

## Guidelines for authors



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1. The editors declare that “ghostwriting” and “guest authorship” constitute a lack of academic reliability; all cases of the aforementioned practices shall be disclosed and reported to appropriate bodies (institutions where the author is employed, academic societies, associations of editors, etc.).
2. The texts should be sent to the editors in one of these formats: doc., or docx.
3. The editorial office accepts proposals of texts of no more than two editor’s sheets (80,000 characters with spaces and footnotes).
4. For each text should be included: keywords, and if there is a citation, references.
5. Articles should be accompanied with information about the author comprising 500–800 characters with spaces, a summary with key words of 1,000–2,000 characters and reference in APA Style 7<sup>th</sup> edition (in alphabetical order).
6. We recommend the use of reference managers such as, for example, Zotero.
7. The summary should consist of such elements as: thesis/objective, research method, results and conclusions.
8. Formatting:
  - The first and last name of the author: Times New Roman; the font size: 12; boldface; the spaces: 1.5; the alignment: from the left-hand side.
  - The first and last name of the author’s affiliation (the full name of the institution), e-mail address, ORCID ID: Times New Roman; the font size: 12; boldface; the spaces: 1.5; the alignment: from the left-hand side.
  - Titel: Times New Roman; the font size: 12; boldface; the spaces: 1.5; the alignment: from the left-hand side.
  - Information about the article’s author: the font: Times New Roman; the font size: 10; the spaces: 1; the indentation: 1.5 cm; margins: 2.5 cm; the justification of the text.
  - Key words and summary: Times New Roman; the font size: 10; bold type (the same words “key words” and “summary”: Times New Roman; the font size: 10; bold type.).
  - Text: Times New Roman; the font size: 12; the spaces: 1.5; the indentation: 1.5 cm; margins: 2.5 cm; a justified text.

- Footnotes: Times New Roman; the font size: 10; the spaces: 1; margins: 2.5 cm; a justified text.
  - Titel of bibliography: Times New Roman; the font size: 12; bold-face; the spaces: 1.5; margins: 2.5 cm; a justified text
  - Text of bibliography: Times New Roman; the font size: 12; the spaces: 1.5; the indentation: 1.5 cm; margins: 2.5 cm; a justified text.
9. Illustrations should be sent to the editorial office in one of the following formats: .jpg/.jpeg, .tif/.tiff, .png.
  10. In the case of reviews, the headline should include the following in the order provided: the first and last name of the publication's author, its full title (in the case of a multivolume work – the number of volumes should be indicated), the name of the publishing house (along with the issue number), the place and year of publishing, the number of pages and the ISBN number).
  11. Titles of published works should be written in italics in the text.
  12. Titles of journals in the text should be indicated with quotation marks.
  13. Frequently cited names of institutions, journals or source editions should be shortened once they have been provided for the first time.
  14. Quotations of any kind, both included in the text and in the footnotes, should be written in quotation marks.
  15. Dates in the text should follow this rule: the day should be given in digits, the month should be written in words and the year in Arabic numerals. In the footnotes all the dates should be given in digits (the day and the year with Arabic numerals, while the month should be given in Roman numerals).
  16. Bibliographic footnotes should be replaced with references to the end-of-work bibliography prepared according to APA Style 7<sup>th</sup> edition. References within the body of the paper should be placed in brackets according to the rules provided below.

(Oldenburg, 1989)

[surname in text] Oldenburg (1989)

(Michalak et al., 2016, p. 44)

(Fernández-Ardèvol et al., 2018)

(Jaskulski, 1864, pp. 1-2)

[surname in text] Jaskulski (1864, pp. 1-2)

17. In the case of the Cyrillic alphabet, the original spelling should be maintained both in the main text and footnotes, while in the bibliography transliteration should be used.

18. At the end of the text the bibliography should be provided in the APA Style 7<sup>th</sup> edition and in the alphabetical order without any division into categories.

Below you will find an example of APA Style 7<sup>th</sup> edition references (in alphabetical order):

#### References

##### Book:

Oldenburg, R. (1989). *The Great Good Place. Cafes, Coffee Shops, Community Centers, General Stores, Bars, Hangouts, and How They Get You through the Day*. Paragon House.

