EDITORIAL GUIDELINES FOR AUTHORS OF „LITTERARIA COPERNICANA"

[1] MAIN GUIDELINES

We kindly ask you to follow the guidelines below while preparing your manuscript:

- **main text**: file format *.rtf lub *.doc (Word 97 or a newer version + special fonts, e.g. Greek, Hebrew, Chinese etc.);
- **font size**: 12 points, Times New Roman;
- **line spacing** 1,5;
- **emphasis** – spaced-out text; no bold or underline;
- **quotes**: a short quotation (up to 3 sentences) can be put it in the main text; the longer ones (more than 3 sentences) should be extracted from the main text (size 11, line spacing 1); no indentation in the new line of the main text after such quotes;
- **first name and surname** should be used in the main text (while first appearance);
- **headings, subheadings** should be boldfaced
- **no fixed spaces and line breaking (or word wrapping) acceptable**;
- **bibliographic references** should be included in the text; **footnotes** are allowed only in case of including any additional information or commentary;
- **page range** should be marked with "en dash" (–), not with a hyphen (-), e.g. „(McKanzie 1998: 11–34)"; the same rule should be used in range of years e.g. „in years 1867–1899"
- no shortening of page/years rage is allowed e.g. „25–29" is correct, but „25–9" is incorrect;
- **illustrations/photograps/figures** – all illustrations (JPG, TIF – at least 300 dpi) should be provided with appropriate captions, i.e. short description of photo content, source and author of the illustration;
- **tables, charts etc.** should be numbered, titled and have an information about their source;
- generally, **no illustrations, charts etc. from Internet are acceptable** (only public domain materials may be published with

the prior approval of editorial board); **all text fragments, illustrations, drawings, charts, tables etc. coming from other sources are copyrighted** – publication of such materials will be possible after previous submission to the editorial board the copyright holder's written permission by the article author;

o author's name should be followed by a footnote with a short (2-3 lines) **biographical note** of the author, including information about authors title/academic position, academic affiliation, main research interests, as well as the actual email address.

[2] BIBLIOGRAPHY

[a] Monographs

※One author

Family name, First name Year. Title. (Subtitle). Publication place: Publisher.

- ❖ Jaanus, Maire 1979. *Literature and negation*. New York: Columbia University Press.
- ❖ Mejor, Marek 2001. *Buddyzm. Zarys historii buddyzmu w Indiach*. Warszawa: Prószyński i S-ka.

※Many authors

Less than three authors – should be listed all names.

Family name, First name, First name Family name Year. Title. Publication place: Publisher.

- ❖ Laitinen, Kai, Satu Apo 1991. *Historia literatury fińskiej: zarys*. Wrocław: Zakład Narodowy im . Ossolińskich.
- ❖ Goldman, Robert P., Sally J. Sutherland Goldman 2004. *Devavā ipraveśikā. An Introduction to the Sanskrit Language*. Berkeley: University of California Press.

More than three authors – May be listed all authors or only one with a note as below.

Family name, First name (et al.) Year. Publication place: Publisher.

- ❖ Knoke, David, Franz Urban Pappi, Jeffrey Broadbent, Yutaka Tsujinaka. 1996. *Comparing Policy Networks: Labor Politics in the U.S., Germany, and Japan*. Cambridge: University Press.

  OR
- ❖ Knoke, David (et al.). 1996. *Comparing Policy Networks: Labor Politics in the U.S., Germany, and Japan*. Cambridge: University Press.

※One editor

Family name, First name (ed.) Year. Title. Publication place: Publisher.

- ❖ Breen, John (red.) 2008. *Yasukuni: The War Dead and the Struggle for Japan's Past*. London: C Hurst & Co Publishers.
- ❖ Basham, A. L. (red.) 1975. *A Cultural History of India*. Oxford: Oxford University Press (Reprint New Delhi 2006: Oxford University Press).

※Many editors

Family name, First name, First name Family name (eds.) Year. Title. Publication place: Publisher.

