EDITORIAL INSTRUCTIONS

FACES of WARS

A. Author Information

1. First name and last name

2. Full affiliation (e.g. university name, faculty, institute, department) e.g. University of Łódź, Faculty of Philosophy and History, Institute of History, Department of Polish and World History after 1945)

3. Author's ORCID number (format: ORCID ID: XXXX-XXXX-XXXX-XXXX)

4. Academic degree/title

5. Scientific discipline

6. Email address

B. General Guidelines for Text Preparation

1. The length of the text should not exceed 45 000 characters (with spaces), including footnotes, bibliography and abstracts

2. Main text format: Times New Roman font, 12 pt

3. Footnote format: Times New Roman font, 10 pt

4. Article title: Times New Roman font, 12 pt

5. Abstracts in both Polish and English, 200-1500 words, Times New Roman font, 10 pt

6. Keywords (5-7) in Polish and English, Times New Roman font, 10 pt

7. Bibliography divided into: sources (archival and printed), contemporary press, studies, and online sources.

8. Each section of the bibliography should be arranged in alphabetical order, based on authors' last names (first the surename, then the initial of the first name, which is the opposite order than in the footnotes) or the first words of the titles, e.g.:

Rhodes R., *The Making of the Atomic Bomb*, New York 2012.

9. The final text should be sent electronically to: obliczawojny@uni.lodz.pl

C. Detailed Text Editing Guidelines

1. Titles of Works and Documents:

a) Manuscripts: provide original titles of documents in quotation marks, titles given by the text's author - without quotation marks.

b) Prints: write titles of works and documents in italics.

2. Quotations

a) Sources quoted in the text are generally given in the translation into the language of the article. In the footnote, such a quote is provided in the original language.

b) Quotations are enclosed in double quotation marks using regular font (not italics).

c) Omissions within the quoted text are indicated by an ellipsis within round brackets (...).

d) An ellipsis is not used at the beginning or end of a quotation.

3. Spelling of names, surnames, and other expressions referring to individuals

a) We use the original spelling of names and surnames in the native language of the mentioned individuals, or we use transliteration (for Cyrillic alphabets). This rule does not apply to widely known, reigning, and saintly figures.

b) Names of individuals mentioned for the first time in the text or footnotes should be given in full (e.g., Jan Nowak). Later, initials of the first name(s) and surname can be used (e.g., J. Nowak). This note also applies to archival sources.

d) In the case of double initials, they are not separated by a space (e.g.: J.F. Kennedy).

D. Abbreviations, Dates, and Other Time Expressions, Numerals

1. Abbreviations

a) In the text, generally accepted abbreviations are used: etc., e.g. (without spaces), etc., and others.

2. Dates

a) Months spelled out, e.g., February 23, 1925. The same applies to dates in parentheses (February 23, 1925).

b) For different styles (calendars): May 15/25, 1590, February 27/March 11, 1898.

c) Date ranges: e.g., May 1–10, 1700, April 3 – October 8, 2003.

b) In the absence of the day in a date, the month is always spelled out, e.g., in June 1746.

3. In expressions like in the „first half", „the seventies", numerals are not used.

4. Numerals

a) In the text, numerals up to ten are written out (e.g., one, nine), while numbers above ten are written using digits (e.g., 11, 147, 999).

b) For numerals from 10 000 onwards, a space is used before the order of magnitude (thousands, millions, etc.), e.g., 2359, 5000, 12 578, 357 682.

c) Millions and billions are written in digital form using abbreviations: mln for million, blm for billion, e.g., 6 mln, 10,5 bln, etc.

5. Temperature notation

Temperatures are given as a numeral, with no space between the numeral and the degree symbol Celsius, e.g.: 21ºC, -6ºC (with a minus sign before the numeral for negative temperatures).

6. Volume and Issue Numbers

Volumes and issues of journals, serial publications, and multi-volume works are numbered using Arabic numerals, e.g., Vol. 5, Issue 34.

7. In footnotes use the same abbreviations as the main text and conventional Latin abbreviations such as *ibidem*, *op. cit., loc. cit.* in italics; idem, eadem, eorundem in regular font. When two works by the same author are referenced, a shortened version of the title of the cited work is included after the author's initials and surname.

8. Quotation Marks

a) In the main text and footnotes, apostrophe-style quotation marks are used, e.g., „lorem ipsum", „The English Historical Review".

b) A period ending a sentence is placed after the closing quotation mark.

9. Cyrillic

a) **In the text**: quotes from sources and works written or published in Cyrillic are provided in translation within quotation marks.

b) **In footnotes**: the bibliographic entry for sources and works published in Cyrillic is provided in Cyrillic.

c) **In the bibliography**: next to the bibliographic entry in Cyrillic, the same entry in transliteration to the Latin alphabet should be provided in parentheses. Cyrillic to Latin alphabet transliteration is done following the rules of the English BGN/PCGN system. The website https://www.ushuaia.pl/transliterate/ can be used for transliteration. Example: Волощук М., *Невінценосні еліти руського (?) походження на військовій службі Пястів кінця XII – першої половини XIV ст. Деякі антропонімічні спостереження* (Voloshchuk M., *Nevintsenosni elity rus'koho (?) pokhodzhennya na viys'koviy sluzhbi Pyastiv kintsya XII – pershoyi polovyny XIV st.*), [in:] *Oblicza Wojny*, t. 8: *Narzędzia wojny*, ed. T. Grabarczyk, J. Kita, M. Pogońsk-Pol, M. Voloshchuk, p. 34–48.

