

Footnotes:

- Footnote references should be inserted in the main text, starting with number¹,
- footnote references are inserted BEFORE the period ending a sentence,
- footnote font is Times New Roman, 10, single spacing,
- footnotes are inserted at the bottom of the page on which the thought quoted or referred to appears,
- the page (or the page range) in the publication to which the footnote relates is provided at the end of the footnote,
- footnotes are ended with a period,
- individual items within one footnote are separated by a semicolon,
- attention should be paid to correct punctuation.

Footnotes should be structured according to the following:

1. Footnote citation of a book by one of the authors:

The author's last name and first name initial, *academic degree in italics*, place and year of publication, page/s.

E.g.

¹Słodczyk J., *Historia planowania i budowy miast*, Opole 2012, pp. 83-85.

2. Footnote citation of a collective work:

Last name and first name initial of the author (of a given chapter), *title in italics* (of a given chapter), [in:] *publication title in italics*, ed./eds. (or scientific editor) first name initial and last name of the editor/s, place and year of publication, page/s.

E.g.

¹Lewicka-Strzalecka A., *Etyka biznesu jako dyscyplina naukowa*, [in:] *Etyka biznesu*, scientific editor J. Dietl, W. Gasparski, Warszawa 1999, p. 67.

3. Footnote citation of an article in a journal:

Author's last name and first name initial, *article title in italics*, „journal title in quotation marks” publication year, volume number (if available), page/s.

E.g.

¹Śliwiński B., *Kilka uwag o autorstwie Kroniki oliwskiej i opacie Stanisławie*, „Roczniki Historyczne” 2007, vol.73, p. 130.

4. Footnote citation of a periodical (quarterly, bimonthly, monthly journals):

Depending on the journal numbering used during the year, the number of the journal is provided before the page/s number/s, after the journal number (if the journal has no number, after the publication year).

E.g.

¹Wrzosek J., *Historyczne pole bitwy jako stanowisko archeologiczne. Wybrane problemy*, „Ochrona Zabytków” 2017, No. 2, pp. 79-80.

5. Footnote citations of websites must contain the date of last access.

E.g.

¹<https://www.ssw-sopot.pl/> [accessed: 28.12.2018].

6. When the footnote refers to the same publication as the previous footnote, we *Ibidem* is used

E.g.

¹Słodczyk J., *Historia planowania i budowy miast*, Opole 2012, pp. 83-85.

²*Ibidem*, pp. 99-100.

7. If reference is made again to the same publication, but the preceding footnote refers to another publication, *op. cit.* is used

E.g.

¹Słodczyk J., *Historia planowania i budowy miast*, Opole 2012, pp. 83-85.

²Wrzosek J., *Historyczne pole bitwy jako stanowisko archeologiczne. Wybrane problemy*, „Ochrona Zabytków” 2017, No. 2, pp. 79-80.

³Słodczyk J., *op.cit.*, p. 100.

8. When referring to different works by the same author, abbreviated version of the title (beginning of the title ...) is used.

E.g.

¹Czarnecki W., *Podstawy urbanistyki*, Białystok 2002, p. 145.

²Słodczyk J., *Historia planowania i budowy miast*, Opole 2012, pp. 83-85.

³Czarnecki W., *Wybrane problemy gospodarki przestrzennej Podlasia. Studia i rozprawy*, Białystok 2007, p. 80.

⁴Wrzosek J., *Historyczne pole bitwy jako stanowisko archeologiczne. Wybrane problemy*, „Ochrona Zabytków” 2017, No. 2, pp. 79-80.

⁵Czarnecki W., *Wybrane problemy...*, p. 30.