

## GUIDANCE FOR CONTRIBUTORS TO THE ENGLISH-LANGUAGE EDITION OF *KWARTALNIK HISTORYCZNY*

The house style of the English-Language Edition of *Kwartalnik Historyczny* (KH) is based on that of the *Slavonic and East European Review*, which is in turn based on the style guide of the Modern Humanities Research Association, available to download at [www.mhra.org.uk](http://www.mhra.org.uk). Please follow our house style closely when submitting manuscripts. We take a great deal of care in preparing material for publication. All material undergoes a lengthy and thorough editing process. If your article is accepted for publication, we will ask you to help us by correcting any errors of style when sending your electronic version.

### **I References (footnotes and main text)**

References should be cited in footnotes. Please do **not** use the Harvard system of author and date: any 'further reading' to which you wish to draw readers' attention should be mentioned in the text or footnotes at the relevant point, and work you cite directly is mentioned in footnotes and in the bibliography. Use the following styles both for footnoted references and for works directly cited in the main text, paying close attention to punctuation:

#### **a. Books**

Give: author (with their full first name, not the initial(s), unless the author habitually uses them), *title*, edition number if relevant, no. of volumes if relevant, place(s) of publication (**not** publisher, unless this is relevant to the argument, for example in an article about the book trade), year(s), volume number if relevant, page reference. For multi-volume works you must give the number of volumes and their inclusive dates of publication, and cite the relevant volume (in Arabic numerals) and page reference. This is particularly important in the case of, for example, Complete or Collected Works, of which there may be several editions in existence. For editions of other writers' work, please give the original author unless this is part of the title. After the title, please also give the editor, translator and so on. For places of publication in the USA, give also the two-letter postal abbreviation of the state (unless published in the city of New York).

Jarosław Czubaty, *Zasada 'dwóch sumień': Normy postępowania i granice kompromisu politycznego Polaków w sytuacjach wyboru (1795-1815)*, Warsaw, 2005, p. 401.

Hugo Kołłątaj, *Listy anonima i Prawo polityczne narodu polskiego*, ed. Bogusław Leśnodorski and Helena Wereszycka, 2 vols, Warsaw, 1954, vol. 2, pp. 315-18.

Daniel Stone, *The Polish-Lithuanian State, 1386-1795*, Seattle, WA, 2001, p. 301.

R.J.W. Evans, *The Making of the Habsburg Monarchy: An Interpretation*, 2nd edn, Oxford, 1984, p. 434.

#### **b. Articles/chapters in books**

For a chapter in a multi-authored volume, give: author, 'chapter title', in *book title*, editor(s), place of publication, date, page span of chapter (if important) and specific page reference.

Robert Frost, 'Ordering the Kaleidoscope: The Construction of Identities in the Lands of the Polish-Lithuanian Commonwealth since 1569', in *Power and*

*the Nation in European History*, ed. Len Scales and Oliver Zimmer, Cambridge, 2005, pp. 212–31 (p. 215).

Barbara M. Pendzich, 'Civic Cohesion and Resilience in the Face of Muscovite Occupation', in *Citizenship and Identity in a Multinational Commonwealth: Poland-Lithuania in Context, 1550–1772*, ed. Karin Friedrich and Barbara M. Pendzich, Leiden and Boston, MA, 2009, pp. 103–27 (p. 120).

### c. Articles in journals/periodicals

Give: author, 'article title', *journal title*, volume number, year, issue number (especially if each issue is paginated separately), page span (specific page reference). For periodicals give *periodical title* and date (give place of publication only where confusion may arise). Note that we use a comma after the article title and no 'in', as opposed to the style for articles in books, above.

Anna Grześkowiak-Krwawicz, 'Dyskusje o wolności słowa w czasach stanisławowskich', *KH*, 102, 1995, 1, pp. 53–65 (pp. 56–57).

Quentin Skinner, 'Meaning and Understanding in the History of Ideas', *History and Theory*, 8, 1969, pp. 3–53 (p. 45).

Note that only the London newspaper *The Times* has a definite article: otherwise *New York Times*, *Slavonic and East European Review*.

### d. Theses otherwise unpublished

Follow this style:

Magdalena Ślusarska, 'Problematyka polityczno-społeczna w polskim kaznodziejstwie okolicznościowym w latach 1775–1795', unpublished doctoral dissertation, University of Warsaw, 1992, p. 33.

