



ANTE PORTAS

Editorial requirements of the peer-reviewed academic journal *Ante Portas – Security Studies*

Part I: The general edition

We kindly request compliance with the following editorial requirements, which will streamline the preparation of the text for printing. The texts that do not fulfill the requirements will be categorically rejected.

Guidelines:

1. text editor – MS Word;
2. type of file: .doc, docx
3. typeface – Times New Roman 12 points;
4. lack of the page numbering;
5. 1.5 line spacing;
6. indentation 1.25 cm;
7. title of the paper – 14 points, normal print, bold;
8. titles of chapters and subchapters – 12 points, normal print, bold;
9. captions under tables, diagrams, drawings, and illustrations;
 - a. under the illustration the abbreviation ‘Tab.’, ‘Fig.’ not bolded, 12 points; next to the title of the illustration, 12 points, normal, italics,
 - b. under the caption (ex. author’s commentary, the descriptions of the drawing), 10 points, normal;
10. text in tables, drawings and their sources, references, and summary – font 10 points;
11. single spacing;
12. tables, diagrams, drawings, and illustrations should be situated in the appropriate place of the text close to the mentioning in the paper, continuous numeration, numbers, and titles under the tables beginning at the left edge;
13. description of sources of tables, drawings, etc – under tables beginning at the left edge;
14. drawings and diagrams from EXCEL as well as their graphic versions included separately in the e-mail (format: JPG, gif, png and similar) ready for pasting to Word and WWW, in separate files, of high quality;
15. academic title, name, and surname, the full name of the university (institution) – Times New Roman 10 points, single spacing, at the first page in the left up the corner;
16. footnotes numbered for the entire article, Latin abbreviations in italics (ibidem, op. cit, vide, etc.)
17. names of authors, politicians, and every other person in the text:
 - a. for the first time: full name and surname;
 - b. the next time: initial of the name and full surname, alternatively only the surname or the rank and the surname;
18. titles of books, chapters, and articles in the text: in italics; titles of journals, newspapers, periodicals, research projects: in quotation marks;
19. quotes – in quotation marks, without italics.



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Part II: The footnotes

Instruction of creating references (footnotes = alt+J)¹

1. **References to the books – according to the scheme:**
 - a. author's name initial, author's surname (in the spaced-out font), title in italics, place, and year of publication, page(s)².
2. **References to the texts included in joint publications:**
 - a. author's name initial, author's surname (in the spaced-out font), title in italics [in:], the title of the joint publication in quotation marks, the editor (initial of his/her name, full surname), place and year of publication, page(s)³
3. **References to academic and scientific journals as well as to newspapers and popular magazines:**
 - a. author's name initial; author's surname (in the spaced-out font); title in italics; the name of the periodical in citation marks; year or yearbook; volume; issue or number, or edition; page(s)⁴
 - b. author's name initial; author's surname (in the spaced-out font); title in italics; the name of the newspaper, periodical, or magazine in citation marks; date of the article; page(s)⁵
4. **Reference to the Internet sources – according to the scheme:**
 - a. author and/or the title of the text (if his/her/they/it appears) and the link⁶

Detailed remarks:

1. Author's surname in spaced-out font, the title of the text in italics, name of the periodical in quotation marks, *Ibidem* and other Latin words in italics.
2. Please, use dashes and hyphens consciously, vide <http://www.dashhyphen.com/>.
3. When a note refers to the same work as the previous note, you can use *ibidem* to refer back to the previous source. This is acceptable even if several pages of text separate the two notes. *Ibidem* is followed by a page number if the page from which the second reference is taken is different from the first⁷. If the pages are the same, no number is necessary⁸.
4. If only an author is repeated⁹ (identical in two subsequent references) and the title is

¹ This is a footnote example. Each reference was explained and exemplified in the following footnote (highlighted).

² W. B. Johnson, *The Pacific Campaign in World War II: From Pearl Harbor to Guadalcanal*, Abingdon-New York 2007, pp. 244–45.

³ G. Rdzanek, *Polska na rozdrożu pomiędzy NATO a Europejską Polityką Obrony* [in:] *Unia Europejska i Polska wobec dylematów integracyjnych na początku XXI wieku*, ed. M. Stolarczyk, Toruń 2006, p. 276.

⁴ S. Musiał, *Ewolucja i stan francuskiej nauki o stosunkach międzynarodowych*, "Stosunki Międzynarodowe. International Relations" 2003, Vol. 28, No 3-4, pp. 97-100.

⁵ R. Hunt, *Ignoring the Politics of Bad News*, "Wall Street Journal", 01.05.2016, p. 15.

⁶ C. Leguy, *Géopolitique. La Roumanie au seuil de l'Union européenne*, <<http://www.diploweb.com/Geopolitique-La-Roumanie.html>> (9.01.2013).

⁷ *Ibidem*, p. 26.

⁸ *Ibidem*.

⁹ N. Ferguson, *Civilization: The West and the Rest*, London 2011, p. 95



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different instead of writing the author's surname use Latin word *idem*¹⁰ (for male authors)¹¹ or *eadem* (for female authors) in italics and space-out font.

5. If the same source is appearing in various references, then:
 - a. for the first time, we give a full reference¹²;
 - b. in the next appearance of the source, we use the Latin abbreviation *op. cit.*, giving initial(s) and surname(s) of the author(s)¹³ and – if needed – page(s)¹⁴.
 - c. If there are more referred texts of the author, then the repeating title of the text should be shortened¹⁵.
6. Titles in foreign languages should be given according to the orthographic rules of particular languages¹⁶. The original abbreviation should be preserved, for example, vol. (t.), ed. (red.), dir. (red.), except for the abbreviations¹⁷. The sequence of giving references is the same as in the case of Polish or English references.

Part III: The bibliography

1. References according to the same rules like in the case of footnotes with the exceptions as described below.
2. First, the surname should be given, and then the initial of the name (without a comma after the surname), then the title, etc.
3. In the case of joint publications cited as the whole, we begin by giving the title, then “ed.”, the initial of the name, the surname. The title – not the author's surname – decides the proper alphabetic order.
4. In the case of chapters in joint publications the surname of the author of the chapter decides the alphabetical order. The description begins like in the footnotes from the the surname of the author of the chapter.
5. Pages are not given in the bibliography.
6. Positions in the bibliography are not finished with dots.

¹⁰ *Idem, Empire: The Rise and Demise of the British World Order and the Lessons for Global Power*, London 2002, p. 73

¹¹ *Idem, The Ascent of Money: The Financial History of the World*, New York 2008, p. 120

¹² J. Baszkiewicz, *Francja. Historia państw świata w XX wieku*, Warszawa 1997, pp. 56-98.

¹³ J. Baszkiewicz, *op. cit.*

¹⁴ J. Baszkiewicz, *op. cit.*, pp. 123-156.

¹⁵ J. Baszkiewicz, *Francja. Historia...*, pp. 56-98.

¹⁶ G. Favarel-Garrigues, *La corruption en Russie*, “Problemes politiques et sociaux” 2000, No. 833, pp. 233-34.

¹⁷ *Tableau de bord des pays d'Europe centrale et orientale 2010*, dir. J.-P. Pagé, p. 3.