

CLEPSYDRA

Guidelines for authors

1. *Clepsydra*'s editors only accept original papers and articles which have never been published before. Papers that are supposed to be published in another periodical, journal, or collective monograph, but have not been published yet, are also not acceptable.

2. Acceptable length of the submissions:

a) Papers, longer reviews, polemics: up to 80 000 characters (punctuation and footnotes include)

b) Book reviews: up to 10 000 characters (punctuation and eventual footnotes included)

Texts longer than that ONLY can be accepted in exceptional situations!

3. When sending the papers, authors are obliged to include *Declaration of the Originality of the Publication*, which can be found on our website ([skmbh.pl/Clepsydra/Dla Autorów](http://skmbh.pl/Clepsydra/Dla_Autorow)), in the attachments. Said declaration must be filled, printed, signed, then scanned and sent. The purpose of this document is to avoid any forbidden practices, such as plagiarism, ghostwriting, guest authorship, and to indicate eventual sources of research funding.

4. Authors are obliged to submit texts that fully meet the guidelines listed below. The editors reserve a full right to return the texts to their authors if they do not follow the guidelines, in order to properly adjust the papers before the review process. The team also has a right to make some formal corrections (i.e. correct linguistic errors and wrong formatting) when necessary.

5. Both the article and *the Declaration* should be submitted via email, to the following address: clepsydra.uw@gmail.com

6. The whole text must be written in Time New Roman font size 12, justified, 1,25 paragraph break, single letter-spacing and 1,5 line spacing.

7. *Clepsydra* accepts texts in the following languages: Polish, English, Russian, French, German and Italian.

8. Every article and book review should be preceded with a short abstract (in Polish **or** English) and five keywords (in the same respective language). Abstract cannot be longer than 1800 characters (including spaces). Please provide a short note about the author, which should contain: information about the academic title/degree, affiliation, academic interests, and email address.

Layout

1. The first page of a paper should be formatted in the following way:

- a) top left corner – first and last name of the author, name of the academic institution (only if the author wants to have their affiliation displayed) or city.
- b) below – bolded title, written in font size 14. The title should not be written in capital letter, and if it contains a quote, please use cursive font to indicate its presence.

2. Layout of a book review:

- a) The following headline should be placed above the main body of the text: full name of the author of the reviewed book, followed by full title (which should fully match the one displayed on the title page of the reviewed book – in case of a collective monograph or edited book, please provide full names of all authors or editors after the title); if the work is a part of book series, also include a number of a volume, written in Arabic numeration, (e.g. vol. 2), then place and date of publication, name of the publisher, number of pages, optionally a name of the literary series (if this information is of particular significance).
- b) In the headline, any abbreviations should be written in the Polish language, not in the language of a reviewed book.
- c) Name of the review's author, their affiliation or city should be placed under the text.

3. Guidelines for the main body of the paper:

a) Titles of cited works and documents:

- for manuscripts: original titles and incipits of documents, papers, reports, etc. should always be written in italics, but any titles given by the author of the article should be written in capital letters, not italics
- for prints: titles of works and documents, chapters and passages of the original text should always be written in italics, commonly assumed or unofficial titles should start with capital letters, without italics (e.g. The Great Depression)

b) Quotations

- all quotes used in the text must be provided in translated form (BUT old English forms should not be modernized!);
- in case of Slavic cyrillic alphabet – a quote must be transliterated, and given in cyrillic when in a footnote (see: Transliteration for cyrillic, Greek and Hebrew alphabets);
- quotes should neither start nor end with ellipsis;
- skipped passages of quoted text should be emphasized by the use of ellipsis in square brackets: [...];

c) Names, last names, titles:

- Names and last names should be written in their original form, unless they belong to commonly known people, rulers or saints (i.e. both Władysław IV and Ladislaus IV of Poland are acceptable forms);
- Names of persons mentioned in the paper or explanatory footnote for the first time should be given in their full form (e.g. Margaret Thatcher instead of M. Thatcher or just "Thatcher"). Afterwards, it is perfectly acceptable to use the first initial of the name + full surname, surname only, or a nickname;
- Names of scholars cited in either articles or book reviews should be given without their academic titles, degrees, or professions (e.g. Quentin Skinner instead of Prof. Quentin Skinner);
- In book reviews, the word "Author" must always begin with a capital letter, unless it refers to the author of said review himself/herself;

d) Abbreviations

- Commonly accepted abbreviations should be adapted, such as: etc. (and so on), i.e. (that means), e.g. (for example), A.D. (Anno Domini), and others.

