

## Writing & Editing Guidelines

1. The submitted article should meet the following editorial style requirements:
  - a) Font: Times New Roman, size 12 points
  - b) Line spacing: 1.5 line
  - c) Paragraph: the first line indent 1.5 cm
  - d) Margins: aligned to the right and left
  - e) Format: .doc or .docx (formats supported in MS WORDTM)
2. Any graphic materials (e.g. illustrations, photos, figures) should be provided on CD as separate files with a resolution of min. 300 DPI and their titles/captions/descriptions should be saved as separate text files. The corresponding author is held responsible to obtain consent for the usage of the graphics if they are the intellectual property of third parties (all copyrights must be respected).
3. The bibliography, titles of monographs and journals (including movie titles, songs, etc.), and foreign language phrases included in the text body should be written in italics.
4. Citations, references to other publications, and numerical data should be provided in-text in accordance with Harvard Referencing System. Full bibliography should be placed at the end of the article.
5. Digressive and polemical footnotes should be placed at the bottom of each page.
6. Guidelines for footnotes are the following:
  - a) Every bibliographic reference included in the text body and footnotes section should be signalled by parentheses and prepared according to the pattern: author-year-page. In case the reference is made to study as a whole, the page number should not be given: (Kowalski 1990).
  - b) Every citation should be provided with the page number it comes from: (Kowalski 1990: 21).
  - c) Short citations (max. 5 lines) should be signalled by quotation marks and regular-fonted. Internal citations should be signalled by chevrons: “<<example>>”.
  - d) Long citations (min. 6 lines) should be formatted as follows:  
11 point font, single-spaced, formatted in block form, indent to left, no quotation marks.

### Example:

Home cooking is highly valued because of the moral value of women, who are the producers of this food. At the same time, food that is thought of as particularly delicious is food cooked with love. Thus an individual would be prone to prefer his mother's cooking over others', as a husband should also value and prefer his wife's cooking, perhaps even more than his mother's. In this way women are understood to be powerful agents within their local social spheres. The food sharing inherent hospitality and family eating is considered to be moral and ethical and in a wider sense can lead to community viability. (Adapon 2008: 121).

7. Guidelines for bibliography are the following:

a) The bibliography should contain bibliographic addresses ordered alphabetically. Author and the year of publication should be graphically distinguished according to the a pattern:

Authors full surname and initials of his/her name (if the author uses two names, initials should be written without spaces between them, e.g. "A.W."), year of publication, *Full Title* (in italics), place of publication, full name of the Publisher.

In case of articles published in journals or joint publication, page numbers should also be provided.

b) If the submitted article is based on several publications prepared by a given author, his/her surname should be repeated and the subject publications should be listed in the publishing order.

In case the submitted article includes citations from more than one publication of a given author from the same year, the publications should be listed in the alphabetical order by title. The issue date should be provided with a lowercase letter in the ascending order: **a,b,c**, etc.

c) If the bibliographical work was written by more than 3 authors, it should be described in accordance with the pattern: the surname of the first autor, his/her name initial, "i in." abbreviation.

d) All bibliographical works should be ordered alphabetically. They should not be grouped according to the type of source, yet other types of bibliographic materials may be distinguished (e.g. archives) when needed.

Examples:

- [monograph]: Adapon J. (2008). *Culinary Art and Anthropology*. Oxford – New York: Berg.
- [joint publication]: Turner V.W., Bruner E.M. (eds.), (1986). *The Anthropology of Experience*. Urbana –Chicago: University of Illinois Press.

[text in joint publication]: Rabinow P. (2007). Anthropological Observation and Self-Formation. In: Biehl J., Good B., Kleinman A. (eds.), *Subjectivity. Ethnographic Investigations* (p. 98-118). Berkeley – Los Angeles – London: University of California Press.

- [article published in journal]: Mason J., Davies K. (2009). Coming to our senses? A critical approach to sensory methodology. *Qualitative Research*, 9(5), 587-603.

e) Bibliographical works translated into Polish should be described in accordance with the pattern:  
the full name of the Publisher, the full surname of the translator, the name initial of the translator.

Example:

Olson, D.R. (2010). *Papierowy świat. Pojęciowe i poznawcze implikacje pisania i czytania*. Przeł. M. Rakoczy. Warszawa: Wydawnictwa Uniwersytetu Warszawskiego.

f) In case the bibliographical work is a translated text, which is a part of joint publication, and each of these texts has a separate translator, it should be described in accordance with the pattern: the translator's name, the title of the text.

Example:

Marcus, G.E. (2003). *Użyteczność kategorii uczestnictwa w zmieniających się kontekstach antropologicznych badań terenowych*. Przeł. J. Jaxa-Rożen. W: D. Wolska, M. Brocki (red.), Clifford Geertz – lokalna lektura (s. 155-181). Kraków: Wydawnictwo Uniwersytetu Jagiellońskiego.

g) In case the bibliographical work is an article published in a joint publication translated by the given translators, it should be described in accordance with the pattern:  
title of the volume, the translators surnames

Example:

Rosaldo, R. (2011). *Łowy Ilongotów jako opowieść i doświadczenie*. Przeł. E. Klekot, A. Szurek. W: V.W. Turner, E.M. Bruner (red), *Antropologia doświadczenia* (s. 109-149). Kraków: Wydawnictwo Uniwersytetu Jagiellońskiego.

8. Guidelines for the Internet sources are the following:

- a) Original articles should be placed in the bibliography in accordance with the pattern:  
Surname of the author, title of the article, year of publication, place of publication and the full name of the Publisher (if any), [the date of access and the link to the Internet source put in the squared brackets].
- b) If the submitted article is based on websites, not original articles, one should distinguish a separate section entitled "Internet sources" under the bibliography section. It should provide the domain names, the URL Internet addresses and [the date of the last access put in square brackets].

9. The titles of monographs, joint publications and journals listed in the bibliography should be written in italics.