

# Manuscript guidelines

## General information

All the manuscripts submitted to “Studia Medioznawcze” [“Media Studies”] have to fulfill the formal requirements as follows:

1. Text should be delivered in WORD software, 12-point Times News Roman, 1.5 interline spacing, justified;
2. the article should not exceed 40 000 characters (including spaces);
3. a report, a review, should not exceed 15 000 characters;
4. the text should be standardized format, without automatic format;
5. paragraphing should be done with tab;
6. bolding and underlining should not be used;
7. the article should be separated with bolded headings (but the text cannot begin with the heading); the first part should include the introduction to the issues presented in the article, the last – the final conclusions and the summary;
8. the titles of magazines, exhibitions, conferences, scientific sessions, working groups, sections, thematic cycles, programs, panels etc. should be given in quotation marks, straight text;
9. titles of books, chapters, articles, lectures, speeches, discussions, presentations, reports, films, auditions, pictures etc. should be written in italics;
10. quotations should be written in quotation marks, straight text; a quotation inside a quotation should be marked in angle quotes »...«;
11. the following punctuation should be used for references: *xxx*<sup>1</sup>. „xxx”<sup>1</sup>. (*xxx*)<sup>1</sup>. (full stop position – after the reference);
12. if a full stop belongs to an abbreviation, or initials, the reference is placed after a full stop, for example: *K.*<sup>1</sup> *returned from abroad; froze him with a look, shouted etc.*<sup>1</sup>
13. visuals (tables, diagrams, pictures, photographs) should be numbered and titled beginning with capital letter and be written as follows: Table 1., Diagram 1., Photo. 1., Picture 1.;
14. pictures captions should not be ended with full stop unless it belongs to an abbreviation, when the caption is multi-sentence each sentence should be ended with full stop except the last one;
15. in the case of table, the title should be placed above it, in the case of diagrams, pictures, photographs – below them;
16. phrases: the table (diagram, picture, photograph) above/below should be avoided – their number should be given in brackets, for example (Table 1.);
17. Please do not include bibliography in the text;
18. iconographic material should be chosen carefully so that it is good quality (clear colors and good resolution, legibility).

## REFERENCES IN MANUSCRIPTS

Footnotes should be numerated with Arabic numeral and placed at the bottom of a page (please do not use tab key for spaces). Particular elements of bibliographical descriptions should be separated with commas; the footnote should end with full stop. In case of using several bibliography items in one footnote, they should be separated with semi-colon.

### References to monographs

Reference to monograph should include: initials of the first name/names and the last name of the author, title of a work in italics, edition signature (if different from the first one), place and the year of publication (without the publisher's name), as well as number of page/pages.

Examples:

K. Wolny-Zmorzyński, A. Kaliszewski, W. Furman, *Gatunki dziennikarskie. Teoria, praktyka, język*, Warszawa 2010, p. 9.

- If a book has more than three authors the footnote is as follows:

E. Bańkowska et al., *Praktyczna stylistyka nie tylko dla polonistów*, Warszawa 2003.

- If there are more than three places of publishing on the editors' page, we only mention the first of them; if there are two of them we mention both, for example:

K. Jakubowska, *Historia Polski*, Wrocław–Warszawa 2008, p. 34.

### References to collective/edited books (including anthologies) begin with the title

Examples:

*Komunikacja i partycypacja społeczna*, ed. by J. Hausner, Kraków 1999, p. 41.

*Rozrywka w mediach i komunikacji społecznej*, ed. by M. Piechota, G. Stachyra, P. Nowak, Lublin 2012.

*Book*, ed. J. Smith, London 2004, p. 16.

- If the title has more than three editors:

*Media za granicą*, eds J. Kowalski et al., Warszawa 2010, p. 45–90.

### References to chapters in edited books

Examples:

W. Godzic, *Telewizja dla dziennikarzy – telewizja dla widzów* [in:] *Dziennikarstwo i świat mediów*, ed. Z. Bauer, E. Chudziński, Kraków 2010, p. 133.

J. Sławiński, *Esej* [in:] *Słownik terminów literackich*, ed. idem., Wrocław 2000.

W. Gombrowicz, *Dziennik 1953–1956* [in:] idem., *Dzieła*, v. 7, Kraków 1989, p. 61.

### References to article in scientific journal

Reference to article in scientific journal should include: initials of the first name/names and the last name of the author/authors, title of the article in italics, title of the periodical in quotation marks, year and the number of publishing, and page/pages.

Examples:

Ł.G., *Tytuły branżowe*, „Rzeczpospolita” 1995, add. „Plus Minus” no. 19, p. 6.