e) Dates and time periods

- months should be written as words instead of numbers, e.g. 15 July 1410;
- when acknowledging various calendars: 10/20 May 1589 **BUT** 25 X/7 XI 1917;
- longer periods of time: 24-26 April 1944 **BUT** 24 IV 1944 – 7 II 1945;
- dates mentioned in brackets should be written in Roman numerals. e.g. (18 XI 1918);
- numerals should not be used in phrases such as "in the second half" (NOT the 2nd half), "the first quarter of the century" or "the sixties";

f) Numerals

- Numbers should be: separated by space in accordance with order of magnitude, e.g. 1234, 11 456, 234 567
- or indicated by an appropriate abbreviation, such as 3 mln, 10 bln;

4. Rules regarding referencing style and footnotes

We only accept ENDNOTES written in accordance with the rules listed below, please kindly avoid Oxford referencing!

a) Bibliographical references should consist of the following elements:

- first initial of the name, full last name of the author of a quoted book
- after a comma: title of the book written in italics, unless the source has not been published before or has been taken from archives – in that case, the title should be written without italics or inverted commas
- then, after a comma: place and date of the publication, and number of page.
- e.g.: D. Sandbrook, *Who dares wins: Britain, 1979 – 1982*, London 2019, p. 461.

b) Or, when cited publication is a part of a collective monograph:

- first initial of the author's name, full last name
- after a comma: title of the article/chapter, written in italics
- after a comma: [in:], and then name of the collective publication, written in italics
- after a comma: edit., and then initial of the first name and full last name of the main editor
- after a comma: number of the volume (optional)
- after a comma: place and year of publication
- e.g.: L. Badley, *The Darker Side of Genius: The (Horror) Auteur Meets Freud's Theory*, [in:] *Horror Film and Psychoanalysis: Freud's Worst Nightmare*, ed. S. Schneider, p. 230.

In case of a book series, or a magazine:

- first initial of the author's name, full last name
- after a comma: title of the publication, written in italics
- after a comma: name of the series (in capital letters, without inverted commas or italics) or magazine (in capital letters inbetween inverted commas)

- after a comma: name of the volume and year of publication (in a book series) or year of publication and, after a comma, number of volume or issue and then exact date (including the day and the month)
- e.g.: T. Prymak, *A painter from Ukraine: Ilya Repin*, "Canadian Slavonic Press", iss. 1-2, vol. 55, march 2013, p. 29.

c) When quoting a passage in the main body of the article, it is necessary to put the number of page/pages on which said passage appears (after all the elements listed above, write an abbreviated p. and then number of page(s), see examples above.

d) If quoted passage has been translated in the main body of the article, the very same quote in the original language should be put in the endnote (unless in cyrillic, Hebrew or Greek, then it must be transliterated).

e) When referencing to archival materials, bibliographical notes should consist of the following elements:

- title of the document (in italics) + date (if it exists; in normal font);
- after a comma: name of the archive in which the document is stored – one must give a full name if it appears for the first time, afterwards abbreviations are perfectly acceptable;
- after a comma: a number of a fond or collection, which said document is a part of; if it appears for the first time, afterwards abbreviations are perfectly acceptable;
- after a comma: catalogue number;
- after a comma: k. for number of a card, p., for number of a page;

6. When referring to two or more publications of the same author, we give the full title when citing it for the first time, but use abbreviated title (instead of Op.Cit.) afterwards

E.g. S. Sebag Montefiore, *Voices of history...*, p. 137.

It is also acceptable to abbreviate primary and secondary sources by creating a clearly formulated code after using the phrase [further:], e.g.:

FOR THE FIRST TIME - Helmoldi presbyteri Chronica Slavorum, [in:] Scriptores rerum germanicarum in usum scholarum ex Monumentis Germaniae Historicis [further: MGH] recudi fecit, wyd. G. H. Pertz, Hanoverae 1868 [further: Helmold], cap. I, lib. 14.

FURTHER CITATIONS: Helmold I, 15.

7. Dates in endnotes

- a) months should be written in Roman numerals, e.g. 19 V 1320 (except for quotes and explanatory endnotes!)
- b) in case of no daily date, months should always be written verbally, e.g. in march 1825.

PEER REVIEW PROCESS

1. Reviewers are chosen by the academic board of *Clepsydra*, after proposal of the secretary.
2. Academic board chooses reviewers outside of the author's affiliation.
3. Peer review is a double-blind process.
4. A written review always contains reviewer's unambiguous decision regarding conditions which must be met in order to accept a paper for publication, or reasons behind rejecting it.
5. During the review process, the following aspects are taken into consideration: substantial and academic value of submitted paper, its conformity to *Clepsydra*'s publication rules and thematic scope, as well as its linguistic and stylistic correctness.