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GUIDELINES FOR AUTHORS

1. The annual journal *Belarusian Studies* encourages submissions of previously unpublished scholarly articles. The submission of an article to the journal indicates the author's consent to its publication both on paper and in electronic form on the journal's website (http://journals.umcs.pl/sb).

2. The journal *Belarusian Studies* contains materials in Polish, Belarusian and the following congress languages: Russian, English, and German.

3. Materials for publication should be submitted in electronic form via the UMCS Journal Platform, following registration at: journals.umcs.pl/sb. The articles submitted should be written in a common word processor, preferably in newer versions of Microsoft Word for Windows. In the case of less common editors, an RTF file should also be attached. The text should be written with the automatic hyphenation function switched off and without non-breakable spaces. Font format: Times New Roman, size 12, line spacing 1.5. The page number should be placed at the bottom of the page, centred under the text. If the text contains unusual fonts, attach them as auxiliary files. Drawings, charts, tables, photographs should be submitted as separate files. The layout of the illustrations must be indicated in the text.

4. Please adhere to the following order:

Author (first and last name): in original language and transcribed into English in the case of Eastern scripts (official transcription from passport).

Affiliation: in Polish and English.

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Title in original language, English, Polish, and Belarusian (if English, Polish or Belarusian is the original language, it should appear first).

Abstracts and keywords (3–5) in English, Polish, and Belarusian.

Text.

Bibliography (in the following order: bibliography of primary sources, bibliography of secondary sources, as in the APA style guidelines).

5. In reviews, the text should be preceded with information (in bold) on the work being reviewed [first and last name of author, title (in italics), publishing house, year and place of publication, number of pages]. The first and last name of the author of the review is placed under the text (in italics, on the right side). The same principle applies to book notes.

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6. In conference reports, the text should be preceded with the title of the conference (text font), as well as its date (day, month, year) and location. The first and last name of the author of the report is placed under the text (in italics, on the right side).

7. The following information on the author should be submitted with the text (as an auxiliary file): first and last name, academic degree and title, place of work (university or other institution, chair/department, position, address), e-mail (preferably official), mailing address, major subject, academic interests, and list of five most important publications. The submission of personal data indicates the author's consent to its publication both on paper and in electronic form.

8. Length of articles and review articles (contains bibliographical references and is subject to a review process): not less than half a publisher's sheet (20 000 characters incl. spaces) and not more than one publisher's sheet (40 000 characters incl. spaces). When calculating the length of the article, take into account all the elements listed in point 3, as well as tables, charts and photographs. Length of analytical reviews: not more than 10 000 characters. Length of book notes: not more than 4000 characters; length of conference reports and biographies: not more than 6000 characters.

9. Short citations are enclosed in quotation marks, longer ones (more than 3 lines) are distinguished graphically using a 10 pt font, single line spacing.

10. Date format: 12.11.2016, for old/new style dates: 27.03/8.03.1896.

11. Centuries should be written as two-digit numbers: the 19th century. Decades should be written as four-digit numbers: the 1960s.

12. Latin abbreviations should be kept out of the main body of the text. They should not be italicized.

13. When referencing an institution for the first time, provide its full name along with the acronym; use only the acronym thereafter. Example: The Central Citizens' Committee (Centralny Komitet Obywatelski, CKO) was established in Petrograd in 1915. In the following years, CKO members were engaged in aid activities in Russia.

14. In the case of commonly used acronyms (e.g. USSR, NKVD, KGB, BNP) the full name is not required.

15. The use of footnotes (10 pt, single spacing) should be limited; use them only for additional information that broadens the subject. Bibliographic references related to source literature are placed within the text in line with the APA style guidelines.

16. The texts submitted to the journal *Belarusian Studies* must be grammatically correct and follow the requirements laid down by the Editorial Board. The texts not conforming to these requirements will not be accepted for publication.

17. Failure by the author to respond to the Editorial Board's request to provide the data necessary for publication or to modify the text, as well as failure to carry out an author's correction within the given deadline will be equivalent to withholding the text from publication.

18. The authors of the articles published in the journal *Belarusian Studies* will receive 1 copy of the issue free of charge.

