

---

# INFORMATION FOR AUTHORS

---

*Ethnologia Polona*, vol. 40: 2019, 307–310  
PL ISSN 0137-4079

## **Please submit your manuscript by email to:**

a.halemba@uw.edu.pl  
Ethnologia\_Polona@iaepan.poznan.pl

## **Length of manuscripts**

Articles should be no longer than 7,000 words (approx. 40,000 characters), including references and notes, but excluding the abstract.

## **Language of an article: English.**

Authors are obliged to ensure the correct translation of texts into English. Authors are responsible for the linguistic quality of their articles.

Editorial board transmits accepted articles to external reviewers. After reviewing with positive evaluation, and then making corrections by authors, editorial board forwards articles to the linguistic editor (a native speaker).

## **Title page**

A separate sheet should give the author's name and academic affiliation, the title, a short abstract of no more than 300 words as well as keywords.

**Sections of the text:** Please enter section titles, if the text requires; Please do not enter spacing between paragraphs and between a section title and the text.

## **Manuscript's style**

- Format: .doc. or .rtf
- Font size 12 for main text, 10 for footnotes and bibliography
- Margins (left, right, top and bottom) 2.5 cm; spacing 1.5 line.
- Subheadings should be in bold, lower level subheadings in cursive
- Quotations: double inverted commas should be used except for quotations within quotations, which should have single inverted commas. Quotations of more than about 40 words should be set off from the text with an extra line of space above and below, with broader margins, font size 11, spacing 1.15 line.
- UK English spelling should be used.
- All pages except the cover sheet should be consecutively numbered, starting with 1, to appear in the bottom right hand of each page.
- Please use consecutively numbered footnotes, starting with 1 and keep them to the minimum. Do not use endnotes.
- Paragraphs: justified; a single tab to begin new paragraphs; additional line before subheadings

## **Photos and media:**

- Photographs and illustrations should be listed in a separated document with captions. Please send the photographs using download link of your choice in high resolution and .jpg, or .tiff format.
- If you want to include sound or video files in your publication please contact the editors.

**References:**

Citations within the text:

- Single author quotation: (Laidlaw 1993, 208)
- Two authors, more than one page: (Humphrey and Hugh-Jones 1991, 124–136)
- Three and more authors: (Goody *et al.* 1987, 25)
- Citation of another author's work in secondary text: (Laidlaw 1996 as cited in Lewis 1998, 45).
- Please include page numbers in full: (Geertz 1970, 35–37).
- References to websites should be included in footnotes and must mention the date you accessed the website. E.g.: <http://www.zeit.de/> (access: 01.06.2019).

**Bibliography:**

The bibliography should come at the very end of your text.

- SINGLE AUTHOR MONOGRAPH  
Malinowski B. 1922. *Argonauts of the Western Pacific*. London.
- TWO AUTHORS MONOGRAPH  
Kristiansen K. and Larsson T. B. 2005. *The Rise of Bronze Age Society. Travels, Transmissions and Transformations*. Cambridge.
- THREE AND MORE AUTHORS MONOGRAPH  
Kay E. M. T., Davis J. M., Hill M., Prout M. 2008. *Children, Young People and Social Inclusion. Participation for What?* Bristol.
- EDITED VOLUME  
Hodder I. (ed.) 1991. *Archaeological theory in Europe. The last three decades*. London: Routledge.
- JOURNAL ARTICLE  
Bogucki P. 1993. Animal traction and household economies in Neolithic Europe. *Antiquity* 67 (256), 492–503.
- BOOK CHAPTER  
Leacock E. 1980. Montagnais women and the Jesuit program for colonization. In M. Etienne and E. Leacock (eds.), *Women and colonization: anthropological perspectives*. New York, 25–42.

**The rules of reviewing articles:**

Articles submitted for publication in the journal “Ethnologia Polona” are subject to a two-stage process of reviewing.

## – 1 STAGE

The texts are evaluated by the editors in terms match the profile of the magazine, the quality of the language, value and quality of the text, and adaptation to editorial requirements. At this stage, editorial board decides to send a paper for review. If the editors' decision is negative, the author receives a justification of not acceptance of the article.

## – 2 STAGE

If the article positively goes through the first stage of reviewing, is sent as an anonymous to two reviewers (double-blind review), experts in the field, of which at least one is not from the Editorial Committee. The scope of review includes an assessment of the merits, methodological assessment of the structure of the text, argumentation and formal characteristics of a scientific text. Reviewers receive the reviewing form to fill out, and a declaration of no conflict of interests to sign.

On the basis of review the editorial decides to publish of the text, publish it after the changes suggested by the reviewers or reject. The author receives the content of reviews and information about qualifying of the text for print or rejection.

**Rights & conditions**

The editors reserve the right to shorten texts (after consultation with the author). Articles that do not meet the above editorial requirements and those which for other reasons are not suitable for publication will be returned to the authors. Similarly, we will not print texts, which authors would not done corrections, advised by the editors.

Editors do not pay a fee for the published text, photograph, illustration.

**Authors are required** to send by e-mail or by mail following statements:

- about keeping of ethical principles and not breaking the law while carrying out scientific research (especially in a case of the confidentiality of personal data of respondents) and during of creating an article (eg. plagiarism);
- of having full copyright to an article by authors signed in a text, and not the use ghost-writing;
- about the consent of persons / institutions having copyright and property rights to photos / illustrations contained in an article on their free publication by the editors of “Ethnologia Polona” and the transfer of property rights (no copyright) of published illustrations or photos to the Institute of Archaeology and Ethnology Polish Academy of Sciences (this means that the Institute has the right to reproduce an article with attached photo or illustration in a form of printing or an electronic file).

The authors of articles accepted for publication are required to send to the editor a signed contract.

**Publication Ethics:** <http://iaepan.vot.pl/en/publishing-house/czasopisma/ethnologia-polona/about-the-journal-etpo/publication-ethics-eplona>

---

**Find us on:** <http://www.iaepan.edu.pl/>, RCIN, Facebook, Index Copernicus, BazHum.

---

**IN POLISH:**

Informacje dla Autorów: <http://iaepan.vot.pl/wydawnictwo/czasopisma/ethnologia-polona/dla-autorow>

