

WIADOMOŚCI NUMIZMATYCZNE – EDITORIAL GUIDELINES 2025

A complete submission consists of:

- a) separate text files containing:
 - information about the author(s)
 - the main text with an abstract, keywords and summary
 - a list of figures and tables;
- b) figures in separate graphic files.

Information about author/authors:

- a) header:
 - The author's address: – one author
 - The authors' addresses: – several authors;
- b) the first and last name should be preceded by the academic degree or title held;
- c) provide affiliation, e-mail address and ORCID number;
- d) according to the following format:
 - dr Anna Anna
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Main text (“Articles” and “Materials” sections):

- a) without data identifying the author/authors;
- b) written in Latin script (transliteration rules below);
- c) the file should begin with the title of the text;
- d) below the title, place an abstract (max. 200 words), and below it keywords (5–8), referring to the subject of the text; font size: 11, line spacing: 1;
- e) the title, abstract and keywords should be prepared in English;
- f) below the main text, a bibliography prepared according to editorial guidelines;
- g) below the bibliography, a summary of the text in English (if the main language of the text is Polish) or in Polish (if the main text is in English). The length of the summary – approx. 10% of the volume of the main text.

“Finds” section:

We kindly ask the authors of the “Finds” section to adapt their texts — as far as possible — to the following scheme:

- a) city/town/village, municipality and district (within the current administrative division!);
- b) place of discovery;
- c) date of discovery;
- d) circumstances, discoverer;
- e) archaeological context (including location within a layer, object, grave);
- f) number of coins found, collectively or individually;

- g) method of securing;
- h) *terminus post quem* of the hoard;
- i) place where the coins are stored;
- j) list of discovered coins and possible accompanying objects (please remember to include metrological data, especially for ancient and medieval coins, mint identification — if they may be different — and provide a catalog references);
- k) brief commentary, if any.

Conciseness is appreciated, and illustrations of coins and situational sketches are always welcome.

Compliance with the above principles will speed up the publication of articles in a form that is legible and satisfactory to the authors.

Figures and captions:

- a) these are all materials illustrating the text (photos, drawings, charts);
- b) they should be sent in separate files in jpg or tiff format with a resolution of at least 300 dpi, with a size adapted to the printable area of the page (12.5×19 cm);
- c) they should be arranged in the order in which they appear in the text, and the files should be described in a way that allows for unambiguous identification;
- d) captions:
 - font size: 11, placed in the expected place in the text
 - under the illustration, centered, without a dot at the end
 - Fig. without bold, numbered with Arabic numerals
 - must contain information about the source or author of the illustration (Photo by, Drawn by, Prepared by)
 - references in the text in brackets (Fig. 1).

Fig. 1. Bolesław the Brave's denarius with REX BOLLZ legend (uniface coin). National Museum in Krakow, photo by A. Kleczkowski

Tables and captions:

- a) prepared in a text editor, alternatively as a spreadsheet file;
- b) placed in the order of reference to them in the text;
- c) header text in a regular font, bold;
- d) header background filled with color – RGB 208 206 206;
- e) captions:
 - font size: 11, placed in the expected place in the text
 - above the table, centered, without a dot at the end
 - Table without bold, numbered with Arabic numerals
 - references in the text in brackets (Table 1);

Table 1. Crown and Lithuanian shillings from 1659–1666 in hoards

Hoard/Study	Crown shillings		Lithuanian shillings	
	Number of copies	%	Number of copies	%
Idźki-Wykno	2,322	41.0	3,332	59.0
Rokitno I	1,487	43.4	1,936	56.6
Rokitno II	4,014	41.9	5,553	58.1
Przasnysz	6,757	42.6	9,128	57.4
Terespol	3,152	42.1	4,330	57.9
Sinchuk 2010	7,681	44.0	9,774	56.0
In total	25,413	42.7	34,053	57.3

The list of figures and tables should be attached as a separate text file when submitting the text via the OJS platform.

Footnotes:

The bottom in the system with author's name – year of publication, numbered with Arabic numerals starting from 1:

- a) for texts in English: Suchodolski 2018, p. 159; Suchodolski 1973, pp. 55–60;
- b) for publications by four or more authors: Banach *et al.* 2015;
- c) footnotes may contain explanations and comments;
- d) in references to illustrations and tables from foreign publications, the original wording of the entries should be left, i.e. e.g. “abb.”, “fig.”, “Tafel”;
- e) when citing multi-authored publications, the editors should be given in the footnote, i.e. e.g. Rasmusson, Malmer (eds) [eds if multiple editors, ed. if one editor];
- f) in the summary, Harvard footnotes, i.e. inserted in the text in round brackets.