- ❖ Allen, Richard, Hrish Trivedi (eds.) 2000. *Literature & nation: Britain and India 1800-1990*. New York: Routledge.
- ❖ McGetchin, Douglas T., Peter K. J. Park, D. R. SarDesai (eds.) 2004. *Sanskrit and 'Orientalism'. Indology and Comparative Linguistics in Germany, 1750–1958*. New Delhi: Manohar.

[b] Article/Chapter in edited work

Family name, First name Year. „Title of the article/chapter". In: First name Family name. Title of the edited work. Publication place: Publisher.

- ❖ Agnew, John 2002. „Democracy and Human Rights". In: R. J. Johnston, Peter J. Taylor, Michael Watts (ed). Geographies of Global Change. Remapping the World. Oxford: Blackwell.
- ❖ McDermott, James P. 1983. "Karma and Rebirth in Early Buddhism". In: Wendy Doniger O'Flaherty (ed.). Karma and Rebirth in Classical Indian Traditions. New Delhi: Motilal Banarsidass.

[c] Article in periodical/ academic journal

※ Family name, First name Year. „Title of the article". *Periodical name* volume number (additional data e.g. season, if necessary): article pages.

- ❖ Allison, Graham T., Morton H. Halperin 1972. „Bureaucratic Politics: A Paradigm and Some Policy Implications". *World Politics* 24 (Supplement, Spring): 40–79.
- ❖ Tieken, Herman 2006. "Some Literary Embellishments in the gupta Inscriptions". *Archiv Orientální* 74(4): 451–460.

[d] Publications by the same author

※ **Publications from different years**

[Publications by the same author(s) should be listed **in chronological order**, i.e. according to the publication date.]

  Family name, First name Year...
  Family name, First name [later then the above]...
  Family name, First name [later then the above]...

- ❖ Daiches, David **1956**. *Critical approaches to literature*. New York: W. W. Norton & Company, Inc.
- ❖ Daiches, David **1964**. *English literature*. Englewood Cliffs, N.J.: Prentice-Hall.
- ❖ Daiches, David **1968**. *More literary essays*. Edinburgh; London: Oliver & Boyd.

※ **Publication from the same year**

[Publications by the same author(s) issued in the same year should be listed **in alphabetical order**. The font below was boldfaced only for explanation and should not be used in the work.]

  Family name, First name Year **a**. **A**-title...
  Family name, First name Year **b**. **B**-title...
  Family name, First name Year **c**. **C**-title...

- ❖ Fukui Ichirō **1977a**. „**L**iterature, politics, and culture". In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.
- ❖ Fukui Ichirō **1977b**. „**S**tudies in literature". In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.
- ❖ Fukui Ichirō **1977c**. „**T**he literature police: censorship and its cultural consequences". In: Richard McDarian (ed). *Literature and Politics*. London: Lorthman Press.

※ **Monographs and (co-)edited works by the same author**
[Firstly monographs should be listed, and then the edited Works.]
  [**Monographs**: Family name, First name Year...]
  ❖ O'Sullivan, Julliet 1979a. *Contemporary Italian Literature*. Berkeley: University of California Press.
  ❖ O'Sullivan, Julliet 1979b. „Alessandro Baricco and his essays on music criticism »Il genio in fuga«". *Journal of Literature in Italy* 5, 2 (Summer): 321–357.
  ❖ O'Sullivan, Julliet 1992. *The world of Antonio "Tonino" Guerra*. New York: Panngrave.
  [**(Co-)edited works**: Family name, First name[,First name, Family name…] Year...] .
  ❖ Campbell, John C., Naoki Ikegami 1998. *The Art of Balance in Health Policy: Maintaining Japan's Low Cost, Egalitarian System*. New York: Cambridge University Press.
  ❖ Campbell, John C., Naoki Ikegami 1999. *Long-Term Care for Frail Older People: Reaching for the Ideal System*. New York: Springer.

