

# STUDIA

## Koszalińsko-Kołoobrzczeskie

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### INSTRUCTIONS FOR AUTHORS

People who want to publish their articles, reports, reviews or announcements in the journal "The Koszalin-Kolobrzeg Studies" should send the electronic text to the editorial office (e-mail: [skk\\_koszalin@interia.pl](mailto:skk_koszalin@interia.pl)) until December 31.

#### **The article structure:**

#### **Common instructions**

1. File format: extension .doc, .docx.
2. Dokument format: A4 page, margin 2,5 cm
3. Fundamental text: Times New Roman font 12 pkt., line spacing 1,5
4. Footnotes: 10 pkt. font, line spacing 1.
5. We do not format the article as well as its part or a title. We do not divide words or use the additional line spacing. We do not use the tab key for the first line. We do not underline or use caps.
6. The author's name and surname should be at the beginning of the article above the title. In the footnotes we put the full name of the institution the author works, the city and the e-mail.
7. The order and numbering according to the pattern:  
Introduction  
1. ...  
    1.1. ...  
    1.2. ...  
2. ... etc.  
Summary  
Bibliography  
Abstract  
Keywords
8. We add a short summary and the keywords to each article. They should be both in Polish and English. It does not apply to reports, reviews or announcements.
9. The text of the article must be 18 pages (up to 40 thousand signs).

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### Detailed instructions

1. The quotations in the fundamental text and footnotes we put in inverted commas, ‘, in stativa not *italic* font (we do not use a double cursor), in the ending of the quotation retaining the order: a quotation, a footnote number, a full stop (or comma) e.g.: <sup>27</sup>.
2. The internal quotations (the quotations in quotations) we mark with a double quotation: «».
3. If we omit a part of a quotation in a sentence we use round brackets and ellipsis: (...). We do not use them if we skip the text of the beginning or the end of the quoted sentence.
4. We use an *italic* font for:
  - a) titles of books, journals, articles,
  - b) foreign phrases,
  - c) important phrases we want to emphasize.
5. We use a dash in texts „-”. The hyphens (short marks) without a space: „-” we use only between numbers in dates or marking the pages e.g. 9–89. We use them also in two-words names e.g. „The Koszalin-Kolobrzeg Studies”.
6. In footnotes we do not write the authors’ rank e.g. Fr., prof., card., st.
7. If a particular footnote gives several publications, we divide the following ones with semicolons.
8. Referring to the earliest quotations we use the abbreviation of the title with its first three letters and the ellipsis.
9. We do not use a publisher’s name as well as publishing series or the translators’ names as far as there is not a justified situation.
10. We do not use the abbreviation for defining pages, columns, etc. but we use only the numbers.
11. In Ecclesial Documents we refer to the point not to the page number; we state the source, the place and the edition or announcement year.
12. The author’s interference we write in square brackets.
13. We use a space after each punctuation mark excepting the initials e.g. H.U. von Balthasar.

### The photo and picture preparation

1. We send the pictures as the attachments in the JPG format. They must not exceed 2 MB.
2. We do not attach the pictures to the text but only mark the place we want to place them, giving the file name of the attachment.

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### Writing preparation

#### Footnotes format

1. The books, for example.

Janusz Bujak, „*May they all be one*” (J 17,21). *The introduction to the ecumenical issues* (Szczecin: Wydawnictwo Naukowe Uniwersytetu Szczecińskiego, 2009), 72–77.

By cross-referencing the publication cited already write:

Bujak, „*May they all be one*” (J 17,21). *The introduction to the ecumenical issues*, 72–77.

Bujak, Janusz. „*May they all be one*” (J 17,21). *The introduction to the ecumenical issues*.  
Szczecin: Wydawnictwo Naukowe Uniwersytetu Szczecińskiego, 2009.

2. The articles from joint publications, e.g.:

Bernard Wodecki, “The Temple’s Role and Meaning according to the First Testament Role”, in:  
„*The Spirit and the Bride say: Come*”. *The commemorative book for a professor Fr.*  
*Augustyna Jankowskiego OSB in his 85 birthday anniversary*, ed. Waldemar Chrostowski  
(Warszawa: Vocatio, 2001), 424–425.

By cross-referencing the publication cited already write:

Wodecki, „The Temple’s Role and Meaning according to the First Testament Role”, 424–425.

Wodecki, Bernard. “The Temple’s Role and Meaning according to the First Testament Role”. In:  
„*The Spirit and the Bride say: Come*”. *The commemorative book for a professor Fr.*  
*Augustyna Jankowskiego OSB in his 85 birthday anniversary*, ed. Waldemar Chrostowski,  
424–425. Warszawa: Vocatio, 2001.

3. The encyclopedia entry (must be a headword), e.g.:

Waldemar Chrostowski, „The pilgrimage in Bible”, in: *The Catholic Encyclopedia*, vol. 15 (Lublin:  
Towarzystwo Naukowe Katolickiego Uniwersytetu Lubelskiego, 2011), col. 482.

By cross-referencing the publication cited already write:

Chrostowski, „The pilgrimage in Bible”, in: *The Catholic Encyclopedia*, vol. 15 (Lublin: Towarzystwo  
Naukowe Katolickiego Uniwersytetu Lubelskiego, 2011), col. 482.

Chrostowski, Waldemar. „The pilgrimage in Bible”. In: *The Catholic Encyclopedia*. Vol. 15 (col.  
482). Lublin: Towarzystwo Naukowe Katolickiego Uniwersytetu Lubelskiego, 2011.

4. The articles from journals, e.g.:

Janusz Lemański, „Abraham – the faith born from the experience”, *The Koszalin-Kolobrzeg  
Studies* 16, 20, 1–2 (2013): 127–135.

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(16 – an editorial year, 2013 – a year, 20 – a number, 1–2 – a notebook).

If there is a yearbook and a number or a notebook we write.

By cross-referencing the publication cited already write:

Lemański, „Abraham – the faith born from the experience”, 127–135.

Lemański, Janusz. „Abraham – the faith born from the experience”. *The Koszalin-Kolobrzeg Studies* 16, 20, 1–2 (2013): 127–135.

5. The electronic documents (it must be the author firstly – if there is, the title of the article or the entry, last of all the date without a space after full stops) e.g.:

Kazimierz Dullak, „Preparation and thanksgiving (can. 909 KPK)”, *Colloquia Theologica Ottoniana*, 11, 2 (2013): 121–132, access 19.05.2013,  
[http://www.wt.usz.edu.pl/attachments/article/296/CTO\\_2-2013.pdf](http://www.wt.usz.edu.pl/attachments/article/296/CTO_2-2013.pdf).

By cross-referencing the publication cited already write:

Kazimierz Dullak, „Preparation and thanksgiving (can. 909 KPK)”, 121–132.

Dullak, Kazimierz. „Preparation and thanksgiving (can. 909 KPK)”. *Colloquia Theologica Ottoniana*, 11, 2 (2013): 121–132. Access 19.05.2013.  
[http://www.wt.usz.edu.pl/attachments/article/296/CTO\\_2-2013.pdf](http://www.wt.usz.edu.pl/attachments/article/296/CTO_2-2013.pdf).

6. The websites addresses (at the end must be the access date without a space after full stops), e.g.:  
Diocese Archive in Szczecin, „About us”, access 19.05.2014, <http://www.archiwum.szczecin.pl>.

By cross-referencing the publication cited already write:

Diocese Archive in Szczecin, „About us”.

Diocese Archive in Szczecin. „About us”. Access 19.05.2014. <http://www.archiwum.szczecin.pl>.