



ANTE PORTAS

RULES FOR PREPARING PUBLICATIONS



2025

RULES FOR PREPARING A PUBLICATION FOR AN ACADEMIC JOURNAL

Ante Portas – Security Studies

Part I: General Editorial Requirements

We kindly ask you to adhere to the editorial requirements, with due care to apply the rules regarding the preparation of footnotes and bibliographies and illustrative materials, which will significantly streamline the preparation of the text for printing. Texts that do not meet the requirements will be categorically rejected.

Guidelines:

1. Text editor – MS Word.
2. File type – doc, docx.
3. Font – Times New Roman 12 pkt.
4. No page numbering.
5. Line spacing 1.5.
6. Paragraph indentation 1.25 cm.
7. Text aligned to the right margin.
8. On the first page – upper left corner:
 - author's name and surname – simple print, 10 pt, bold; surname in capital letters; next to the name and surname – a footnote containing the author's name and surname, academic title, name of the university (institution) – 10 pt, single line spacing (as in other footnotes); aligned to the right margin;
 - country of origin – 10 pt, italics, bold;
 - single line spacing.
9. Title of the work – 14 points, centered, capital letters, bold print.
10. Abstract – 12 pt, italics, bold print, starting from the left margin: after the colon in continuity – abstract text – 12 pt, italics, regular print.
11. Keywords – italics, bold print, starting from the left margin: after the colon in continuity – 4-5 words, italics, regular print.
12. Titles of chapters and subchapters – centered, 12 pt, regular print, bold.
13. Tables:

- the number and title are placed above the table (abbreviation Tab. 1. title), 12 pt, italics, not bold, starting from the left margin;
 - below the table – description of table sources (Source: ...), author's comment, footnote, etc., 10 pt, regular print, single line spacing, starting from the left margin;
 - tables should be formatted using a grid, where all lines should have the same thickness;
 - text formatting in the Table header is allowed (bold, centered).
14. Diagrams, drawings, graphs, illustrations:
- the number and title are placed under the diagram, drawing, graph, illustration (e.g. Draw. 1. title), 12 pt, italics, not bold, starting from the left margin;
 - under the number and title – description of sources (Source: ...), author's comment, footnote, etc., 10 pt, regular print, single line spacing, starting from the left margin.
15. Text in tables, figures, graphs and diagrams – 10 points, single line spacing.
16. Tables, diagrams, drawings, graphs and illustrations should be placed in the appropriate place in the text with a reference to them, e.g. (Table 1), (Draw. 1), using continuous numbering for the entire work.
17. Attached drawings and diagrams from EXCEL and their graphic versions should be sent separately in an e-mail message (format: JPG, gif, png and similar) ready to be pasted into Word and WWW, in separate files, high quality.
18. Footnotes numbered continuously for the entire article.
19. Latin abbreviations in italics (*ibidem*, *op. cit.*, *vide etc.*).
20. Names of authors, politicians and all other persons appearing in the text:
- mentioned for the first time – full name;
 - listed again – first name initial and full surname, alternatively only surname or academic degree and surname.
21. There is no space between first name initials (example: W.B. Johnson).
22. There is no space before the following characters: comma, period, colon, semicolon, opening and closing bracket, opening and closing quotation mark, and footnote reference.

23. Titles of books, chapters and articles placed in the text of the work – italics, without quotation marks. Tytuły czasopism, gazet, periodyków, projektów badawczych umieszczonych w tekście pracy – w cudzysłowie, druk prosty.
24. "Quotes placed in the text" – in quotation marks, plain text.
25. Parts of the text of the work may be highlighted in **bold**; underlining, *italics*, or spacing may not be used.
26. To bullet points fragments of text, you can use an automatic bullet – a dot, uniformly throughout the work.

Part II: Rules for creating footnotes (automatic insertion of footnotes – References or alt+J). A footnote reference placed in the text of the work is placed **before** all punctuation marks, except for quotation marks, question marks and brackets¹.

1. Book References:
 - author's first name initial, author's last name (spaced font), title in italics, place and year of publication, page(s)².
2. References to texts contained in joint publications:
 - author's first name initial, author's last name (spaced font), title in italics, [in:] title of joint publication in italics, editor (ed.) – first name initial and full last name, place and year of publication, page(s)³.
3. References to publications in academic and scientific journals:
 - author's first name initial, author's last name, title of the publication in italics, name of the scientific journal in quotation marks, year or yearbook, volume, number, page(s)⁴.
4. References to articles in newspapers and popular magazines:
 - author's first name initial, author's last name, title in italics, name of newspaper, periodical or magazine in quotation marks; date of article publication; page(s)⁵.
5. References to Internet sources:

¹ Below are some examples of how to create footnotes..

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.