Ladewig, P. (2016). *Katechizm biblioteki* (Z. Gębołyś (ed.); Z. Gębołyś & B. Kwoka (trans.)). Wydawnictwo Uniwersytetu Kazimierza Wielkiego.

Michalak, D., Koryś, I., & Kopeś, J. (2016). *Stan czytelnictwa w Polsce 2015 roku*. Biblioteka Narodowa.

##### Article:

Zybert, E. B. (2016). Bezdomni w bibliotekach - doświadczenia zagraniczne. *Przegląd Biblioteczny*, 84(1), 27–45.

Fernández-Ardèvol, M., Ferran-Ferrer, N., Nieto-Arroyo, J., & Fenoll, C. (2018). The public library as seen by the non-users. *El Profesional de La Informacion*, 27(3). <https://doi.org/10.3145/epi.2018.may.19>.

Sopyło, T. (2018). Fatnomyka. Rzeczywistość wirtualna w bibliotece. *Bibliotekarz*, 5, 24–33.

##### Article in magazine:

Chociszewski, J. (1863, May 20). Kronika. *Nadwiślanin*, 3.

Jaskulski, S. (1864, July 8). Berlin, 6 lipca. *Dziennik Poznański*, 1–2.

Kobierska-Maciuszko, E. (2015, February 4). Najwyższy czas dla BUW-u, by rozstać się z Hulakulą [LIST DO REDAKCJI]. *Gazeta Wyborcza. Warszawa*. [http://warszawa.wyborcza.pl/warszawa/1,34862,17359733,Najwyzszy\\_czas\\_dla\\_BUW\\_u\\_by\\_rozstac\\_sie\\_z\\_Hulakula.html?disableRedirects=true](http://warszawa.wyborcza.pl/warszawa/1,34862,17359733,Najwyzszy_czas_dla_BUW_u_by_rozstac_sie_z_Hulakula.html?disableRedirects=true).

##### Article in encyclopaedia:

Comparison of reference management software. (2018). W *Wikipedia*. [https://en.wikipedia.org/w/index.php?title=Comparison\\_of\\_reference\\_management\\_software&oldid=827336464](https://en.wikipedia.org/w/index.php?title=Comparison_of_reference_management_software&oldid=827336464).

## Chapter:

Jeż, R., Konieczko, A., & Kwiatkowska, M. (2016). Jakość usług informacyjnych biblioteki akademickiej jako ważny element gospodarki opartej na wiedzy. In T. Piestrzyński & J. Jerzyk-Wojtecka (Eds.), *Biblioteka w społeczeństwie wiedzy* (pp. 33–44). Wydawnictwo Uniwersytetu Łódzkiego. <https://doi.org/10.18778/8088-191-4.03>.



## Website:

Grodecka, M. (2017, January 20). *Czytanie z klockami LEGO. Biblioteka zaprasza na warsztaty*. PetroNews. <http://petronews.pl/czytanie-z-klockami-lego-biblioteka-zaprasza-na-warsztaty/>

ORCID. (n.d.). *About*. Retrieved 7 March 2018, from <https://orcid.org/>.

## Blogs:

Morawiec, B. M. (2017, January 16). Biblioteka w Oleśnie wie jak to się robi! *Lustro Biblioteki*. <http://lustrobiblioteki.pl/2017/01/biblioteka-olesnie-wie-sie-robi/>.

## E-Mail:

Żurawińska, Z. (2017, January 26). *DOI w zapisie bibliograficznym* [Letter to Mariusz Balcerek].

## Thesis:

Khoir, S. (2016). *An information behaviour perspective into Asian immigrants' settlement in urban South Australia: Investigating their everyday life information seeking and the value of public library services* [University of South Australia]. [https://ap01-a.alma.exlibrisgroup.com/view/delivery/61USOUTH\\_AUS\\_INST/12145033070001831](https://ap01-a.alma.exlibrisgroup.com/view/delivery/61USOUTH_AUS_INST/12145033070001831).

## Manuscript:

Jarochowski, C. (1863). *X. Cypriana Jarochowskiego pamiątka z więzienia* (Scientific Society in Torun, Mps 189). Provincial Public Library – the Copernicus Library in Torun, Poland.

*Peter Konaszewicz-Sahajdaczny to Christopher Radziwill, January 13, 1622, Kiev* (Radziwill Archives, Section II, no. 804). (1622). Central Archives of Historical Records in Warsaw, Poland.