive, the reference number, the title, pages or cards (everything in regular type).

Example: AAL, ref. Dz IV 22, Życiorys ks. Stanisława Brajczewskiego, card 46.

Note: It is necessary to give the full name of the archive followed by an abbreviated name in parentheses, e.g. Archiwum Archidiecezji Lubelskiej (AAL).

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Example: Katolicki Uniwersytet Lubelski Jana Pawła II, <http://www.kul.pl/> (space: 15.04.2016)

g) **electronic documents:** the title of the entry or the article, at the end – only the access date, without space after dots.

Example: *Ośrodek Archiwów Bibliotek i Muzeów Kościelnych*, <http://www.kul.pl/osrodek-archiwow-bibliotek-i-muzeow-koscielnych,123.html> (space: 15.04.2016)

Author's copy

Authors who would like to receive a free copy of ABMK containing their articles must inform the editorial team about their wish before publication.

Since the receiving of author's copy requires payment of a tax, the author has to provide the following data necessary for a tax return:

1. ID number or TIN (only people running a business)
2. Tax Office to which the taxpayer is responsible
3. Address of permanent residence and for correspondence, if different from permanent residence.

THE PROCEDURE FOR REVIEWING SCHOLARLY ARTICLES IN THE JOURNAL „ARCHIWA, BIBLIOTEKI I MUZEA KOŚCIELNE”

1. The procedure for reviewing articles is consistent with the review principles included in the Announcement of the Minister of Science and Higher Education of 29 May 2013 and 2 June 2015 on the criteria and procedure for evaluation of scholarly journals and to the principles of the publication ethics in accordance with the recommendations of COPE – Committee on Publication Ethics.
2. Submitting a paper for publication in the journal, authors agree to the review process.
3. Submitted publications are evaluated first by the editors.
4. Then the publications are reviewed by two reliable reviewers with at least a doctoral degree.
5. The submitted papers will not be sent to the reviewers from the same institution the author comes and to those who may be in conflict of interest with the author. A conflict of interest occurs when there is a professional relationship (especially one of financial dependence), direct academic collaboration (within the last two years preceding the year of preparing the review) and direct personal relationships (first or second degree blood relations, or relations due to marriage) between the reviewer and the author of the reviewed text. In addition, reviewers are not members of the Editorial Board (editor-in-chief, subeditors or editorial secretary).

6. The papers undergo a double-blind review process.
7. An editorial number is assigned to the paper so that the work can be identified at further stages of the publishing process.
8. Reviewers are obliged to maintain secrecy and confidentiality of all information provided by the Editor. The reviewers are not allowed to use any information about the paper before its publication.
9. The reviewer should inform the Editor if the reviewed article is similar to any previously published text.
10. The reviewer prepares a review in electronic form on the OJS platform or completes a review form, which should be sent to the Editor's email address in pdf form. It is also acceptable to send a paper review with a handwritten signature, which is held in the Editorial Office for 5 years.
11. The review must provide an unambiguous reason why the article was accepted or rejected for publication. Reviews that do not meet the substantive and formal requirements of a scientific review will not be considered. This is also the case with those articles dominated by unfounded critical opinions or praise, and those in which there is a clear contradiction between comments made in the review and a recommendation to publish or not.
12. The final decision on whether or not to accept the paper for publishing is made by the editor-in-chief on the basis of the analysis of the comments included in the review and the final version of the article provided by the author.
13. Once a year the editors publish online the updated list of the reviewers with whom they cooperate.