Bibliography layout and notations:

First: ABBREVIATIONS

Then: BIBLIOGRAPHY

PRIMARY SOURCES

SECONDARY STUDIES

Wiadomości Numizmatyczne LVIII/1–2 (197–198)

Notae Numismatae/Zapiski Numizmatyczne VII

Monograph:

Suchodolski S. 1973. *Mennictwo polskie w XI i XII wieku*, Wrocław.

Article:

Dymowski A. 2012. *A Roman antoninianus of Egnatia Mariniana found in the Kujavian region: The third century silver coinage in the territory of the Przeworsk culture*, Notae Numismatae/Zapiski Numizmatyczne VII, s. / pp. 81–92.

Dymowski A. 2013. *Chronologia napływu denarów rzymskich z I–III wieku na ziemię Polski w świetle analizy nowego materiału ze znalezisk drobnych*, Wiadomości Numizmatyczne LVII/1–2 (195–196), pp. 93–149.

Chapter:

Suchodolski S. 2018. *Gdzie, kiedy i w jakim celu Bolesław Chrobry emitował denary z cyrylickim napisem?*, [in:] T. Nowakiewicz, M. Trzeciński, D. Błaszczak (eds), *Animos labor nutrit. Studia ofiarowane Profesorowi Andrzejowi Buko w siedemdziesiątą rocznicę urodzin*, Warszawa, pp. 151–162.

Chapter in series:

Blackburn M. 2008. *The Coin Finds*, [in:] D. Skre (ed.), *Means of Exchange. Dealing with Silver in the Viking Age*, Kaupang Excavation Project Publication Series 2, Aarhus, pp. 29–74.

Multi-authored:

Banach *et al.* 2015. B. Banach, I. Chrzanowska-Wawrzyniak, B. Kościński, S. Kurnatowski, A. Urbańska-Łosińska, K. Zamelska-Monczak, *Gród i podgródzie w Świętym Wojciechu*, [in:] S. Kurnatowski (ed.), *Międzyrzecz. Gród i zamek w wiekach IX–XIV. Wyniki prac wykopaliskowych z lat 1954–1961*, Warszawa, s. 63–215.

Review:

Paszkiewicz B. 2020. review: D. Grossmannová, I. Matejko-Peterka, D. Kašparová, *Polské mince, medaile a papírová platidla z muzejních sbírek, Częstochowa 2018*, *Wiadomości Numizmatyczne* LXIV, pp. 357–365.

Polish Numismatic News:

Suchodolski S. 2015. *The beginnings of Polish coinage in the light of recent research*, *Wiadomości Numizmatyczne* LIX/1–2 (Polish Numismatic News IX), pp. 67–94.

FMP:

FMP II. 2016. G. Horoszko, J. Piniński, P. Ilisch, D. Malarczyk, T. Nowakiewicz, *Frühmittelalterliche Münzfunde aus Pommern*, M. Bogucki, P. Ilisch, S. Suchodolski (eds), *Frühmittelalterliche Münzfunde aus Polen. Inventar II*, Warszawa.

FMP IV.A. 2013. B. Reyman-Walczak, P. Ilisch, D. Malarczyk, T. Nowakiewicz, M. Woźniak, *Frühmittelalterliche Münzfunde aus Kleinpolen*, [in:] M. Bogucki, P. Ilisch, S. Suchodolski (eds), *Frühmittelalterliche Münzfunde aus Polen. Inventar IV, Kleinpolen und Schlesien*, Warszawa, pp. 19–222.

doi:

Andrews M. 2024. *East Goes West: Baltic and Russian Coin Finds from Tudor England and Wales*, *Wiadomości Numizmatyczne* LXVIII (212), pp. 81–100 <<https://doi.org/10.23858/WN68.2024.004>>.