[e] Article in (a daily, weekly…) journal
※ [If the author is unknown, should be written as below]
„Article title", *Name of the journal*, Publication date, [in case of printed version] page(s).
  ❖ „Haruki Murakami's new novel declared 'indecent' by Hong Kong censors", *The Guardian*, 25 July 2018, on-line.
※ [If the author is known:]
Family name, First name Year. „Article title", *Name of the journal*, Publication date, [in case of printed version] page(s).
  ❖ Parks, Tim 2018. „How Best to Read Auto-Fiction", *How Best to Read Auto-Fiction*, 25 May 2018, on-line.

[f] Translated work
※ Family name, First name Year. *Title*. Translated by First name Family name of the translator. Publication place: Publisher.
  ❖ Abe, Hitoshi, Muneyuki Shindo, Sadafuni Kawato 1994. *The Government and Politics of Japan*. Translated by James W. White. Tokyo: Tokyo University Press.
  ❖ Lingat, Robert 1993. *The Classical Law of India*. Translated from the French with additions by J. Duncan M. Derrett. New Delhi: Munshiram Manoharlal.

[g] Work with a translated title
※ Family name, First name Year. *Title* [title in Polish/ French/ Chinese/ Japanese etc. should be translated in language of the work]. Publication place: Publisher.
  ❖ Abe Kōbō 1999. *Suna no onna* [The Woman in the Dunes]. Tōkyō: Shinchōsha.

- ❖ López Gaseni, José Manuel 2002. *Historia de la literatura vasca* [History of Basque literature]. Madrid: Acento Editorial.

[h] Archival materials

※ [If the author is known] Family name, First name (Year, Month, Day; if no date is given > n.d.). *Title*. [Short description of the material]. Collection name (signature numbe, volume number, chart number etc.). Repository name, Place.

- ❖ Kowalska, Anna (n.d.). Document 1. (description). *Title of the document* (e.g. Letter to... / Card to... / Notes...). Sign. 2146, Vol.1, Chart no. 78-79. Records by Anna Kowalska. Muzeum Literatury im. Adama Mickiewicza: Warszawa.
- ❖ [Kowalska, Anna] (n.d.). Document 2. (description). *Title of the document* (e.g. Letter to... / Card to... / Notes...). Sign. 1139, Vol.3, Chart no. 23-34. Records by Anna Kowalska. Muzeum Literatury im. Adama Mickiewicza: Warszawa.

※ [If the author is unknown] Sign of the document (Year or n.d.). *Title*. [Short description of the material]. Collection name (signature numbe, volume number, chart number etc.). Repository name, Place.

- ❖ Document 3 (n.d.). *Title of the document*. Sign. 165, chart no. 52-53. Records by Anna Kowalska. Muzeum Literatury im. Adama Mickiewicza: Warszawa.

[i] Anonymous documents / by unnamed authorship

※ *Title of the document* [translation]. Name of the institution/Publisher. Place Year.

- ❖ *Annual Report of the Librarian of Congress: For the fiscal year ending September 30, 2008*. Library of Congress. Washington, D.C. 2009.

[j] Lexicographic materials [dictionaries etc.]

※ [Encyclopedias, dictionaries are not often used as quotation source, unless that are specialist dictionaries and each item/entry was written by a respective author.]

Family name, First name of the author Year. „Entry". In: First name Family name (ed.). *title.* Publication place: Publisher.

- ❖ Gould, Thomas 1969. „Arystotle". In: John Gassner, Edward Quinn (ed.). *The Reader's Encyclopedia of World Drama Drama*. New York: Crowell Company.

[k] Interviews

※ **Interview made by the author:**

Family name, First name of the interviewer. Function/ position/ affiliation/ membership. Interview by author of the work, date. A method of the interview [tape-recording, notes, stenogram etc.]. Place of the interview, city etc.

❖ Forbs, John. Director of the Center for Studies on Contemporary Literature. Interview by the author, 17 June 2002. Tape-records. Institute for Literary Studies, Chicago.

※ **Interview made not by the author:**

Family name, First name of the interviewed person. Function/ position/ affiliation/ membership. „Title of the interview" [translation]. Interview by First name Family name. Place of the interview, date. *Title of the journal* [where the interview has been published], publication date.