### e. Archival sources

Give details of the document, followed by the archive and location, followed by the collection, the reference to the document and page or folio (if relevant). See also 'Repeated references' below for abbreviating archive names.

Minute by Pink, 25 December 1944, The National Archives, London, Foreign Office 371, 43989, R20647.

Stanisław August to Augustyn Deboli, 29 July 1789, AGAD, Warsaw, Zbiór Popielów, 414, fol. 387.

### f. Online sources

References to online publications should follow this sequence: author's name, title of item, title of complete work/resource, publication details (vol., issue, date), full address of the resource in angle brackets, date at which the resource was consulted (in square brackets), location of passage cited (in parenthesis):

Graham Gibbs, review of Jonathan Israel, *The Dutch Republic: Its Rise, Greatness and Fall*, Oxford, 1997, *Reviews in History*, June 1997 <<http://www.history.ac.uk/reviews/review/30>> [accessed 28 January 2000] (para. 13 of 47).

For complete texts, or chapters from complete texts published online with original pagination, the full reference should be given before the online source. For example:

William Shakespeare, *Much Adoe about Nothing*, in *Mr. VVilliam Shakespeares*

*Comedies, Histories, & Tragedies. Published according to the True Originall Copies*, London: Printed by Isaac Iaggard, and Ed. Blount, 1623, p. 117, in *Early English Books Online* <<http://eebo.chadwyck.com>> [accessed 24 March 2006].

## II Repeated references

Please give full reference as above for the first mention. You may use abbreviations for standard reference works (for example *PSB* for *Polski słownik biograficzny*, *ODNB* for *Oxford Dictionary of National Biography*). You may use *ibid.* (note full stop, not italic) for a repeated reference which immediately follows a reference to the same work, but do **not** use *op. cit.* For clarity in repeated references, use the author's surname and a shortened form of the title.

### a. Books

1st reference: Jarosław Czubaty, *Zasada 'dwóch sumień': Normy postępowania i granice kompromisu politycznego Polaków w sytuacjach wyboru (1795–1815)*, Warsaw, 2005, p. 401.

Repeated reference: Czubaty, *Zasada 'dwóch sumień'*, p. 25.

### b. Chapter in book

1st reference: Robert Frost, 'Ordering the Kaleidoscope: The Construction of Identities in the Lands of the Polish-Lithuanian Commonwealth since 1569', in *Power and the Nation in European History*, ed. Len Scales and Oliver Zimmer, Cambridge, 2005, pp. 212–31 (p. 215).

Repeated reference: Frost, 'Ordering the Kaleidoscope', p. 229.

### c. Article in journal

1st reference: Anna Grześkowiak-Krwawicz, 'Dyskusje o wolności słowa w czasach stanisławowskich', *KH*, 102, 1995, 1, pp. 53–65 (pp. 56–57).

Repeated reference: Grześkowiak-Krwawicz, 'Dyskusje o wolności słowa', p. 60.

### d. Archival reference

1st reference: Minute by Pink, 25 December 1944, The National Archives (hereafter TNA), London, Foreign Office (hereafter FO) 371, 43989, R20647.

Repeated reference: Pink, 25 December 1944, TNA, FO 371, 43989, R20647.

1st reference: Stanisław August to Augustyn Deboli, 29 July 1789, AGAD, Warsaw, Zbiór Popielów (hereafter ZP), 414, fol. 387.

Repeated reference: Stanisław August to Deboli, 12 August 1789, ZP 414, fol. 398.

If, in an article with a large number of footnotes, a reference is not repeated until well after its first mention, it may occasionally help the reader if you refer back to the original note, for example:

Frost, 'Ordering the Kaleidoscope' (see note 7 above), p. 217.

## III Other problems

### a. Non-English titles

Titles of non-English periodicals should be italicized and (if in other alphabets) transliterated. There is no need to give a translation of the title, for example, *Pravda*, *Gazeta Wyborcza*.

Titles of literary and other works discussed should be given in the original, italicized and (if in other alphabets) transliterated. A translation of the title and the date of original publication should appear in parentheses, for example, 'In Dostoevskii's

*Prestuplenie i nakazanie* (Crime and Punishment, 1866), we find that...'. Thereafter you may use either the original or translated title but be consistent (and adopt the same style for all works thus cited: do not discuss *Crime and Punishment* in one paragraph and then go on to talk of *Brat'ia Karamazovy*).