M. Łukasiuk, *Mieszanie ról*, „Press” 2006, no. 4, p. 39–42.  
(if a periodical is numerated yearly)

or:

P. Malinowska, *Polska a Ukraina*, „Zeszyty Historyczne” Vol. 12 (2009), p. 3.  
(if a periodical is numerated continuously from the 1<sup>st</sup> number independently from the year)

W.E. Smith, H. Jenkins, *American Media*, „Public Opinion Quarterly” Vol. 4 (2008), no. 4, p. 45–78.

### References to online sources

In case of digital publishers we give the same information available as in the printed sources, complementing it with the website and the access date in square brackets, for example:

A. Stanisławska, *Inwazja tanich tabletek*, „Rzeczpospolita” 2013, nr 6, <http://www.ekonomia24.pl/artykul/967873.html> [dostęp/access: 08.01.2013].

### Repetitions

- In case of repeated reference to the document already described when the footnotes appearing one after another reference the same source, instead of the whole description *ibid.* designation should be used with the page/pages numbers:

<sup>1</sup> R. Habielski, *Polityczna historia mediów w Polsce w XX wieku*, Warszawa 2009, p. 203.

<sup>2</sup> *Ibid.*, p. 204.

- In case of repeated reference to the author already cited in the footnote appearing right before another footnote of the same author *idem.* designation should be used and the whole description of a title:

<sup>3</sup> R. Kapuściński, *Autoportret reportera*, Kraków 2006, p. 77.

<sup>4</sup> *Idem.*, *Busz po polsku*, Warszawa 1962, p. 32.

<sup>5</sup> *Idem.*, *Nie ogarniam świata*, Warszawa 2007.

- In case of referring to the document mentioned previously but not appearing one after another, only the beginning of a description should be repeated: author's name and the

beginning of the title ended with ellipsis and add the *op. cit.* designation and provide with pages numbers, for example:

<sup>2</sup>J. Sobczak, *Dziennikarstwo – zawód, misja czy powołanie?*, Poznań 2004, p. 7–30.

<sup>6</sup>J. Sobczak, *Dziennikarstwo – zawód, misja...*, *op. cit.*, p. 22–23.

### Reference to law documents and legal articles

Abbreviation of the title Dziennik Ustaw Rzeczypospolitej Polskiej and the number and the position of an act should be written as follows:

Dz.U. No. 96 pos.. 590 ze zm. lub Dz.U. z 1993 r. Nr 16 poz. 48 ze zm.

art. 5 sec. 2 pt 2 ltr. a (small letters, without full stops after numerals, without commas);

art. 5 § 3sec. 3 ltr. b (as above);

- Titles of national legal acts should start with small letter, for example: ustawa z dnia 4 lutego 1994 r. o prawie autorskim; kodeks postępowania cywilnego; but: Konstytucja Rzeczypospolitej Polskiej; art. 14 Konstytucji;
- Using abbreviations is acceptable, for example: k.p.c. or kpc – kodeks postępowania cywilnego; p. p. or pp – prawo prasowe;
- In the titles of international legal acts the first word should begin with capital letter, for example: Convention on the protection of water, Charter of human rights.

### CONFERENCE REPORTS

A conference report should include:

1. Title, place and date of the conference;
2. Discussion order, participants, description of (all or chosen) presentations, conclusions and arrangements of the conference;
3. Opinion of the author of the review on the course and results of the conference.

Detailed requirements of the names spelling are included in points 8–10 of *General Information*.

- If the author describes only chosen presentations, the report should end with full list of presentations including the names of presentations authors with their degrees, university and the title of presentation using punctuation as follows:

Bartłomiej Secler PhD (Adam Mickiewicz University in Poznań) *Kondycja prasy katolickiej w Polsce. Problemy i wyzwania*

## **BOOK REVIEWS**

The title of the review should include:

- The last name of the author/authors, the title of the book, editor's name, place and year of publication, number of pages, ISBN number

should be constructed according to a schema applied flexibly – depending on the work reviewed – and include:

1. Explanation of the topic;
2. Remarks concerning the author: the place of the work analyzed in their output (in case of the corporate author – on which occasion/inspiration it was created, which scientific circle do the authors come from etc.);
3. The task/thesis set by the author;
4. Short characteristics of the work (main issues, method, stadia of author's reasoning);
5. Description of the work construction (composition, parts, chapters);
6. Source base of the work – a critique (or praise) of the work, methodic and problem questions or conclusions drawn after reading the work;
7. Short general evaluation of the work.

Detailed requirements of the names spelling are included in points 8–10 of *General Information*.