❖ Smith, Ian. Director General Okinawa Development Agency. „Sumitsu chōkan intabyū" [Interview with the Director Smith]. Interview made by Michel Chainford, Dallas, 19 October 1976. *Mirdfalls Gazette*, 20 October 1976.

[l] Online/Internet sources

※ [If available] Family name, First name of the author [if available: Year of the publication]. „Page/Article title", Description of the page [e.g. On-line publication/ report/ paper]. URL Title: http://................................ [date of last access]**.**

❖ Fukuyama, Francis 1999. „Social Capital and Civil Society". Paper presented during the Second Generation Reforms Conference on 8-9.11.1999 in Washington D.C. http://www.imf.org/external/pubs/ft/ seminar/1999/ reforms/index.htm [29.09.2007].

❖ *Literary award prizewinners, the state of translation in Myanmar, and more* 2016. Online publication. https://www.worldliterature today.org/ [15.02.2017]

[m] Movies/ Visual materials

※ Family name, First name (directed by) Year of production. *Title* [Movie]. Place name. Recording method.

❖ Wajda, Andrzej (dir.) 2000. *Pan Tadeusz*. [Movie]. Warsaw. 1 DVD.

[n] Audio materials

※ Family name, First name Publication year. *Title* [Audio document]. Place: Wydawnictwo. Recording method.

❖ Bach, Jan Sebastian 1999. *Brandemburg Concertos* [Audio material]. Warsaw: Pomaton EMI. 1 CD.

❖ Pawlikowska-Jasnorzewska, Maria 1998. *Wiersze* [Audio material]. Warsaw: Polskie Nagrania. Magnetic tape.

[3] BIBLIOGRAPHICAL REFERENCES

[a] Monographs
※**One author**
Family name Year: Pages. OR (Family name Year: Pages)
- ❖ Jaanus 1979: 34. or (Jaanus 1979: 34)
- ❖ Mejor 2001: 12. or (Mejor 2001: 12)

※**Many authors**
Family name(s)/ (et al.) Year: Pages. OR (Family name(s)/ et al. Year: Pages).
- ❖ Laitinen (i in.) 1991: 45. or (Laitinen i in. 1991: 45).
- ❖ Goldman (et al.) 2004: 123. or (Goldman et al. 2004: 123)

※**One editor**
Family name Year: Pages. OR (Family name Year: Pages).
- ❖ Breen 2008: 130. or (Breen 2008: 130).
- ❖ Basham 1975: 5. or (Basham 1975: 5).

※**Few (co-)editors**
Family name(s)/ (et al.) Year: Pages. OR (Family name(s)/ et al. Year: Pages).
- ❖ Allen (et al.) 2000: 34. or (Allen et al. 2000: 34).
- ❖ McGetchin (et al.) 2004: 31. or (McGetchin et al. 2004: 31).

[b] Article/Chapter in edited work
Family name Year: Pages. OR (Family name Year: Pages).
- ❖ Agnew 2002: 50. or (Agnew 2002: 50).
- ❖ McDermott 1983: 170. or (McDermott 1983: 170).

[c] Article in periodical/ academic journal
※ Family name Year: Pages. OR (Family name Year: Pages).
- ❖ Allison 1972: 40. or (Allison 1972: 40).
- ❖ Tieken 2006: 451–460. or (Tieken 2006: 451–460).

[d] A few authors with the same name
※ [Initials of the author names should be given in **alphabetical** order]
Initial of the first name. Family name Year: Pages. or (Initial of the first name. Family name Year: Pages)
- ❖ A. Malinowski 1987: 88–90. or (A. Malinowski 1987: 88–90)
- ❖ S. Malinowski 1956: 34. or (S. Malinowski 1956: 34)

※ [Authors with the same initial of the first name – should be listed in **alphabetical** order.]
First name Family name Year: Pages. or (First name Family name Year: Pages)
- ❖ Sebastian Malinowski 1999: 55. or (Sebastian Malinowski 1999: 55)
- ❖ Sławomir Malinowski 1990: 23. or (Sławomir Malinowski 1990: 23)
- ❖ Stanisław Malinowski 1980: 99. or (Stanisław Malinowski 1980: 99)