### b. Capitalization

This is a thorny area, and one that tends to evolve. In general initial capitals should be used with restraint. Please refer to the following for guidance, and if in doubt use lower case.

**General:** Use capitals for the names of people, places, nationalities, days of the week, months (but not seasons), wars (use 'the First/Second World War' rather than 'World War I/II'), treaties (the Treaty of Versailles), institutions and organizations, unique events (the October Revolution), empires (the British Empire) and parts of books and so on when referred to specifically (Chapter 2, Part IV, Figure 8, Act 3). Do not capitalize adjectival forms (tsarist Russia, imperial Rome). Points of the compass are not capitalized unless they are abbreviations (N., NE.) or denote specific geographical areas (the North [of England]) or political concepts (the West). Note that adjectival forms are capitalized only if they are part of an official name ('Northern Ireland' but 'northern England') or a political concept ('Western Europe' and, in certain cases, 'South-Eastern Europe' but 'northern Russia' and 'south-western Poland').

**In titles of works:** English titles capitalize all principal words. German titles capitalize all nouns. Other languages normally only capitalize the first word and proper nouns and the first word of the names of institutions, as in *Lietuvos mokslų akademija*. However, in Polish, all the principal words of names of institutions are capitalized, as in *Polska Akademia Nauk*.

**Titles and ranks:** Titles and ranks preceding names are capitalized (for example, Tsar Alexander I, Marshal Piłsudski, President Mościcki, Professor Michalski), and also if a specific individual is meant (for example, 'in 1814 the Tsar...', 'the Marshal and the President discussed...'). Otherwise use lower case (early Bulgarian tsars, few Polish kings, most Byzantine emperors).

### c. Spelling

Use British, not American, spelling. However, we use '-ize' rather than '-ise' where variant spellings exist. Note, however, that the following words and their variants are always spelled -ise: advertise, advise, analyse, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.

### d. Quotations

Use single quotation marks, and double for quotations within quotations: The press attaché reported that 'Gorbachev simply replied "Enough!"'. Note that punctuation falls outside the quotation marks unless the quotation is a complete sentence or ends with a complete sentence (as in the example).

Always give sources (including page reference) of quotations.

When omitting words from quotations, you should indicate this by means of three full stops within brackets: [...]. Ellipses without brackets may imply that the full stops appear in the original. Please retain the original punctuation where possible, and try to make clear where sentences end (by placing full stops either before or after the brackets). If you omit the beginning of a sentence, capitalize the first word following the ellipsis. For example:

[Complete text of original] Fred was a prince among men in Asia. Even after the disaster in Bukhara, he still had many followers who worshipped him.

Example 1: 'Fred was a prince among men [...]. Even after the disaster [...], he still had many followers'. (Note no need for ellipsis at end as punctuation makes clear the sentence is not complete.)

Example 2: 'Fred [...] had many followers who worshipped him.'

Example 3: 'Fred was a prince among men in Asia. [...] He still had many followers'.

Verse quotations should be given in the original language. Prose quotations should be given in English translation unless they are being used to make a linguistic or stylistic point. When it is considered necessary to provide the original as well as a translation it is usually preferable to provide a translation in the footnote.

Please do **not** modernize the spelling and syntax of quotations from English sources (although if you are quoting from old or middle English you may need to provide a translation). For quotations in other languages you may **either** quote the unmodernized text **or** modernize according to the accepted academic system for the given language.

Quotations longer than four or five lines should be set indented rather than run on in the text. Indented quotations do **not** need quotation marks.

To cut down on the number of footnotes, if you are quoting repeatedly from one work or one author it is acceptable to give page references within the text after the first reference (which should appear in a footnote and give full bibliographical details: then cite short title and make clear that further references will be given in the text).

#### e. Non-English words

Italicize non-English words unless they are in common English usage (for example, elite, genre). The abbreviations *ibid.* and *et al.* (note full stop) are not italicized.

Words in Cyrillic, Greek, Arabic, Hebrew and so on should be italicized and transliterated (unless you are quoting a substantial passage, in which case it is best not to transliterate).

Capitals in all languages retain their accents.