Internet sources:

Błońska A. 2021. *Unikatowe znalezisko z Zawichostu-Trójcy: XII-wieczna bulla książęca*, <<https://kopalniawiedzy.pl/pieczec-olowiana-bulla-ksiazeca-sredniowiecze-Zawichost-Trojca-Marek-Florek-Wojciech-Rudziejewski-Rudziewicz-Nadwislanska-Grupa-Poszukiwawcza-Stowarzyszenia-Szansa,34187>> [accessed 01.03.2023].

Cyrillic transliteration:

- a) submitted texts must be written in the Latin alphabet, therefore the names and surnames appearing in them should be transliterated in English texts according to the romanization tables of the US Library of Congress:
<https://www.loc.gov/catdir/cpsd/roman.html>
- b) geographical names relating to places located outside Poland should be provided according to the lists developed by the Commission on the Standardization of Geographical Names Outside the Borders of the Republic of Poland:
<https://www.gov.pl/web/ksng-en>
- c) if the name is not in the list, it should be transliterated in accordance with the above-mentioned rules, although it is permissible to refer to the original wording written in italics and placed in round brackets, i.e. e.g. “Varanki village (Belarus. *Варанкі*)”;
- d) names of places, especially little-known ones, should be provided with their administrative affiliation;
- e) Latin and italic script are not used for coin legends (e.g. Arabic, Hebrew, Cyrillic) and quotations from written sources.

Forms of notation used:

av. – obverse

rv. – reverse

denarius/denarii – ancient coins

denier/deniers – early medieval Polish, German, Czech, Hungarian, French, etc. coins

penny/pennies – early medieval English coins and Scandinavian imitations of the *Arrow in the Tree of Life/Helmet* type

RIC V₁ 261 – sample catalogue reference

terminus post quem/tpq – always in italics

first half

14 September 2020 – date

1st/10th – st/th in superscript

second half

1750s

mid-19th century, mid-3rd century

19th–century

20th century

Photo by – in the illustration description

commune/district/Voivodeship

no. and nos; ed. and eds; Fig. and Figs

e.g.

ca.

See, Cf. at the beginning of the sentence, cf. in the middle

Number notations:

- a) in the text and footnotes from 1 to 9: verbal, i.e. one, three (except for the sequence with an enumeration, e.g. the number of coins found)
- b) from 10: digital, i.e. 14, 50
- c) in brackets all notations in numerals
- d) 1.531; 15.5 mm; 0.56 g – English text

Titles of publications, names of conferences, quotes, foreign terms, names:

- a) in the text, titles of publications and names of conferences in italics, and quotes in quotation marks;
- b) foreign terms in italics (*terminus post quem*);
- c) in the case of researchers, collectors, etc., when referring to a given person for the first time, they should be mentioned by their first and last name. Each time, only the initial of the first name and the last name should be given.

Coin descriptions:

Bohemia, Ferdinand II (1617/19–1637), 3 kreuzer, 1625, Jáchymov mint, mintmaster Georg Steinmüller.

Av.: bust.

Rv.: FERDI•II• (Av. and Rv. bold in “Finds”)

Silver; xxx mm; xxx g; catalogue reference.

/ – marking the starting place of a new line of inscription or its continuation from obverse on reverse

\ – to mark an illegible legend mark

[S] or [ANTO] – reconstructed mark or legend fragment

LEGENDS in capital letters, unless otherwise written on the coin

° or 9h – to mark the coin’s axis

Sample text layout – see on the next page

Sample text layout:

Wiadomości Numizmatyczne, R. LXVIII, 2024, z. 212
<https://doi.org/10.23858/WN68.2024.004>

AUTHOR 1 *[capitals, not bold]*

AUTHOR 2 *[capitals, not bold]*

TITLE *[capitals, bold]*

ABSTRACT:

KEYWORDS:

Text Text Text Text Text Text Text Text Text Text Text Text Text Text Text

HEADINGS

[capitals, plain font, not bold, centered]

Text Text Text Text Text Text Text Text Text Text Text Text Text Text Text

Subheadings

[straight font, no bold, to the left margin]

Text Text Text Text Text Text Text Text Text Text Text Text Text Text Text

Fig. 1. Bolesław the Brave's denarius with REX BOLLZ legend (uniface coin). National Museum in Krakow, photo by A. Kleczkowski

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BIBLIOGRAPHY

[capitals, version depending on the language of the main text]

ARTICLE TITLE

[capitals, not bold]

(Summary)

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