[e] Publications by the same author
 Family name Year **a**: Pages. or (Family name Year **a**: Pages)
Family name Year **b**: Pages. or (Family name Year **b**: Pages)
Family name Year **c**: Pages. or (Family name Year **c**: Pages)
   ❖ Fukui 1977a: 78. or (Fukui 1977a: 78)
   ❖ Fukui 1977b: 45. or (Fukui 1977b: 45)
   ❖ Fukui 1977c: 176. or (Fukui 1977c: 176)

[f] Article in (a daily, weekly…) journal
※ [If the author is unknown, should be written as below]
Name of the journal, Publication date, Pages. OR (*Name of the journal*, Publication date, Pages).
   ❖ *The Guardian*, 25 July 2018. or (*The Guardian*, 25 July 2018).

※ [If the author is known:]
Family name Publication Year, [in case of printed version] page(s).
   ❖ Parks 2018 or (Parks 2018).

[g] Translated work
Family name Year: Pages. OR (Family name Year: Pages).
   ❖ Springfield 2005: 43. or (Springfield 2005: 43)
   ❖ Lingat 1993: 34. or (Lingat 1993: 34)
Family name /(et al.) Year: Pages. (Family name/ et al. Year: Pages)
   ❖ Abe (et al.) 1994: 33. or (Abe et al. 1994: 33)

[h] Archival materials
※ [If the author is known or presumpted]
Family name Year OR n.d. OR (Family name Year OR n.d.).
   ❖ Kowalska Year or n.d. or (Kowalska Year or n.d.)
※ [If the author is unknown]
Sign of the document Year OR n.d. OR (Sign of the document Year or n.d.).
   ❖ Document 3 n.d. or (Document 3 n.d.).

[i] Anonymous documents / by unnamed authorship
Title of the document Publication date[: Pages].   OR   (*Title of the document* Publication date[: Pages].)
   ❖ *Annual Report of the Librarian of Congress* 2009: 56. or (*Annual Report of the Librarian of Congress* 2009: 56)

[j] Lexicographic materials [dictionaries etc.]
Author's family name Year: pages. OR (Author's family name Year: pages).
   ❖ Gould 1969: 29-32. or (Gould 1969: 29-32).

[k] Interviews

※ Family name of the interviewed person Year. OR (Family name of the interviewed person Year).

  ❖ Forbs 2002. or (Forbs 2002).

※ Family name of the interviewed person Publication year. OR (Family name of the interviewed person Publication year).

  ❖ Smith 1976. lub (Smith 1976).

[l] Online sources

※ [If available] Family name [If available] Publication year. OR ([If available] Family name [If available] Publication year)

  ❖ Fukuyama 1999. lub (Fukuyama 1999).

※ [If no author's name is available] Shortened title of the online publication [If available] Publication year)

  ❖ *Literary award prizewinners* 2016. or (*Literary award prizewinners* 2016)

[m] Movies

※ Director's family name Year.

  ❖ Wajda 2000. or (Wajda 2000)

[n] Audio materials

※ Musician's family name Year.

  ❖ Bach 1999. or (Bach 1999)
  ❖ Pawlikowska-Jasnorzewska 1998. or (Pawlikowska-Jasnorzewska 1998)

※

FURTHER GENERAL GUIDELINES

Repetition of the same source directly after first mention of the publication
※ Ibid.: Pages. OR (Ibid.: Pages)
  ❖ Ibid.: 12. or (ibid.: 12)

Quotation after other authors
※ Quot. after Family name Year: Pages. OR (Quot. after Family name Year: Pages)
  ❖ Quot. after Nowak 1997: 47. or (Quot. after Nowak 1997: 47)

Lack of complete bibliographical data
If some bibliographical data are incomplete, they may be added in square brackets e.g. if publication year is unknown > [no date/ undated], or the year is presumed > e.g. [2001].

