Muzeum Narodowe w Warszawie

Rules of editing English texts for authors and translators of the *Rocznik Muzeum Narodowego w Warszawie. Nowa Seria / Journal of the National Museum in Warsaw. New Series*

1. Submissions

Authors submit papers that make a significant contribution to the fields covered by the journal and declare that their texts represent their original work and have not been previously published.
Plagiarism, self-plagiarism, ghostwriting, false authorship and any other practices that violate the journal's publication ethics are strictly prohibited. Articles may be written in Polish or English. Submissions should be sent to: wglowacki@mnw.art.pl or rocznik@mnw.art.pl.
Articles must be submitted by **15 January** of the given year to be included in the issue covering the current year.

2. Text Length

- long articles: a maximum of 50,000 characters (with spaces, including footnotes), up to 20 illustrations
- shorter notices: a maximum of 15,000 characters (as above), up to 6 illustrations

In addition to the article, authors must submit:

- an abstract (max. 1,500 characters) with a set of keywords at the end
- a biographical note (max. 500 characters)
- a reference bibliography
- a list of illustrations
- a complete set of illustrations (in TIFF or JPG format).

Please include your institutional affiliation with ROR number if applicable and ORCID number in the article header.

3. General Remarks

Please use Times New Roman, font size: 12, spacing: 1.5 lines, standard margins.
Consecutive paragraphs should be indented.

We use **British spelling and punctuation, and have adopted editorial guidelines after *New Hart's Rules. The Oxford Style Guide*:**

- Use single inverted commas, with a comma or a full stop outside the closing quotation mark – for instance, ‘Colour in Italian Renaissance Drawings. Reconciling Theory and Practice in Central Italy and Venice’.
- Capitalize titles and subtitles (capitalize all words apart from articles, conjunctions and short prepositions – unless they are the first or last word in the title) – for instance Object Number One: An Icon Purchased at Auction in Cologne in 1862. EXCEPTION – do not capitalize own ad hoc translations of titles for works not published in English translation.
- Use -ize spellings (after Oxford English Dictionary); OUP’s British house style also takes -ize,
- -ization, -izing endings; however, a ‘z’ may not be substituted for ‘s’ in words ending –yse (e.g., analyse).
- Do not use superscript – for instance, 1st, 2nd, 16th.

Dates:

Do not use abbreviations in the main body of the text:	Use abbreviations in footnotes and illustration captions:
in 1940 in AD 196 in the late third century BC until the fourth century AD in the thirteenth century in the first half of the sixteenth century in the second half of the nineteenth century in the 1980s at the turn of 1945 and 1946 circa 1800	1940 AD 196 in the late 3rd c. BC until 4th c. AD 13th c. 1st half 16th c. 2nd half 19th c. 1980s 1945/1946 *c.*1880 [without space after the abbreviation]
always write full dates in words: 17 December 2023	always write full dates in words: 17 December 2023, with possible abbreviation: 17 Dec. 2023
in lifetimes and other spans of dates, as well as ranges of page numbers, use a dash and **do not abbreviate figures**: in 1914–1940, pp. 213–214	in lifetimes and other spans of dates, as well as ranges of page numbers, use a dash and **do not abbreviate figures**: in 1914–1940, pp. 213–214

!!! You can insert the dash from the numeric keypad by pressing the CTRL and minus keys simultaneously.

Dimensions:
When providing dimensions, please use the mathematical × sign with spaces before and after, for instance 23 × 27.5 cm.
Use commas in four-digit and longer numbers – for instance 1,865; 12,456; 1,845,900.

Titles:
The title of free-standing publications is set in italic type.
The title of the unpublished dissertation is set in roman type within single quotation marks.
The title of an item within a publication (titles of papers in journals and chapters in collective works) is set in roman type within single quotation marks.
Series of works and publishing series are capitalized and set in roman type.

Citations:
Use single quotation marks for citations and provide them with bibliographic footnotes.
For ellipsis in a citation, use suspension points (three full stops with spaces at the beginning and end) in square brackets: [...]
For a citation within a citation, use double quotation marks: "……."

Loanwords:
Foreign-language terms, words and phrases are set in italic type.
The word oeuvre is set in roman type, without a diphthong.

Varia:
The title of a painting, sculpture, etc. mentioned in the text should be followed by the place where it is held in parentheses (name of the museum, name of the city in English).

Spell out numbers one to ten, use figures for higher numbers.

Translate Polish geographical names after: https://www.gov.pl/web/ksng/wykaz-angielskich-nazw-wazniejszych-obiektow-geograficznych-polozonych-na-terytorium-rzeczypospolitej-polskiej

Biblical references: Book of Psalms (31:3–4; 91:2).