Names of institutions and organizations are not italicized, for example, Rathaus, Sejm, Duma, Polska Akademia Nauk.

#### f. Place-names and personal names

Use standard English forms for place-names if they exist in current usage (Copenhagen, Belgrade, Warsaw and so on). If there is no English form, you should use the form that is most culturally and historically appropriate to the topic (which might, for example, be Pressburg or Pozsony rather than Bratislava). If necessary, give alternative forms on first mention.

For personal names, give full name on first mention, together with rank or title if appropriate. Saints' names should also be given in English, where they exist (for example, St Francis of Assisi). Standard English forms, if such exist, should also be used for the names of historical monarchs (for example, Ivan the Terrible, Casimir the Great, Ferdinand and Isabella). Otherwise transliterate, but **do not** mix systems within the same name (for example, Alexis or Aleksei Mikhailovich, but not Alexis Mikhailovich). The Polish forms Bolesław, Władysław, Stanisław and so on may be rendered in the original spelling, as their Latin or French variants (Boleslaus, Stanislas and so on) are of debatable status in English.

Names transliterated from Cyrillic **must** be in the house style transliteration, for example, El'tsin not Yeltsin, Lev Tolstoi not Leo Tolstoy, Trotskii not Trotsky, Chaikovskii not Tchaikovsky, Iosif (or I. V.) Stalin not Joseph Stalin.

Names ending in -s, -z or -x have possessives in -'s unless they are from Classical Antiquity, for example, Marx's, Camus's, but Achilles' not Achilles's.

### g. Numerals

Spell out numerals from one to ninety-nine, and use figures for 100 and above (but keep 'hundred', 'thousand', 'million' and 'billion' as words if they appear as whole numbers, for example, 'a thousand years ago').

Use figures in percentages: 26 per cent.

Inclusive numerals give the last two digits, for example, 15–17, 123–25, 401–04. This applies to dates; for example: the war of 1914–18. However, please give the full inclusive dates in the *title* of your article; for example: the Four Years' Sejm 1788–1792.

Use commas in numerals containing more than three digits to distinguish them from years: 1,914.

### h. Dates

Use the style 9 June 1999. Add (OS) if Old Style. Note also '55 BC' but 'AD 1453'. You are welcome to use BCE and CE instead of BC and AD.

### i. Abbreviations

Use a full stop only if the last letter is not the last letter of the word, for example 'Dr', 'St', 'vols', but 'Co.', 'p.', 'vol.'. Note also 'no.' and 'nos.' (both have stops).

Do not use stops in the names of institutions, countries, books, journals, academic degrees and so on. For example, USA, CIS, USSR, UN, BBC, *KH*, *PSB*, PhD.

Use 'for example' instead of e.g., 'and so on' instead of etc. and 'that is' instead of 'i.e.'.

### j. Punctuation

Do **not** hyphenate your document automatically using a wordprocessor: once typeset, your article will have different line-breaks but the hyphens will remain.

Use a **single** blank space after full stops at the end of sentences (not double).

Do **not** insert extra blank lines between paragraphs: use a tab mark to indent the first line of the paragraph.

In lists, **do not** insert a comma before the final 'and' ('German, Italian, French and Spanish libraries').

Place punctuation **outside** quotation marks (the 'tiger economies', for many years deemed...).

It is usually preferable to place footnote reference marks at the end of sentences rather than in the middle, but in any case footnote reference marks must appear **immediately after** punctuation marks (commas, parentheses, full stops and so on), except for dashes.

Full stops come **after** parentheses unless the entire sentence is in parentheses.

### k. Transliteration

All Cyrillic, Greek, Arabic, Hebrew and so on must be transliterated, except in quoted passages of prose or poetry where a particular point of style is being made. Where the original alphabet is used, it must be accompanied by an English translation immediately following, in inverted commas and in parenthesis within the commentary, or as indented text beneath a passage of indented quotation (see also, **Quotations**).

When transliterating Cyrillic, please use table below, based on the modified Library of Congress system as used in the *Slavonic and East European Review*.

When transliterating measures, use the nominative form rather than the genitive, regardless of what the usage of the language in question dictates. For example, десять десятин = ten *desiatiny*; десять вёрст = ten *versty*. This also applies in the Latin alphabet. For example, dziesięć groszy = ten *grosze*.