

PASS Stylesheet

All contributions should follow the *PASS* stylesheet:

- They should begin with a **separate page** with the Author's name, institutional affiliation and email.
- Following the title they should have an **abstract** (up to 250 words) and a list of **keywords** (up to 6).
- They should be equipped with both **footnotes** and a final list of **References**.
- 1.5 line spacing and Times New Roman 12 points should be used throughout, with the exception of footnotes, block quotations and long quotations from poetry, which should be set in Times New Roman 10 points. Quotations should be formatted as block quotations if they have more than 90 words. Block quotations should be additionally left-indented.
- The documentation information of a source cited in the text should first be placed in a footnote and then repeated, in a modified format, in the References section at the end of the text (see below for examples).
- Footnotes are to be numbered consecutively with superscript numbers (Arabic numerals).
- Titles in languages other than English (including Polish, French, Spanish etc.) should be translated into English. The translations should be placed in parentheses and should follow immediately the original titles in both the footnotes and the References section.
- The abbreviations of n.p. and n.d., standing respectively for “no place” (of publication) or “no publisher”, and “no date” should be used where necessary.
- Footnotes should use the traditional Latin abbreviations of cf., op. cit., and ibid., without italicizing them.

Examples of footnotes:

book

V. Greene, *For God and Country: The Rise of Polish and Lithuanian Ethnic Consciousness in America, 1860-1910*, The State Historical Society of Wisconsin, Madison 1975, p. 5.

journal article

J. Jedlicki, *The Image of America in Poland, 1776-1945*, “Reviews in American History”, vol. IV, no. 4 (1986), pp. 669-670.

edited book (referred to as a whole)

H. Shaked and I. Rabinovich, eds., *The Middle East and the United States: Perceptions and Policies*, Transactions Books, New Brunswick, NJ 1980.

contribution to an edited book

A. Durant, *Facts and Meaning in British Cultural Studies*, [in:] *Studying British Cultures: An Introduction*, ed. S. Bassnett, Routledge, London 1997, pp. 22-23.

magazine or newspaper article

J. A. Rzewuski, *Kawior dla buntownika* (Caviar for the Rebel), "Wprost", 14 May 2006, p. 104.

internet source

B. Edginton, *A Cross-Cultural Approach to British Studies*, "British Studies Web Pages", 2003, British Council, date of access: 27 Feb. 2004, http://elt.britcoun.org.pl/v_paper.htm.

- The References section should contain only the sources cited in the text and should be alphabetized.

Examples of references:

Durant, A., *Facts and Meaning in British Cultural Studies*, [in:] *Studying British Cultures: An Introduction*, ed. S. Bassnett, Routledge, London 1997, pp. 19-38.

Edginton, B., *A Cross-Cultural Approach to British Studies*, "British Studies Web Pages", 2003, British Council, date of access: 27 Feb. 2004, http://elt.britcoun.org.pl/v_paper.htm.

Greene, V., *For God and Country: The Rise of Polish and Lithuanian Ethnic Consciousness in America, 1860-1910*, The State Historical Society of Wisconsin, Madison 1975.

Jedlicki, J., *The Image of America in Poland, 1776-1945*, "Reviews in American History", vol. IV, no. 4 (1986), pp. 669-686.

Rzewuski, J. A., *Kawior dla buntownika* (Caviar for the Rebel), "Wprost", 14 May 2006, pp. 104-107.

Shaked H. and I. Rabinovich, eds., *The Middle East and the United States: Perceptions and Policies*, Transactions Books, New Brunswick, NJ 1980.

- If illustrations are used, a separate List of Figures should follow the References section.

Example of an entry in the List of Figures:

1. Tadeusz Ulatowski, *Dawniej pracowaliśmy dla nich, dziś pracujemy dla siebie* (We Used to Work for Them, Today We Work for Ourselves), cartoon, “Szpilki”, 10 Feb. 1952, p. 9.

- If copyright restrictions are applicable to any material quoted or reproduced in the article, it is the responsibility of the Author to seek permission to quote or reproduce such material, and to inform *PASS* that all necessary permissions have been obtained, or are being obtained.
- Double quotation marks should be used. Periods and commas always follow closing quotation marks. In the main text of the manuscript footnote superscript numbers follow all punctuation marks.
- Ellipsis is always represented as three periods in square brackets (as in [...]).
- Automatic word hyphenation should be turned off.

(12 Feb. 2020)