

**Basis instructions on how to prepare article for print
in the journal "Culture - Media - Theology":**

1. All footnotes finishing period. Sign premiums BEFORE putting a dot, ending sentence (but next to the exclamation mark (!) and question mark (?) if they are the last sign in the sentence). Insert footnotes as footnotes (not final). Giving direction, between the abbreviation "p" and the number that represents the number of pages, insert space (p. 50, not: p.50). In the final bibliography at the beginning we write author's NAME, followed by the abbreviation of the name. Bibliography sort alphabetically.

For example: John Smith that day was not very good mood.¹ Why?² It's obvious!³

2. Quoting printing autonomous we give successively: the first letter of the name, dot, last name author, comma, title in italics, comma, possibly volume – vol. arabic number, comma, place and year of publication, comma, p page number.

For example: J. Smith, *About the reasons for important events*, Volume 2, Lublin 2010, p. 8.

3. Quoting article from the magazine: the first letter of the name, a dot, the name of the Author, comma, title of the article in italics, comma, journal title in quotation marks, without comma, calendar year of publication, without a comma, number (issue), page.

For example: L. Fox, *Church of Sts. James*, "The Chronicle of University" 1982 / 12, p. 20.

4. If you want to save the name of the journal abbreviation, put a shortcut to the list Shortcuts - the shortcuts do not use quotation marks. Alternatively, the first quoting the full name and note that from now on we use the shortcut.

For example: L. Fox, *History seminar*, CT 1982, z 12, p. 20.

L. Fox, "Collectanea Theologica" in 1982 / 12, p. 50.

5. In the case of collective works: the first letter of the name, a dot, the name of the author, comma, title of the article in italics, comma, small letter "in" and a colon, the first letter of the name, dot, last name, the word "red" in parentheses, commas, italics title of the work collective, comma, place and year of publication, comma, p.

For example, J. Łętowski, *Franciscan monastery in Zielona Gora*, in: L. Fox (ed.), *History of Culture*, Siedlce, 2005, p. 18.

6. In the case of the newspaper article: the first letter of the name, a dot, the name of the author, comma, title of the article in italics, comma, title of paper in quotation marks, comma the date in the following format: DD.MM.YYYY (day, month, year).

¹Here is a footnote.

² We don't know.

³ We wonder for whom.

For example: L. Fox, *It was not easy*, "Daily Chronicle", 03.08.2009.

7. If the item was quoted in the previous footnote, write: Ibid, page number. If the quote is on the same page, we write only the word "Ibid".

For example: Ibid, p. 18.

8. If the work we quote only one article of the author, then quote it on a second time we write: the first letter of the name, dot, last name, comma, "op. cit.", comma, p.

For example: S. Lapinski, Op.cit., p. 20. In this case, do not quote the beginning of the title but just "op.cit."

9. If in the work we quote more than one article or book written by the Author, quoting the job for the second time we write: first letter of first name, dot, last name, comma, italics beginning of the title, three dots, op. cit., comma, page number.

For example: S. Smith, *Criticism ...*, op. cit., p. 410.

10. If we quote two times in a row work written by the same Author, in another footnote instead of the names we use the words "Idem" (if the author is a man) or "Eadem" (if the author is a woman).

For example, J. Smith, *Great work*, Warszawa 2008, p. 22.

Idem, *Smaller work*, Warszawa 2009, p. 67.

K. Kowalska, *Curiosity to hell*, Warszawa 2007, p. 145.

Eadem, *Do not go out of line*, Warszawa 2009, p. 111.

11. Studies in typescript - we point where is the typescript.

For example: S. Smith, *Community Culture*, Warsaw 1999, the typescript in the Archive CSWU in

Warsaw, p. 5.

12. In the case of online sources: author and title analogous to printed sources, the title of the website (or any other information about the page), the date of publication (or check that no date of publication), Internet address, date of access parentheses. Internet address should be given after the decimal point in the form of a full address url, eg.: <http://www.strona.pl/costam/plik.pdf>

For example:

- J. Smith, *The Hammer of Witches*, "Evening Online" from 10.11.2008, <http://www.strona.pl/costam/plik.pdf> (accessed 11.11.2009).
- J. Nowak, *Something I do with myself*, websites United Corporation (no publ. date.) <http://www.strona.pl/costam/plik.pdf> (accessed 11.11.2009).

13. If the quote is the interview: title, dot, presentation of speaking people and further adequately to the source (book, magazine, Online source), eg.: *I am very calmed. With John Kowalski, coordinator of beetles, talking Stanislaw Zielinski, ...*