

GUIDELINES FOR AUTHORS

PREPARING TEXTS FOR “TORUŃSKIE STUDIA BIBLIOLOGICZNE”

I. GENERAL INFORMATION

- The article (with the abstract, computer-generated figures and tables, and the table of contents) should not exceed 10–15 pages in the A4 format (up to 5,000 words if the article consists of the text only). Reviews should not normally exceed five pages.
- Materials for publication should be submitted in .doc or .rtf files via the Academic Journal Platform.

- Manuscripts may be sent either in Polish or English.
- The paper must contain:
 - **abstract in English** (the English abstract and the title of the text are translated into Polish by the editorial staff) stating main objectives, scope and findings of the work within approximately 1500-2000 characters,
 - **3–5 keywords in English**,
 - **short Author information** (name and surname, affiliation of the Author, e-mail address).

II. EDITORIAL INFORMATION

The manuscript should be submitted as a **.doc** or **.rtf** file.

Core text:

- Times New Roman 12 pts font, footnotes – 10 pts,
- 25 mm margins on all sides,
- 1,5 spacing.

Paragraphs:

The first paragraph is omitted text indentation. In each subsequent paragraph indentation should

be used with the size of 15 mm. If possible, ensure that the final line of the paragraph is recognizably shorter than other rows but not too short (minimum 7 characters).

Figures and tables:

- should be included in the text; please ensure that all of them are cited in the text in the correct order,
- should have headings and numbers, please use Times New Roman 10 pts font,
- Examples:

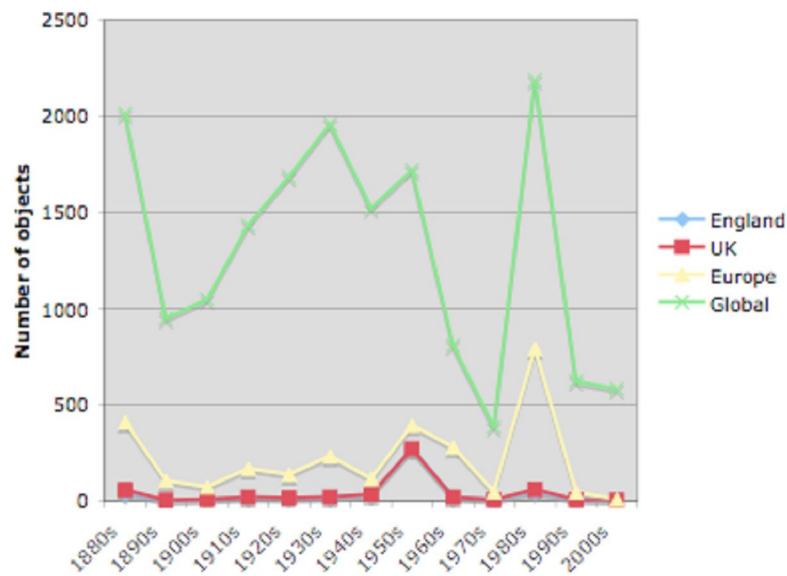
a) Tables:

Table 1: English Speakers Around the World

Country	# of English Speakers	Country	# of English Speakers	Country	# of English Speakers	Country	# of English Speakers
Algeria	1million	Ethiopia	25-4mil.	Lesotho	.16million	Senegal	.12million
Angola	3million	Fiji	4million	Liberia	25million	Serbia	12million
Argentina	3.5million	Finland	8million	Macao	.1million	Sierra Leone	6-39mil.
Austria	1.5million	France	11.9mil.	Madagascar	1.1million	Singapore	1.1-1.9mil.
Bangladesh	38-81 mil.	Gambia	.12million	Malawi	.75million	Slovakia	.16million
Belgium	2.1million	Germany	28.1mil.	Malaysia	4-5.8mil.	Slovenia	.43million
Berlin	24million	Ghana	1-3million	Mali	25million	Somalia	26million
Botswana	1-1million	Guatemala	24million	Micronesia	.1million	South Africa	53-30mil.
Brazil	9million	Guyana	9million	Morocco	2.9million	Spain	4.1million
Bulgaria	1.6million	Haiti	3million	Mozambique	.77million	Sri Lanka	.7-2.6mil.
Burkina Faso	2.5million	Honduras	.1million	Nepal	.6-4.7mil.	Sweden	4.1million
Burundi	5.3million	Hong Kong	1-4.2mil.	Netherlands	8.2million	Switzerland	1.4million
Cameroon	1.1-6mil.	Hungary	6million	Niger	1.1million	Tanzania	2.8-3.7mil.
Other Carb.	1.7-2.3mil.	India	28-1.39mil.	Nigeria	3.6-44.3mil.	Thailand	5.7million
Chile	5million	Indonesia	10.6mil.	Norway	2.7million	Tim. & Tob.	6-1.2mil.
China	13-200mil.	Israel	2million	Pakistan	2.5-13.2mil.	Turkey	2.3million
Colombia	5.8million	Italy	2.9million	P-N Guinea	2.4million	Uganda	5-2million
Croatia	6.4million	Ivory Coast	6.6million	Philippines	30.7-50mil.	Venezuela	1.8-2mil.
Cyprus	2.8million	Jamaica	1.6-2.3mil.	Poland	1.4million	W. Samoa	.1million
Czech Rep.	5million	Japan	12.3million	Portugal	1.3million	Yemen	9million
Denmark	2.2million	Jordan	1.4mil.	Puerto Rico	1.5million	Zaire	1.1million
Egypt	2.2million	Kenya	.7-1.84mil.	Romania	1.1million	Zambia	9-2million
El Salvador	1.9million	Korea (S.)	14.7million	Russia	5.8million	Zimbabwe	1.9-3mil.
Estonia	.1million	Lebanon	1.1million	Saudi Arabia	2.9million		

