

## **Guidelines for Authors**

The editor of *Stargardia* requests that all manuscripts be prepared for publication according to the following guidelines:

**The Text should be written in Polish, English or German.**

The article should include:

- the title;
- abstract;
- key words;
- description of tables and figures if any;

### **text:**

- column format A4 - 210x297 mm; margins: 2.5 cm;
- text in MS Word format;
- typeface *Times New Roman*; size: 12 points, line spacing: 1.5;
- references to literature should be given in footnotes;
- please use oxford footnotes only on keeping with the Oxford note citation referencing style as follows:  
*name – date of publication - comma – page number (without abbreviation p.) - comma - figure (fig.), table, graph etc. - brackets*, e.g.: Słowiński 2006, 83, Fig. 3:1. In case of three or more authors only the name of the first of them should be given, followed by *et al.*, e.g. Knap *et al.* 2008.
- the cited bibliography should be listed at the end of the text and highlighted with the word:

### **Bibliography.**

The final bibliography is indispensable for the proper citation in such database as Google Scholar and Publish or Perish based on it.

### **Guidelines for compiling the final bibliography:**

- titles of magazines, monographs, collective works – in italics;
- full range of cited pages;
- no abbreviations preceding the number of volume of the journal (vol./t.), or pages (s./p.);
- the place of publication only, no name of the publisher;
- abbreviation ed. for editor/editors (**in foreign texts ed/eds or Hrsg.**);
- use of comma before the number of pages only, after ed.) in case of a chapter in a collective publication as well as in the case of more than two authors; in other cases parts of the text are separated with a dot;
- initials of authors after their surname, only in the case of a chapter in a collective publication initials of the editor/editors before their surname;

- in case of a few publications by the same author their name is in each case repeated in each case in the bibliography list followed by the date of publication;
- in case of citing a text from a collective publication the title is preceded with an abbreviation In:

### Examples

Knap P., Ozga M., Skubisz P. (red.) 2008. *Twarze koszalińskiej bezpieczeństwa. Obsada stanowisk kierowniczych Urzędu Bezpieczeństwa i Służby Bezpieczeństwa województwa koszalińskiego. Informator personalny*. Szczecin.

Kwiatkowski K. 2011. Motywy biblijne na niderlandzkich talerzach fajansowych z badań kwartału IX w Stargardzie. *Stargardia 6*, 223-250.

Kwiatkowski K. (red.) 2012. *Archeologia Stargardu, tom. I. Badania zachodniej części kwartału V*. Stargard.

Lesiński H. 1969. Zarys dziejów Stargardu od XIII do końca XVIII w. W: B. Dopierała (red.), *Z dziejów ziemi stargardzkiej*. Poznań, 99-124.

Majewski M. 2005. *Ludwisarstwo stargardzkie XV-XVII w.* Stargard.

Majewski M. 2012. Eine Bewertung der archäologischen Forschung über die Neuzeit in Hinterpommern während der letzten zwei Jahrzehnte. W: U. Müller (red.), *Neue Zeiten – Stand und Perpektiven der Neuzeitarchäologie in Norddeutschland*. Universitätsforschungen zur prähistorischen Archäologie 213. Bonn, 173-179.

Majewski M. 2013. Pilgerzeichen auf Glocken in hinterpommerschen Kirchen. W: H. Kühne, L. Lambacher, J. Hrdina (red.), *Wallfahrer aus dem Osten Mittelalterliche Pilgerzeichen zwischen Ostsee, Donau und Seine*. Frankfurt, 51-68.

Rogosz R. 2000. Stargard wczesnośredniowieczny. W: M. Majewski (red.), *Dawny Stargard. Miasto i jego mieszkańców*. Szczecin, 19-31.

Romanowicz P., Zyśko A. 2012. Średniowieczna ceramika naczyniowa. W: K. Kwiatkowski (red.), *Archeologia Stargardu, tom I. Badania zachodniej części kwartału V*. Stargard, 89-109.

Zyśko A. 2012. Ceramika siwa z badań parcel przy przedłużeniu ul. Władysława Łokietka (Targ Drzewny) w obrębie kwartału IX w Stargardzie. *Stargardia 6*, 89-109.

**Please write full titles of journals and source publications; any possible abbreviations will be made by the editor in a manner consistent for the whole publication.** Numbers of volumes should be cited in Arabic numerals and successive parts in brackets – e.g. *Archeologia Polski* 28 (1).

## Citing and recording archives

Example citing: APS RiS, 904, 276; APS AmS, 1581a;

Bibliographical:

Archiwum Państwowe w Szczecinie (APS) (the Name of Archiv)

Akta miasta Stargardu (**AmS**) (the Name of recording with the shortent)

1581a      Stargardsches Häuser-Kataster von 1627 und 1696.

Rękopisy i Spuścizny (**RiS**)

904      Bürgerbuch Magistrat zu Stargard 1454-1821.

## Recording websites

Example citation: ŚLUSARCZYK

Bibliographical record:

W. Ślusarczyk, Pieniądz w kulturze. Między sacrum a profanum, [acces: 17. September 2014],  
<<http://muzeum.bydgoszcz.pl/wystawy/id,70,0,0,Pieniadz-w-kulturze-Miedzy-sacrum-a-profanum>>.

## FIGURES:

- figures must be adapted to B5 format;
- figures illustrating the text must be scanned in grey (8 bites) or colour scale (24 bites), resolution no lower than 300 dpi and saved as bitmap in TIF format, jpg or cdr.;
- figures must be supplemented with a legible scale;
- all illustrations must be labelled as figures (Fig. 1, 2, 3, etc.); numbers of individual figures should be used as names of successive graphic files;
- the numbering of figures should follow the numbering of notes in the text;
- successive figures in the text should be cited as follows: Figures. 1:1, 3 (in case of various objects in one figure) or Figures 1:1-3 (in case of successive objects in a figure);
- all figures should be supplemented with descriptions, inserted in a separate document;

The description under a figure should also include the name of the author of the drawing or a picture  
(e.g.: Fig. H. Bona or Pict. A. Janowski)

In case of an earlier publication of a figure state the source, e.g. (Fig. 1. Pień, ... in Brutzer 1942, Fig. 19).