Please note: we write Kraków (not Cracow), Kyiv (not Kiev). Also we write sixteenth-century art (not 16th-century).

4. Bibliographical Footnotes

For footnotes – font size: 10, single spacing. End each footnote with a full stop.

The Editorial Committee assumes that all cited references have been accurately checked and quoted by the author from the title pages. If the author is unable to directly verify whether the

given reference is correct, we kindly ask to verify it in reliable library databases: Warsaw University Library, Polish National Library, Heidelberg University Library, Bibliothèque nationale de France, Warburg Institute Library, The Library of Congress.

When in doubt about the spelling of Netherlandish and other artists, we particularly recommend using the rkd.nl database (Nederlands Instituut voor Kunstgeschiedenis).

!!! In library database records, a colon in publication titles often indicates a full stop in the bibliographic record, for instance Agnieszka Taborska, *Spiskowcy wyobraźni: surrealizm = Spiskowcy wyobraźni. Surrealizm*.

Use English designations and abbreviations: **ed., vol., no.** This also concerns places of publication.

Unified publications should include the following elements:

- author's name and surname
- publication title in italics, preceded by a comma
- translator's name and surname (if applicable), preceded by a comma and **tr.**
- place of publication in parentheses and year of publication, preceded by a comma
- reference to a page or pages, preceded by a comma

- For publications with more than three authors (or editors) provide **the name and surname of the first one** with the abbreviation **et al.**
- For bilingual publications, provide both titles divided by a slash / with spaces
- If a publication has more than one place of publication, include just the first one
- Optionally: if a publication is part of a series, you may add the name of the series (capitalized, without quotation marks) at the end, after the full stop, adding the volume number after a comma

Anda Rottenberg, *Sztuka w Polsce 1945–2005* (Warsaw, 2020).

Brian Grazer, Charles Fishman, *A Curious Mind. The Secret to a Bigger Life* (New York, 2015), p. 12.

Williams-Krapp Werner, *Die deutschen und niederländischen Legendare des Mittelalters. Studien zu ihrer Überlieferungs-, Text- und Wirkungsgeschichte* (Tübingen, 1986). Texte und Textgeschichte, 20.

Citations of theses and dissertations should include the degree for which they were submitted and the full name of the institution as indicated on the title page. Titles should be set in roman type within single quotation marks.

Dorota Jarecka, ‘Sztuka i lewica komunistyczna (w Polsce) 1944–1948: surrealizm, realizm, marksizm’, PhD diss., The Institute of Literary Research of the Polish Academy of Science (Warsaw, 2021).

Collective works should include the following elements:

- publication title set in italic type
- **ed.** (or **eds**) and the editor’s/editors’ name and surname, preceded by a comma
- place of publication in parentheses and year of publication, preceded by a comma (if a publication has more than one place of publication, include just the first one)

Wy-twórcy książek. Historia społeczności wydawniczej w czasach PRL-u, ed. Jacek Mrowczyk (Kraków, 2023).

Publishing Manifestos. An International Anthology from Artists and Writers, ed. Michalis Pichler (Cambridge, 2019).

‘“Ein lebendig Ding”. Zur Tradition und Religion in der Malerei des Jungen Polen’, in *Stille Rebellen. Polnischer Symbolismus um 1900*, eds Roger Diederen, Albert Godetzky, Nerina Santorius (Munich, 2022), p. 158.

A chapter in a collective work should include the following elements:

- author’s name and surname
- chapter title in single quotation marks, preceded by a comma
- **in** preceded by a comma, followed by the publication title in italics
- **ed.** (or **eds**) and the editor’s/editors’ name and surname, preceded by a comma
- place of publication in parentheses and year of publication, preceded by a comma (if a publication has more than one place of publication, include just the first one)
- reference to a page or pages, preceded by a comma

Jerzy Strzelczyk, ‘Odczuwanie przyrody we wcześniejszym średniowieczu’, in *Człowiek i przyroda w średniowieczu i we wczesnym okresie nowożytnym*, eds Wojciech Iwańczak, Krzysztof Brach (Warsaw, 2000), pp. 20–40.

David Bomford, ‘Perspective, Anamorphosis, and Illusion. Seventeenth-Century Dutch Peep-Shows’, in *Vermeer Studies*, eds Ivan Gaskell, Michiel Jonker (New Haven, 1998), p. 124–135. Studies in the History of Art, 55, Center for Advanced Study in the Visual Arts, Symposium Papers, 33.

