

PUBLISHING GUIDELINES

1. Submitted texts should be saved in .docx format and meet the following specifications: Times New Roman 12 pt font, 1.5 line spacing, justified text and 2.5 cm margins.
2. The length of the text should be between 40,000 and 60,000 characters, including spaces (1-1.5 publisher's sheets).
3. Next to their full name, authors should provide their affiliation (if any), ORCID number and email address.
4. Authors are also asked to submit a brief biographical note, an abstract of their article (up to 1800 characters), a bibliography and 5-6 keywords.
5. Authors are required to use footnotes.
6. Bibliographic citations in footnotes for books, journal articles and articles in multi-author works should follow these formats:

Book: Author, title, place and year of publication, page number(s).

e.g. M. Cygański, *Z dziejów okupacji hitlerowskiej w Łodzi 1939–1945*, Łódź 1965, p. 22. Article in a journal: Author, article title, “journal title” year, issue number (optional: volume, annual), page number(s).

e.g.

M. Turski, *Niemiecka lista narodowościowa w regionie łódzkim w trakcie II wojny światowej*, “Przegląd Zachodni” 2021, No 1, p. 55.

Article in a multi-author work: author, article title, in: title of multi-author work, editor(s), place and year of publication, page number(s).

e.g.

T. Kozłowicz, *Karny obóz pracy dla dzieci i młodzieży w Łodzi*, in: *Zbrodnie hitlerowskie na dzieciach i młodzieży polskiej 1939–1945*, eds. A. Grzybowska, B. Jakubowska, T. Sobański, Warszawa 1969, p. 18.

Subsequent citations of the same publication that follow one another directly should be written using the abbreviation *Ibidem*. Discontinuous citations (where citations of other works appear in between) should follow the format: author, op. cit. (if there are several works by the same author, use a shortened title followed by an ellipsis), page number(s).

e.g.

M. Turski, *Niemiecka lista narodowościowa w regionie łódzkim w trakcie II wojny światowej*, “Przegląd Zachodni” 2021, No 1, p. 54.

Ibidem, p. 60.

M. Cygański, *Z dziejów okupacji hitlerowskiej w Łodzi 1939–1945*, Łódź 1965, p. 22.

M. Turski, op. cit., p. 68.

7. Citations of archival documents in footnotes should be prepared according to the following template:

Name of archive [hereinafter: abbreviation], name of archival collection [hereinafter: abbreviation], reference number, author of document (if possible), title of document, date of creation (if possible), folio number(s).

e.g.

State Archive in Łódź [hereinafter: SAŁ], German People's List in the Łódź Voivodeship [hereinafter: GPL], ref. 39/897/69873, Kwestionariusz Eugenii Pohl, fol. 2.

The full name of the archive and collection should be given only in the first citation in which they appear; thereafter, only the abbreviations should be used. The other elements contained in the descriptions of archival items should never be abbreviated.

e.g.

SAŁ, GPL, ref. 39/897/69873, Kwestionariusz Eugenii Pohl, fol. 2.

8. Citations of Polish legal acts should be prepared according to the following template:

Name of the legal act [hereinafter: abbreviation], Dz. U. [Journal of Laws] year, number, item, page number(s).

e.g.

Decree of 31 August 1944 concerning the punishment of Fascist-Hitlerite criminals guilty of homicide and ill-treatment of civilian population and of prisoners of war, and the punishment of traitors to the Polish Nation, Dz. U. 1944, No 4, item 16, pp. 17–18.

Subsequent citations should be made only by reference to the journal, e.g.:

Dz. U. 1944, No 4, item 16, p. 18.

9. References to online content in footnotes should be prepared according to the following template:

Author (if possible), title (if possible), full URL, accessed: date.

e.g.

A. Gronczewska, Dzieci z obozu przy ul. Przemysłowej. 81 lat temu utworzyli go hitlerowcy, <https://dzienniklodzki.pl/dzieci-z-obozu-przy-ul-przemyslowej-81-lat-temu-utworzyli-go-hitlerowcy/ar/c1-18120183> [accessed: 16.02.2024].

10. The article must include a bibliography divided into sources and literature.

11. References to books and articles in the bibliography should be formatted according to the same rules as the footnotes, with the exception that the author's first name initial is placed after the surname.

12. References to archival items in the bibliography should be prepared according to the following template:

Name of archive

Name of collection, reference number(s) (optional)

Name of next collection, reference number(s) (optional)

e.g.

State Archive in Łódź

Records of the City of Łódź, ref. 39/221/0/5.1.10/29238

13. References to legal acts in the bibliography should be formatted according to the same rules as the footnotes.
14. References to online content in the bibliography should be formatted according to the same rules as the footnotes, with the exception that the author's first name initial is placed after the surname.