- author and/or title of the text (if they appear) and <link> and date of access (in brackets)⁶.

Detailed notes (see footnote templates):

1. Please use hyphens and dashes consciously, *vide* <<http://www.dashhyphen.com/>>
2. If the next fragment of text refers to the same work as the previous one, you can use *Ibidem* to refer to the same source; if the next fragment of text refers to a different page of the work, its number should be added after *Ibidem*; if the next fragment of text refers to the same page of the work, it is not necessary to give its number - *Ibidem* is enough⁷.
3. If the author is repeated in two consecutive references⁸, and the title is different, instead of entering the author's name, you can use the Latin word *Idem*⁹ (in the case of male authors)¹⁰ or *Eadem* (in the case of female authors) – written in italics.
4. If the same source appears in different parts of the text, then:
 - for the first time we provide a full reference¹¹;
 - when quoting the source again, we provide the initial(s) and surname(s) of the author(s) and use the Latin abbreviation *op. cit.*¹² and, if necessary, the page(s)¹³;
 - in the case of a larger number of cited texts by the same author, the repeated title of the text should be shortened¹⁴.
5. Titles in foreign languages should be given in accordance with the spelling rules of the individual languages¹⁵; the original abbreviation should be retained, e.g. vol. (t.), ed. (red.), dir. (red.)¹⁶; the order of references is the same for Polish and English.

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*.

⁸ N. Ferguson, *Civilization: The West and the Rest*, London 2011, p. 95.

⁹ *Idem*, *Empire: The Rise and Demise of the British World Order and the Lessons for Global Power*, London 2002, p. 73.

¹⁰ *Idem*, *The Ascent of Money: The Financial History of the World*, New York 2008, p. 120.

¹¹ J. Baszkiewicz, *Francja. Historia państw świata w XX wieku*, Warszawa 1997, pp. 56-98.

¹² J. Baszkiewicz, *op. cit.*

¹³ J. Baszkiewicz, *op. cit.*, pp. 123-156.

¹⁴ J. Baszkiewicz, *Francja. Historia...*, *op. cit.*, pp. 56-98.

¹⁵ G. Favarel-Garrigues, *La corruption en Russie*, "Problemes politiques et sociaux" 2000, No 833, pp. 233-34.

¹⁶ *Tableau de bord des pays d'Europe centrale et orientale 2010*, dir. J.-P. Pagé, p. 3.

6. If the number of co-authors of the cited works exceeds 3, the first 3 should be given, followed by the abbreviation et al.

Część III: BIBLIOGRAPHY

1. When citing individual bibliographic items, the same rules apply as for footnotes, with the exceptions listed below.
2. First, you must enter the surname, then the first name(s) (no comma after the last name and no space after the first name initial), then the title, etc.
3. In the case of collective publications cited in their entirety, we begin with the title, then "ed.", the initial of the editor's first name and surname; in this case – the title of the work, not the author's surname, determines the proper alphabetical order.
4. In the case of chapters in collective publications, the name of the chapter author determines the alphabetical order; the description begins, as in footnotes, with the name of the chapter author.
5. W spisie bibliografii nie podaje się stron publikacji, ani dat wejścia na strony internetowe.
6. Items in the bibliography do not end with a period.

Examples of creating a bibliography:

1. Baszkiewicz J., *Francja. Historia państw świata w XX wieku*, Warszawa 1997
2. Deininger K., Ali D.A., Kussul N. et al., *Quantifying war-induced crop losses in Ukraine in near real time to strengthen local and global food security*, "Food Policy" 2023, <<https://www.sciencedirect.com/science/article/pii/S0306919223000167>>
3. Favarel-Garrigues G., *La corruption en Russie*, "Problemes politiques et sociaux" 2000, No 833
4. Ferguson N., *Empire: The Rise and Demise of the British World Order and the Lessons for Global Power*, London 2002
5. Ferguson N., *The Ascent of Money: The Financial History of the World*, New York 2008
6. Ferguson N., *Civilization: The West and the Rest*, London 2011
7. Hunt R., *Ignoring the Politics of Bad News*, "Wall Street Journal", 01.05.2016
8. Johnson W.B., *The Pacific Campaign in World War II: From Pearl Harbor to Guadalcanal*, Abingdon-New York 2007

9. Leguy C., *Géopolitique. La Roumanie au seuil de l'Union européenne*,
<<http://www.diploweb.com/Geopolitique-La-Roumanie.html>>
10. Musiał S., *Ewolucja i stan francuskiej nauki o stosunkach międzynarodowych*,
“Stosunki Międzynarodowe. International Relations” 2003, Vol. 28, No 3-4
11. Rdzanek G., *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
12. *Tableau de bord des pays d'Europe centrale et orientale 2010*, dir. J.-P. Pagé