

## **Guidelines for Authors**

### **1. General information**

1. In journals „Ateneum – Family Science Review”, „Scientific Studies and Research: Educational Studies”, „Scientific Studies and Research: European Studies”, original scientific authors’ research-based texts are published in Polish and Congress languages. We accept works in the field of humanities, social sciences and nature sciences that focus on family research, theory, policy and education (“Ateneum – Family Science Review”), education, child-rearing, resocialization and other education-related topics (“Scientific Studies and Research: Educational Studies”), European issues (“Scientific Studies and Research: European Studies”).
2. Submitted texts are subjected to peer review procedures, adopted by the Editorial Board and described on this website (see. Reviewing Procedures).
3. Author is obliged to transfer their copyright to the publisher and declare that the work has not been published in another journal or published online.
4. Author is obliged to obey Publication Ethics rules and sign up a relevant statement available at our website.
5. Liability resulting from possible violations of publishing rights and copyrights (quoting, reprint illustrations, tables and graphs from other sources) lies with the author.

### **Authors’ and introductory data**

1. It should be enclosed following data:
  - a) Full names of the author / authors.
  - b) Affiliation data: degree, scientific specialization, the name of the chair or department, name of the university, traditional and electronic mailing address.
  - c) the title of the text in the English language (or another language which is the language of the publication) and English (if it’s a non-English language publication).
  - d) Summary of work in the English language (or another language which is the language of the publication) and English (if it’s a non-English language publication), containing approx. 600-1000 characters, and key words in English (or in another language which is the language of the congress publication) and English (if it’s a non-English language publication).
  - e) For non-Polish citizens; Summary, Title and Key Words in Polish – Editors will assist in translation.
2. Translating the title, summary and key words into English (if it’s not English-language publication) lies with the author/authors. Language Editor only checks and corrects a

delivered translation. If the level of English translation doesn't meet scholarly requirements – the text will be returned to the author/authors for correcting translation.

3. Editorial Board reserves the right to make necessary cuts and alterations – in consultation with the author/authors.

### **Edition outlines**

1. Don't use any specific formatting like automatic headings, lists, macro, hand-made spaces etc. The text should be divided into paragraphs and provided with subheadings.

2. Please, provide full bibliography information. Ateneum Publishing House uses footnotes. Each text should be provided with the list of chosen bibliography (so not necessary the all positions but only chosen). Editors reserve the right to shorten the list, if the author fails to comply with the Editor recommendations.

3. Bibliography and footnotes should include following data:

a) books – last name and initial of the author / authors, full title, place and date of issue (in the case of the footnote: pages, referred to by the author)

bibliography example:

Bizewska M., Godecki Z., *Finanse Unii Europejskiej. Zagadnienia wybrane*, Gdańsk 2013.

footnote example:

M. Bizewska, Z. Godecki, *Finanse Unii Europejskiej. Zagadnienia wybrane*, Gdańsk 2013, s. 52-53.

b) articles in journals – last name and initial of the author / authors, full title of the article, full title of the journal (in quotation marks), if applied: number of a volume etc., pages of the whole article (the first and the last pages of it – in the bibliography list) or only quoted/mentioned passage (in footnotes)

bibliography example:

Ciurkowska M., *Obraz kobiety polskiej na przykładzie miesięcznika „Cosmopolitan”*, „Ateneum – Przegląd Familiologiczny” (2013) nr 1, s. 71-102.

footnote example:

M. Ciurkowska, *Obraz kobiety polskiej na przykładzie miesięcznika „Cosmopolitan”*, „Ateneum – Przegląd Familiologiczny” (2013) nr 1, s. 87-89.

c) articles in collective works – last name and initial of the author / authors, full title of the article, full title of the collective work, if applied: number of a volume, part etc., place and date of issue, pages of the whole article (the first and the last pages of it – in the bibliography list) or only quoted/mentioned passage (in footnotes)

bibliography example:

Stopikowska M., „Nauki o Rodzinie” w Ateneum – Szkole Wyższej, [w:] Nauki o Rodzinie. Tradycje i perspektywy edukacyjne, red. G. Koszałka, M. Stopikowska, Gdańsk 2007, s. 83-88.

footnote example:

M. Stopikowska, „Nauki o Rodzinie” w Ateneum – Szkole Wyższej, [w:] Nauki o Rodzinie. Tradycje i perspektywy edukacyjne, red. G. Koszałka, M. Stopikowska, Gdańsk 2007, s. 86.

### **Technical preparation of manuscript**

1. Texts should be in MS WORD (all versions)
2. The volume of work with tables, figures and photographs should not exceed 30 standard pages (1800 characters per page). Minimum volume: 10 standard pages. In special cases editors may waive this requirement.
3. Style of the document: Times New Roman font, 12 pt., interlines: 1,5, margins: 2,5cm.
4. All parts of the text (summary, article text, bibliography, tables, pictures etc.) should be saved in one file.
5. Graphic material (drawings, diagrams, charts) should be sent as separate files in the programs working in the Windows environment (eg. In Excel, Corel Draw, Adobe Photoshop, Adobe Illustrator, etc.).
6. If the text contains non-standard fonts (e.g. Arabic, Cyrillic, etc.), they must be submitted in additional files.

### **3. Forms for authors**

Declaration of fairness in science

Submitting a text form

Statement of transferring copyrights