Exhibition catalogues should include the following elements:

- publication title set in italic type
- **ed.** (or **eds**) and the editor’s/editors’ name and surname, preceded by a comma
- **exh. cat.**, preceded by a comma
- exhibition venue (in English or the original language – depending on the convention), preceded by a comma

- (optionally, preceded by a comma: exhibition location in English, only when the exhibition venue or place of publication do not define the venue's seat)
- place of publication in parentheses and year of publication, preceded by a comma (if a publication has more than one place of publication, include just the first one)

Arkadia, eds Agnieszka Rosales Rodríguez, Antoni Ziemba, exh. cat., The National Museum in Warsaw (Warsaw, 2023).

Themersonowie i awangarda / The Themersons and the Avant-Garde, ed. Paweł Polit, exh. cat., Muzeum Sztuki (Łódź, 2013).

Bez gorsetu. Camille Claudel i polskie rzeźbiarki XIX wieku / Corsets Off. Camille Claudel and Polish Women Sculptors of the 19th Century, ed. Ewa Ziembińska, exh. cat., The National Museum in Warsaw (Warsaw, 2023).

Catalogue entry of a travelling exhibition:
Meisterwerke mittelalterlicher Kunst aus dem Nationalmuseum Warschau, eds Suzanne Greub, Thierry Greub, Małgorzata Kochanowska, exh. cat., Museu Nacional de Arte Antiga, Lisbon; Belvedere, Vienna; Museum Catharijneconvent, Utrecht (Munich, 2006), pp. 132–133, cat. no. 24.

Paper in an academic journal should include the following elements:

- author's name and surname
- paper title in single quotation marks, preceded by a comma
- journal title in italics, preceded by a comma
- designation of the volume and/or number (vol., no.), preceded by a comma
- year of publication in parentheses (not preceded by a comma)
- reference to a page or pages, preceded by a comma

Janusz Maciejewski, 'Rasa i principium. O przemianach formuły Polski i Polaka w XIX i XX w.', *Odra*, no. 1 (1989), pp. 1–15.

Tom McGrath, 'Colour in Italian Renaissance Drawings. Reconciling Theory and Practice in Central Italy and Venice', *Apollo*, vol. 116, no. 429 (1997), pp. 220–230.

Quoting online sources:
If the cited source is from a website [born digital]:

Magdalena Wróblewska, *Artes*, https://culture.pl/pl/tworca/artes.

If the cited source is from an online press article, add an active link to the article after the comma and include the date of access in square brackets.

Agnieszka Kuczyńska, '*L'art magique*. Przypadek Zbigniewa Makowskiego', *Elementy*, no. 2 (2022), https://elementymag.art/en/lart-magique-przypadek-zbigniewa-makowskiego/ [retrieved: 23 Sep. 2024].

Karol Sienkiewicz, 'Martwy las', *Dwutygodnik*, no. 2(380) (2024), www.dwutygodnik.com/artykul/11133-martwy-las.html [retrieved: 23 Sep. 2024].

Karol Sienkiewicz, 'Oni zostali, on wyjechał', *Gazeta Wyborcza* (20 February 2024), https://wyborcza.pl/7,112588,30714556,oni-zostali-on-wyjechal-opowiesc-o-awansie-spolecznym-wymalowana.html [retrieved: 23 Sep. 2024].

Farhad Manjoo, 'Snap Makes a Bet on the Cultural Supremacy of the Camera', *New York Times* (8 March 2017), www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html [retrieved: 23 Sep. 2024].

If the cited online source has an assigned DOI number, add an active link after the comma.

Anna Szczepańska, 'The Legacy of Kazimierz Michałowski in the Archives of the National Museum in Warsaw', *Rocznik Muzeum Narodowego w Warszawie. Nowa Seria Journal of the National Museum in Warsaw. New Series*, no. 13 (2024), pp. 9–27, https://doi.org/10.63538/rmnwns.013.01.

For digitized publications available in online databases, please provide an active link to the website along with the date of access in square brackets.

Ilustrierter Katalog der Münchener Jahresausstellung von Kunstwerken aller Nationen im königl. Glaspalaste (Munich, 1893), https://archive.org/details/illustrierterkat00munc_0 [retrieved: 23 Sep. 2024].

Livy, *The History of Rome. Book 1, C. <1-10>*, tr. B.O. Foster (Cambridge, MA, 1919) (Liv. 1.10.5–7), [online facsimile], https://www.perseus.tufts.edu/hopper/text?doc=Perseus%3Atext%3A1999.02.0151%3Abook%3D1%3Achapter%3D10 [retrieved: 4 Feb. 2025].