Source: D. Crystal, *The Cambridge Encyclopedia of the English Language*, Cambridge 1985, p. 123.

b) Figures:



Figures 1. English Collections at the Pitt Rivers Museum

Source: *England: the other within* [on-line] [access: 12 November 2011]. Available in Internet: <http://england.prm.ox.ac.uk/analysis-184.html>.

Photographs

- should be submitted in separate file in an electronic format (.jpeg or .tiff); please indicate a place for them in the text,
- should have information about its author, title and source,
- use Times New Roman 10 pts font for titles.

III. FOOTNOTES

Body text:

- the information about cited literature should be included in the footnotes,
- please use “*ibid.*”, “*op. cit.*”, “*loc. cit.*” and common abbreviations; the abbreviations in the footnotes should be used consequently in the whole text.

The reference format for:

- **book:**
 - I. Smith, *The Baltic States: Estonia, Latvia, Lithuania*, Oxford 1993.

- *The nationalities question in the Post-Soviet states*, ed. by G. Smith, London 1996.
- **chapter in a book:**
 - J. W. Ryan, *Literacy and numeracy: policies*. In: *The International Encyclopedia of Education*, vol. 5, ed. by T. Husen, T. N. Postlethwaite, Oxford 1985, pp. 3102–3104.
 - R. Steininger, *Rundfunkpolitik im ersten Kabinett Adenauer*. In: *Rundfunk und Politik, 1923–1973*. Bearb. von W. Lerg, R. Steininger, Berlin 1975, S. 342.
- **journal:**
 - “IDA Informazioni: rivista di Scienze dell'informazione” 2003, vol. 21, no. 1.
- **journal article:**
 - R. V. Labaree, R. Scimeca, *The philosophical problem of truth in librarianship*, “The Library Quarterly” 2008, vol. 78, no. 1, pp. 43–70.
- **electronic book:**
 - P. Coehlo, *Alef* [CD-ROM]. Warszawa 2012.
 - M. Gorky, *My Childhood* [on-line]. New York 1919 [access: 17 January 2009]. Available in Internet: http://openlibrary.org/books/OL22887240M/My_childhood.
- **part from electronic book:**
 - *Library*. In: *Wikipedia, the free encyclopedia* [on-line] [access: 12 April 2010]. Available in Internet: <http://en.wikipedia.org/wiki/Library>.
- **on-line journal:**
 - “Management Science Letters” [on-line]. 2001–2007 [access: 12 November 2011]. Available in Internet: <http://growing-science.com/msl/msl.html>.
- **article from on-line journal:**
 - M. Roth, *Fragments of an Autobiography or Remembering in the House of Time: From London to Wisconsin, 1933–2010*. *American Studies Journal* [on-line] 2011, iss. 55 [access: 5 January 2012]. Available in Internet: <http://asjournal.zusas.uni-halle.de/190.html>.
- **WWW page:**
 - *About IFLA* [on-line]. IFLANET [access: 9 May 2005]. Available in Internet: <http://www.ifla.org/III/index.htm>.
- **Email discussion list:**

- *biblio-L* [on-line] [access: 7 September 2011]. Available in Internet: <mailto:listserv@LIST4FD3.PML>.
- **Email:**
 - A. Lis, Re: *Analog texts to digital* [on-line]. To: J. Rodak. 14 February 2004, 11:51 AM [access: 12 November 2011]. Personal Correspondence.
- **Blog:**
 - S. Nadella, *Book search winding down*. W: *Live Search*. *The official blog of the Life Search Team at Microsoft* [on-line]. May 23, 2008, 7:45 AM [access: 30 July 2011]. Available in Internet: <http://blogs.msdn.com/livesearch/archive/2008/05/23/book-search-winding-down.aspx>.

Ed. by
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