"The Polish Journal of the Arts and Culture. New series"

GUIDELINES FOR AUTHORS OF TEXTS IN ENGLISH

1. General Information:

   (a) The biannual "Polish Journal of the Arts and Culture. New Series" (hereinafter: PJAC.NS) is an electronic, reviewed academic journal published by the Centre for Comparative Studies of Civilisations of the Jagiellonian University. The periodical is published in the winter and summer of each year.

   (b) The journal consists of three sections:

   Articles and dissertations that are academic papers written on the basis of one's own research, review papers as well as theoretical and methodological works from the broadly understood area of cultural studies. They should contain from 20 to 40 thousand characters with spaces (including abstracts, footnotes and bibliography);

   The interpretatio mundi section contains original translation of works (or parts thereof) representing the literature of a particular cultural circle (reflections of a religious, philosophical or anthropological character, as well as literary works) bearing academic commentary or apparatus, along with translations of academic articles or essays that are relevant to the discipline of cultural studies (with a brief introduction by the translator). They should contain up to 40 thousand characters with spaces (including footnotes and bibliography);

The Dialogues and diagnoses section is intended for the review of books and academic articles on issues of cultural studies, responses to reviews, polemics, accounts of events of an academic nature (conferences, seminars etc.). They should contain up to 15 thousand characters with spaces.

(c) The journal publishes articles in Polish and English. In special cases, the editors may consider publishing an article in another language.

(d) The acquisition of copyright for illustrative material, as well as translation, is the responsibility of the authors who submit their articles for publication. Authors are required to submit written consent of the author's illustrations/translated text for publication.

(e) For articles published in PJAC.NS, the author does not receive any fee.

2. Manuscript requirements:

(a) The editor accepts files in the following formats: .doc, .docx, .rtf, .odt;

(b) All articles should include:
- information about the author (academic affiliation, ORCID, e-mail address);
- abstract in English (including the title of the paper);
- keywords in Polish and English.

(c) Proposals for articles should be sent to: pjac@uj.edu.pl. The editorial board will inform the author of the initiation of the reviewing procedure for the article.

(d) Articles should meet the standards set by the editorial board of PJAC.NS. Articles inconsistent with the guidelines set forth will not be accepted for publication.

3. Editorial recommendations:

(a) **Format**. The text should be in flush-left format (with disabled justification and hyphenation). Indentation should be used to indicate a new paragraph. The fonts used should be universally available. Footnotes should be placed at the bottom of the page numbered consecutively in Arabic numerals. Footnote marks in

the title, the headings and the captions must not be used. Pages should be numbered. For the purposes of emphasis, italics should be used.

(b) **The structure of the text**. In order to organise the text, the author may use sub-headings that may have a hierarchical structure (up to three levels deep). Sub-headings should be justified to the left side and should be numbered starting with the digit 1 (for example, the first sub-heading to the third level will be rendered as 1.1.1). All caps must not be used for title and headings. Use title- or sentence case instead.

(c) **Illustrations and tables**. Photos and drawings should be sent in separate files of a sufficiently high resolution to reproduce an image 9 cm in width. A width of 500-600 pixels would be a safe dimension for each file. Acceptable formats are .pdf (preferred), .jpg and .png. A file should be attached that includes a description of the illustrations and information about the authorship and/or source. Footnote marks in the captions must not be used. For the publication of graphic materials, the written consent of the author is required (unless they can be openly accessed or the author of the article holds copyright over them). The same requirements apply to charts, tables and diagrams, provided that they are reproduced from external sources. Otherwise, they should be placed directly in the text.

4. Specific editorial and typographical recommendations:

(a) **Transliterations and transcripts** for: Arabic, Chinese, Hebrew and Yiddish, Japanese, Korean, Mongolian, Farsi, Russian, Sanskrit, Pali and Hindi, Tibetan. As for geographical names, follow the guidelines available here.

(b) **References and bibliography**. An author-date format should be used, according to the guidelines of The Chicago Manual of Style 17 (guidelines and examples are available at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html. Those using reference management software should load the .csl file available here: https://www.zotero.org/styles?q=chicago-author-date. 'English (UK)' must be set as the language for formatting the references and bibliography.

(c) **Indicating quotations**. Short (up to 3 lines) quotations should be indicated with quotation marks in the main text. Anything longer should be distinguished graphically by using a separate block, in which case quotation marks are not necessary.

(d) **Use of italics**. Italics are used to emphasise titles (articles, books, etc.) as well as all terms of foreign origin (which are not rooted in English), including those from Western languages – e.g. *mutatis mutandis*, *ab initio*, *in situ* etc. Italics are also applied to add emphasis to certain words or passages if necessary.

(e) **The use of quotation marks**. Use single quotation marks ('aaa'); quotes within a quote are marked by double quotation marks ("aaa"). In longer quotations, the original form of the quotation marks is kept.

(f) **The use of en dashes and hyphens**. The hyphen is used to connect terms forming an integral whole (Austro-Hungarian Empire). When connecting terms that do not constitute a whole, we apply an en dash without spaces (East–West relations; Paris–Dakar rally). An en dash without spaces is also used when indicating ranges of numbers written in Arabic numerals (p. 225–229; from 1910–1962). An en dash can be used as a punctuation mark – as in this sentence – with a space on either side.

(g) **The use of square brackets**. Along with an ellipsis, this indicates omissions in quotations ([...]). Otherwise, they are used for all additional remarks from the author (explanations, source terminology etc.) contained inside translations and other quotations. Square brackets are also used to mark phonetic transcription.

(h) **The use of the slash**. To separate alternatives (110/220 volts, and/or), periods covering parts of consecutive years /centuries (the 2015/2016 academic year). The slash is separated on either side by a space only if the alternatives consist of more than a single word.

5. Abbreviations:

(a) **Numerals**: numerical use is indicated by words – for example, only ten examples were given (not: only 10 examples were given). When calculating or comparing data, or when the numbers are followed by a unit measurement, the numbers are indicated by

numerals – for example, the protest was supported by 34,100 people or 80% of the respondents answered affirmatively.

(b) **Shortening of proper names**: when quoting names (of researchers, artists or others) for the first time in the text, please provide them in full. Later, just the last name will suffice. Where relevant, when a name appears in the text for the first time, please enter the date of birth and/or death by placing it in brackets — for example, 'Claude Levi-Strauss (d. 2009) moved to New York City'.

6. Concluding remarks:

   (a) For any matters that remain unresolved in these guidelines, please follow those on www.oed.com.

   (b) Manuscripts that do not comply with the above requirements must be modified by the authors in order to comply. This is a condition that must be met in order for any editing work to be undertaken.