Archive records

- name of the archive (the first citation in parentheses should be followed by the abbreviation, preceded by "further")
- after a comma, the name of the archive set or collection (for the first citation of the archive set/ collection, use an abbreviation preceded by "further" in parentheses)
- after a comma, the reference number of the archival unit – the Polish abbreviation 'sygn.' should be substituted with 'ref. no.'
- description of the document, preceded by a dash
- number of the page or folio, preceded by a comma

State Archives in Wrocław, Files of the city of Wrocław (further: SAW, Wrocław files), ref. no. P. 230 – Rechnungen über den Rehdigerischen Bibliotheksfonds (nos 1–22 for the years 1843–1864), fol. 22v.

Further citation:

SAW, Wrocław files, fol. 34r.

Another unit from the same archive:

SAW, Wrocław files, ref. no. III/31 857–III/31 864 – Die Bibliotheken zu St. Elisabeth, M. Magdalena u. Bernhardin (1774–1865), fol. 22–74.

Citing materials from the NMW Archive:

Archive of the National Museum in Warsaw (further: AMNW), ref. no. 605c, Akta osobowe lit. G [Personal files, letter G].

AMNW, ref. no. 79, Akta Komisji Muzealnej – protokoły z posiedzeń [Files of the Museum Committee – meeting minutes].

Rules of abbreviation in the footnotes:

Just one item:
Thea Burns, *The Invention of Pastel Painting* (London, 2007), p. 17.

Further:
Burns, *The Invention of Pastel Painting*, p. 150.

More than one item by the same author:
Tom McGrath, 'Colour in Italian Renaissance Drawings. Reconciling Theory and Practice in Central Italy and Venice', *Apollo*, vol. 116, no. 429 (1997), pp. 220–230.

Tom McGrath, 'Observations on the Function of Watercolors and Pastels in Italian Renaissance Drawings', in *The Broad Spectrum. Studies in the Materials, Techniques, and Conservation of Color on Paper*, eds Harriet K. Stratis, Britt Salvesen (London, 2002), p. 73.

Further:
McGrath, 'Colour in Italian Renaissance Drawings...', p. 225.
McGrath, 'Observations on the Function of Watercolors...', p. 80.

5. References

Please attach a separate bibliography file to the paper. It should contain selected, most important

publications, with particular emphasis on online publications, arranged alphabetically by the author's surname (note: for translators, editors, etc. please use the name–surname order). After the comma, add the active link to the article and the date of access in square brackets. We encourage you to include the DOI number of the article, if available.

6. Illustrations to the Text

Illustrations should be described according to the following format (preceded by numbers, in lower case: fig. 1, fig. 2):

- author
- title of the work
- dating
- owner
- author/source of illustration (e,g., photo Muzeum Narodowe w Warszawie, photo Anders Sune Berg / © Ny Carlsberg Glyptotek)

Please ensure that illustrations are arranged in the order they appear in the text.
Authors are asked to use the correct copyright notice required by illustration copyright holders.

7. Transliteration

We would like to remind you that academic papers and bibliographic notes require international transliteration consistent with the recommendations of the International Organization for Standardization (ISO). Please transliterate titles.

When in doubt, please contact the NMW *Journal* editors:
wglowacki@mnw.art.pl (acting academic editor) / akielczewska@mnw.art.pl (executive editor).

8. Abbreviations to apply in footnotes:

n. – [footnote] (see footnote 3 = see n. 3)
ff., p. 266 ff. – [and following]
p., pp. – [page, pages]
l., ll. – [line, lines]
fol., fols – [folio, folios]
fasc. – [fascicle]
e.g. – [for instance] (followed by a comma)
i.a. – [inter alia, among others] (followed by a comma)
i.e. – [that is] (followed by a comma)

ibid. – in the same place
id., ead. – the same (masculine and feminine, when referring to authors)
eaed. – multiple female authors
eid. – multiple male or mixed-gender authors
et al. – and others (ed. Vassiliki Gaggadis-Robin et al.)

s.a. [= sine auctore] – author unknown
s.l. [= sine loco] – unknown place of publication
s.n. [= sine nomine] – publisher unknown
s.p. [= sine pagine] – no page number
n.d. = no date of publication
n.p. = unnumbered page

ed. eds (without a full stop) – editor(s)
fig., figs (without a full stop) – figure(s)
no., nos (without a full stop) – number(s)
edn (without a full stop) – edition [2nd edn]

Ann. (describing an annual volume)
CS (computer script)
MS (manuscript)
TS (typescript)

St – Saint (abbreviated also in the main text)

Warsaw, 27 February 2026
Compiled by the *Journal*'s Editorial Committee
Translated by Aleksandra Szkudłapska