

*The Media Research Issues*

— The Rules for Editing the Articles

The editors accept articles of about 40,000 characters, reports from scientific conferences and scientific reviews.

The articles (in doc or docx files) should be sent to the editorial office address:  
zeszyty.prasoznawcze@uj.edu.pl

Please attach the following to the article text:

- Summary in Polish and English (in the latter, the title of the article to be summarized should also be given in English).
- The summary should include a description of the research objective / thesis, methodology and research material, a brief summary of the results and the cognitive value of the article.
- Polish and English keywords (at least five)
- brief information about the author (name, surname, academic degree, name and address of the workplace, e-mail address for publication), Author's ORCID - this data (in the case of authors of articles) will be published.

**Any text submitted for printing in a language other than Polish should be proofread and corrected by a native speaker.**

**Please use the following formatting in the main text:**

- Times New Roman font, 12 points, 1.5 spacing, 1 cm paragraph, justified text

**Please use the following formatting in citation blocks:**

- Times New Roman font, 10 points, 1.5 spacing, paragraph indent only on the left, justified text

**Please use the following formatting in the bibliography:**

- Times New Roman font, 12 points, 1.5 spacing, items ordered in alphabetical order

**Please use the following formatting in the tables and charts:**

- Times New Roman font, bold, 10 points, 1.0 spacing.
- Tables and graphs should be numbered (Table 1, Table 2, Table 3).
- The title of the table / graph should be given above the table / graph. No full stop at the end.

Table 1. Magazine market concentration indicators

- Below the table / graph give the source or the information that the data was developed by the author(s). Use Times New Roman font, without bold, size 10. No full stop at the end.

Source: Kowalska 2018, p. 202 Source: own study

## **Footnotes, cross-references, bibliographic notes**

We use the Harvard literature reference system in the *Media Research Issues*. Please use footnotes only for supplementary information.

Please follow these guidelines:

- After the quote, put the reference to its source in round brackets

As Jan Iksiński notes, “the media are an instrument of power” (Iksiński 2011, p. 11).

- If the cited book has two or more authors, list them all separating names with a comma

Jan Igrekowski and Barbara Iksińska write that “this situation is also influenced by the attitude of journalists” (Igrekowski, Iksińska 2009, p. 16).

- When indicating that a given topic was discussed by various researchers not quoted before, their names should be separated by a semicolon

Media researchers have often referred to this issue (Kowalski 2014, p. 22; Nowakowski 2009, p. 13; Czarny 2000, p. 18).

- If several publications of the same author, published in the same year, are used, mark individual volumes with consecutive letters of the alphabet

Kapuscinski wrote about this in “Lapidaria” (Kapuscinski 2008 a; 2008 b).

- If there is reference to the entire collective work (edited by), refer to the editors (Editor 2018) or (Editor 1, Editor 2 2019) in the text.

- If any dictionary is used, use the following entry: (Polish Dictionary 2018, p. 15), not e.g. (Editor 2018, p. 15).

- If there is reference to RTV programs, give the title of the program and the year in brackets

- For official documents, as a rule impersonal, use the following provision: (Act on a given issue 2018).

- When quoting sources from the Internet, please use the following entry:

- If the author is known, use the entry: (Author Year). For example (Kowalski 2019)
- If only the title is given, use the entry: (Title Year). For example (About media 2016)
- If the author is an organization, use the entry: (Organization Year). For example (WHOT 2019)
- If there is no given year, please mark it as b.r. For example (Kowalski b.r.)

In the bibliography, please follow these guidelines:

### **Article in a journal**

Nowak M., Kowalski I. (2001). Starzenie się ludności. *Zeszyty Prasoznawcze*, nr 6, s. 14–17. Smith S., Green M. (2002). Agenda-Setting Effects. *Communication*, vol. 1, p. 36–57.

### **Book**

Autorowski K. (2001). Strategia geopolityczna. Kraków.

Brown D. (2009). Teoria komunikowania, transl. A. Kowalski, A. Nowak. Warszawa.

Nowacki M. (2010 a). Internet. Toruń, Nowacki M. (2010 b). Media. Toruń.

### **Chapter in a collective work**

Smith N.E. (1989). Two Sides of Myth. In: D. Green (ed.). *Spectrum of the Media* (p. 219–223). London.

### **Article on the website**

Red T. (1999). New Media [<http://www.address website>; 14.01.2014].

### **Additionally, please comply with the following rules:**

1) In the main text, for the titles of articles, books, RTV broadcasts and programs use Roman type and put them in inverted commas.

2) Titles of magazines and their abbreviations should always be written in italics, without inverted commas.

3) Initials of double names should be given without spaces, e.g. W.M. Nowacki

4) ‘Volume’ - abbreviation: vol.

‘Page’ - abbreviation: p.

‘Editor’ - abbreviation: ed.

5) Remember to provide pages in references, and in the bibliography provide pages on which the article was printed in a journal or a collective work. In translated works, please indicate a translator.

6) Omissions in the text in [...]. Use such brackets also to highlight emphasis [underlined A.B].

7) For all smaller quotes (up to three lines) use Roman type and inverted commas. Also for smaller and larger quotes in reviews.

8) Bigger quotes (three sentences or more) should be in a small text block.

9) The use of hyphens, en and em dashes

a) hyphen (-): used for compound words (well-known), double-barrelled surnames (Kowalska-Nowak),

b) en dash ( – ): used to mark inclusions (e.g. This thought – as Jan Nowak claims – was formulated in the nineteenth century), for date ranges (1900–1901), in determining the range of pages (pp. 16–33)

c) em dash ( — ) is used in dialogues

10) Use italics for foreign words and when writing about specific lexemes or expressions (e.g. *river*, *mouse*, *birch* are nouns). When writing about meanings, also use italics.

11) Internal quotation marks should be marked "« ... »". This can be done by using the "Insert - Symbol" option in the command menu.

12) Number tables, charts, drawings separately. Every table, every chart or drawing should be titled.

Table 1. List of nationwide free press titles in 1999-2009

Table and graph numbers referred to in the text without dots (e.g. Table 1 presents).

13) Titles and subtitles:

Main title with subtitle:

JAN NOWACKI

## **MEDIA IN THE WORLD**

1st level subtitle: *Visual metaphors of the world*

2nd level subtitle: Images of the world

Bibliography: *Bibliography*

14) Use lower case for the lexeme *internet*.

15) When citing the author / researcher for the first time, please provide his/her first name and surname. In subsequent references, please provide only the surname. When citing two authors with the same surname, please indicate in the second or subsequent references the initial of the name.

### **Illustrations**

If you need to reprint your illustrations, please attach the official release statements issued by copyright owners. If you are unable to obtain them, we recommend that you replace the drawings with their description and a link to the online publication of the drawing on the website with adequate stability and longevity.

### **Other remarks**

Sending the article to the editor means that it can be published both in traditional form (on paper) and on the Internet. However, the printing takes place only after obtaining two positive reviews and signing the relevant contract with the Publishing House of the Jagiellonian University in Krakow. The editors reserve the right to introduce any necessary abridgements and adjustment changes.