[4] TRANSCRIPTION OF FOREIGN LANGUAGES

Arabic – ISO (UW) transcription > details see: Appendix 1

Chinese – *Pinyin* (Hànyǔ Pīnyīn) system without tones

Japanese – Hepburn transcription with diacritics
http://ksng.gugik.gov.pl/pliki/latynizacja/japonski.pdf

Korean – McCune-Reischauer transcription
http://ksng.gugik.gov.pl/pliki/latynizacja/koreanski.pdf

For other languages please refer to:
Romanization Systems and Roman-Script Spelling Conventions >
http://libraries.ucsd.edu/bib/fed/USBGN_romanization.pdf

Appendix 1

Transkrypcja języka arabskiego *
Transcription of Arabic language *

Litera	DIN 31635	ISO (UW)	ISO 233	EI2	Polska	Wehr
ء [1]	ʾ	ʾ	ʾ	ʾ	'	ʾ
ء [2]	ʾ	ʾ	ʾ	ʾ	-	ʾ
ا	ā	ā	ā	ā	a	ā
ب	b	b	b	b	b	b
ت	t	t	t	t	t	t
ث	ṯ	ṯ	ṯ	th	s	ṯ
ج	ǧ	ǧ	ǧ	dj	dż	ǧ
ح	ḥ	ḥ	ḥ	ḥ	h	ḥ
خ	ḫ	ẖ	ḫ	kh	ch	k̲
د	d	d	d	d	d	d
ذ	ḏ	ḏ	ḏ	dh	z	ḏ
ر	r	r	r	r	r	r
ز	z	z	z	z	z	z
س	s	s	s	s	s	s
ش	š	š	š	sh	sz	š
ص	ṣ	ṣ	ṣ	ṣ	s	ṣ
ض	ḍ	ḍ	ḍ	ḍ	d	ḍ
ط	ṭ	ṭ	ṭ	ṭ	t	ṭ
ظ	ẓ	ẓ	ẓ	ẓ	z	ẓ
ع [1]	ʿ	ʿ	ʿ	ʿ	'	ʿ
ع [2]	ʿ	ʿ	ʿ	ʿ	-	ʿ
غ	ġ	ġ	ġ	gh	gh	ḡ
ف	f	f	f	f	f	f
ق	q	q	q	ḳ	k	q
ك	k	k	k	k	k	k
ل	l	l	l	l	l	l
م	m	m	m	m	m	m
ن	n	n	n	n	n	n
ه	h	h	h	h	h	h
ة [3]	a	a	a	a	a	a

---

[1] Między dwiema samogłoskami.

[2] W innej pozycji

[3] W wyrazie stojącym w pauzie.

ة	at / ah	at	ẗ	a, at	at	at
و	w	w	w	w	u	w
و	ū	ū	ū	ū	u	ū
ي	y	y	y	y	j	y
ي	ī	ī	ī	ī	i	ī
ى	ā	à	ỳ	ā	a	ā
ال	al-	al-	ʾal-	al-, ʾl-	al-	al-

Remarks:

1. Initial *hamza* (') is not marked as *ana*.
2. Particles: *wa-*, *fa-*, *ta-*, *bi-*, *li-*, *ka-*, *la-*, *sa-* and *a-* are attached to words with „-" e.g. *bi-qalam, wa-urīdu, wa-al-fikriyya; li-al-baḥṯ; li-ad-dirāsāt*.
3. Assimilation of „sun letters" is also marked e.g. *an-nawm*.
4. Feminine words in *status constructus* have ending –*at* e.g. *madīnat an-nabī*.
5. *Nisba* (*-iyyun*) is marked as –*ī* e.g. *nabī*
6. *Madda* is marked as a connection ʾ*ā* e.g. *Al-Qurʾān*
7. Word ابن / بن is always transcribed as *Ibn* and capitalized e.g. *Ibn Manṣūr*; *ʿAbd Allāh Ibn Manṣūr*.
8. Proper nouns are capitalized: *Al-Qāhira, Al-Ǧāḥiẓ.* If any proper non consists of a few words, the definite article in next elements is written with a small letter e.g. *Al-Ǧumhūriyya al-ʿArabiyya as-Sūriyya*, *ʿAbd al-ʿAzīz*.