E. Footnotes

1. Journals – author's initials and surname, title of the article (in italics), title of the journal in quotation marks, year of publication, volume (in Roman numerals), issue (in Arabic numerals), pages, e.g.:

W. Szczygielski, *Polish Priorities in Parliamentary Reforms during the Enlightenment (1764–1792)*, „Przegląd Nauk Historycznych" 2006, Vol. 5, No. 2 (10), pp. 29–72.

2. Serial Publications – author's initials and surname, title of the article (in italics), place and year of publication, series name and volume number, pages at the end, e.g.:

J. Tyszkiewicz, *Medieval Boundaries Drawn Along Rivers in Central Europe*, [in:] *From the History of Medieval Central and Eastern Europe*, ed. J. Tyszkiewicz, Warsaw 2007, Fasciculi Historici Novi, Vol. 6, pp. 145–152.

3. Multi-Author Monographs – in the case of collective works, after the title of the referenced text, there is a comma [in:] title of the collective work in italics, and the initials and surname of the editor, e.g.:

A. Szymczakowa, *Efforts for a Church in Chojny in 1488*, [in:] *In tempore bellis et pacis. People – Places – Objects. A Commemorative Book Dedicated to Prof. Dr. hab. Jan Szymczak on the Occasion of His 65th Birthday and 40 Years of Academic and Teaching Work*, ed. T. Grabarczyk, A. Kowalska-Pietrzak, T. Nowak, Warsaw 2011, pp. 477–482.

4. Biographical Entries in the *Polish Biographical Dictionary* are treated like articles in serial publications, e.g.:

Z. Anusik, *Potocki Jerzy Michał*, [in:] *Polski słownik biograficzny* (hereafter: PSB), Vol. 28, Wrocław 1984–1985, pp. 44–47.

5. Abbreviated terms in the cited language should be used, e.g. ed., eds (for two or more editors), trans., comp., etc., e.g.:

J. Rou, *Critical Remarks on the French Language and Particularly on the Clarity of Style*, [in:] *Unpublished Memoirs and Essays*, ed. F. Waddington, Paris 1857, pp. 200–209.

D. Ghermani, Mavrogheni, *Nicolae (Nikolaus)*, [in:] *Biographical Lexicon of Southeast European History*, Vol. 3: *(L–P)*, ed. M. Bernath, Munich 1979, pp. 124–125.

Reconstructing a shattered Egyptian Army: War Minister Gen. Mohamed Fawzi's Memoirs, 1967–1971, ed. Y.H. Aboul-Enein, Annapolis 2014, p. 112.

6. Descriptions of archival materials and manuscripts should be modernized according to the rules defined in editorial instructions for medieval and modern sources.

7. In references to archival sources, the following formats should be used:

Main Archive of Ancient Acts in Warsaw (hereafter: AGAD), Public Archive of Potocki Family (hereafter: APP), Jerzy Michał Potocki to Ignacy Potocki, Stockholm, February 24, 1793, no. 227, p. 246.

AGAD, Sieradzkie Grodzkie Relationes (hereafter: SG. Rel.), Jan III's Universal Letter to the Sieradz Gentry, Gdańsk, October 4, 1677, fol. 594–595v, 827–828.

National Archives of Sweden in Stockholm (hereafter: RA), Polonica, Lars von Engeström to Gustav III, Warsaw, January 25, 1791, vol. 245, unpaged.

8. In footnotes referring to content available online, include information about the author, title of the article, and provide the full link to the article. For example:

Asher D., *The Arab Armies Invasion of Israel, May 1948 Interests and Implementation*, http://institutobrasilisrael.org/cms/assets/uploads/_BIBLIOTECA/_PDF/o-conflito-a%CC%81rabe-israelense/e3a7b434ee05a3364268abcb818e9ff4.pdf (access: 11 IX 2018).

9. We use abbreviations: ed., transl., *cf.* (instead of: comapre), *vide* (instead of: see)

10. For the article's attached bibliography, we provide page ranges for articles in journals, collective works, and encyclopedic publications.

F. Iconography

1. Illustrations should be submitted as separate files in the highest possible quality. The editorial team reserves the right to reject illustrations due to insufficient quality.

2. When an article contains only one illustration, it should also be numbered as: Fig. 1.

3. The sequentially numbered figure corresponding to its placement in the text should be included in the names of submitted image files.

3. In the text, indicate the places where illustrations should be inserted. Place the figure number and its caption in the chosen positions.

4. All iconographic materials (photographs, graphics, maps) should be labeled as figures with the appropriate number, e.g., Fig. 3.
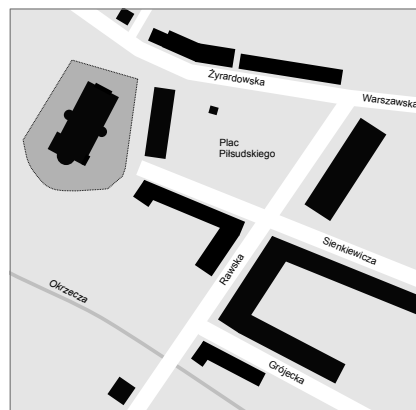
Examples:

Fig. 3. Map of Mszczonów town in 1939 (by T. Grabarczyk)

Fig. 4. Fusilier of the 35th Infantry Regiment from the Frederician period (source: A.F.E. von Mezel, *Die Armee Friedrichs des Großen in ihrer Uniformierung gezeichnet und erläutert von Adolph Menzel*, reprint: Augsburg 2005)

G. Previous Volumes

Helpful in preparing the text for publication in the Faces of War series, the previously published volumes are available at the website: https://www.obliczawojny.uni.lodz.pl/publikacje