# Principles of preparing texts for publication in “Krakowski Rocznik Archiwalny”

## Text of the paper

1. Technical requirements:

* please send texts to the e-mail address of the Editorial Team in a format that is possible to edit (MS Office Word, Apache OpenOffice Writer or LibreOffice Writer);
* scientific papers should be a maximum of 30 pages of normal typescript (30 lines of text with approximately 60 characters per line, i.e. 1800 characters per page);
* the paper should include (in the form of a link by the author’s full name) a note about the author, containing the scientific title, current position and institution/place of work; research interests, e-mail address of the author, and ORCID iD;
* the paper should contain: a bibliography (placed at the end of the paper), an abstract (approx. 0.5 pages) as well as key words (up to 5 words); the bibliography consists of sources which are cited or referred to by the author of the paper; the abstract should contain: the goal of the paper, the research methods used, and the main research results; the key words should refer to the main issues dealt with in the paper.
* The text should be prepared using Times New Roman size 12 font, without hard spaces, but with line spacing (1.5 lines).

1. Guidelines for footnotes:

* please use the following template for footnotes;
* the full name of the author with expanded spacing which should be formatted by increasing the distance between characters by 1 point, and not by adding spaces.

Book:

Stefan Kieniewicz, *Społeczeństwo polskie w Księstwie Poznańskim 1848 roku*, Warszawa 1935, s. 50.

*Ibidem*, s. 51.

S. Kieniewicz, *Społeczeństwo...*, s. 55.

Fragment of book:

Janusz Tazbir, *Nietolerancja wyznaniowa i wygnanie arian*, [w:] *Polska w okresie drugiej wojny północnej 1655–1660*, t. 1, Warszawa 1957, s. 277.

*Ibidem*, s. 275.

J. Tazbir, *Nietolerancja...*, s. 655.

Paper in journal:

Krzysztof Chłapowski, *Alienacje dóbr królewskich w latach 1578–1668*, „Przegląd Historyczny” 1978, t. 69, z. 4, s. 649.

Ibidem, s. 650.

K. Chłapowski, Alienacje ..., s. 655.

Library manuscript:

BJ, rkps 2274, k. 59–60.

Rękopis archiwalny:

ANK, Księgi grodzkie krakowskie, sygn. 29/5/2/817, s. 20.

1. Guidelines for the bibliography – a bibliography should be placed at the end of the text and prepared in accordance with the following.

Manuscripts

Archiwum Narodowe w Krakowie

Akta miasta Czchowa, sygn. 29/104/29.

Zbiór Kartograficzny, sygn. 29/663/6/Zb. Kart. VI 408.

Archiwum Główne Akt Dawnych w Warszawie

Księgi miejskie Starej Warszawy, sygn. 1/97/517.

Printed source materials

*Księgi przyjęć do prawa miejskiego w Krakowie 1573–1611. Libri iuris civilis Cracoviensis 1573–1611.* Wyd. Aniela Kiełbicka, Zbigniew Wojas. Kraków: Secesja, 1994.

Press

„Ilustrowany Tygodnik Polski” 1915, zeszyt 3, 4, 5, 6.

Official printed matter

*Wykaz właścicieli dóbr tabularnych w Galicji.* W: *Księga adresowa Król. Stoł. Miasta Lwowa*, R. 6. Wyd. Fr. Reichman. Lwów, 1902.

Elaborations

Bukowska Krystyna: *Dawne prywatne prawo miejskie od połowy XV do połowy XVIII wieku.* W: *Historia państwa i prawa Polski*, t. 2. Red. Juliusz Bardach. Warszawa: Państwowe Wydawnictwo Naukowe, 1966, s. 301–312.

Waniczakówna Helena: *Dembiński Ignacy.* W: PSB, t. 5. Kraków: Polska Akademia Umiejętności, 1939–1946, s. 71.

Wyrozumski Jerzy: *Kraków do schyłku wieków średnich.* Kraków: Wydawnictwo Literackie, 1992.

Zielińska Teresa: *Rozważania nad kwestią wyposażania szlachcianek w Wielkim Księstwie Litewskim w XVIII stuleciu.* „Kwartalnik Historyczny” 1989, R. 96, z. 1–2, s. 93–109.

Electronic publishing

Minakowski Marek Jerzy, baza „Wielka genealogia”, http://wielcy.pl/ (odczyt: 07.04.2020).

## Illustrative material

1. The author/publisher should be the copyright owner of the used illustration. When the copyright to the illustration belongs to another person/organ, the author is obliged to supply the Editorial Team with the written consent of that person/organ for the publication of the illustration.
2. Illustrations should:

* be of high quality, in jpg or tiff formats (scans should be made without scaling, with a minimum of 300 dpi; coloured objects in CMYK, and black-and-white objects in greyscale),
* be described in a manner that allows unequivocal identification,
* be sent in separate files (please do not insert the illustrations into the text).

1. The author should also send a list of illustrations containing:

* caption/description of the illustration,
* for photographs – the full name of the photographer,
* for reproductions – the location of the original and the reference number of the site.