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a) one author: each time the work is referenced, the last name of the author and the year of publication must be given; when the author has published more than one cited work in the same year, these are distinguished by adding lower case letters to the year (2015a, 2015b). This principle also applies when the work in question has more than one author.

According to Dacewicz (2014, p. 23)…
The research shows that... (Mal′dzìs, 1992, p. 34).

b) two authors: each time the work is referenced, the last names of both authors and the year of publication must be given; when the authors have published more than one cited work in the same year, these are distinguished by adding lower case letters to the year; the names of the authors are separated by the word *and* when included in a sentence.

According to Kowalski and Nowak (1978, p. 98)…
The research a shows that... (Grzegorczykowa and Puzynina, 1999, pp. 78–98).

c) 3 authors: the last names of all authors must be given at the first reference, separated by commas and the word *and* between the last two names; for subsequent citations of the same work, the term „and colleagues" may be used (when included in a sentence) or „et al." (when not included in a sentence).

First reference:

According to Baczyński, Celiński, and Dakowski (1999, p. 78)…
The researchs (Baczyński, Celiński and Dakowski, 2003, p. 98) show that…
Subsequent references:
The research by Baczyński and colleagues (2003, pp. 99–109) shows that...
This research (Baczyński et al., pp. 67–75)...

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d) 4 and more authors: only the last name of the first author must be given at the first reference and all subsequent ones alike, while the other authors should be identified as „colleagues" (when included in a sentence) or replaced with the abbreviation „et al." (when not included in a sentence); the names of all authors should however be included in the bibliography.

Grzegorzewski and colleagues claim that... (1997, p. 78);
The first research on this subject (Grzegorzewski et al., 1997, p. 43) suggests...

e) simultaneous referencing of several works: these should be listed in alphabetical order under the first author's last name; subsequent mentions should be separated by a semicolon and placed in parentheses; the years of publication of works by the same author(s) should be separated by a comma.

(Kowalczyk, 2005, p. 67; Nowaczek and Kowalczyk, 2008, pp. 78–98);
(Kowalczyk, 1995, 1999, 2007a, 2007b; Nowaczek and Kowalczyk, 2008).

f) References to sources within other sources should only be used in the body of the text. The primary source is identified in the text, whereas the bibliography contains only the secondary source.

According to Kozłowski (1991; as cited in Sarnowski, 2008, p. 34)...
The research shows that... (Kozłowski, 1991; as cited in Sarnowski, 2008, p. 78).

g) Works with no author: indicate the title of the work (books and dictionaries in italics; articles, chapters, and websites in quotation marks). If the title is long, it can be shortened (first 3 words).

As found by Belarusian linguists (Modern Belarusian linguistics, 2017, p. 42).

h) Press publication – author of the publication or the title, year of publication.

(W Mińsku, 1917).

i) Archival materials – name of the archive, signature, pages and title of the document (optionally).

In the writings of refugees (AAN, CKO, 11, p. 11, Raport…).

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Bibliography: the list should only contain the works referenced or cited that have actually been used by the author; the bibliography should not contain sources found within other sources. Do not use bulleted nor numbered lists; each work should be listed as a separate paragraph. The works must be arranged in alphabetical order by the last name of the first author. The works by the same author must be arranged in alphabetical order by their titles. The bibliographic list should be divided into two parts, i.e. primary and secondary sources. References in Cyrillic must be transliterated system ISO 9 into the Latin script and in original (in round brackets) […].

Examples:

a) Book with a single author: Batowski, Henryk. (1988). *Między dwiema wojnami 1919–1939. Zarys historii dyplomatycznej*. Kraków: Wydawnictwo Literackie.

Mal′dzìs, Adam. (2010). *Žyccë ì ŭznâsenne Uladzìmìra Karatkevìča. Partrèt pìs'mennìka ì čalaveka: lìtaraturaznaŭčae èsè*. Mìnsk: Lìtaratura ì Mastactva. [Мальдзіс, Адам. (2010). *Жыццё і ўзнясенне Уладзіміра Караткевіча. Партрэт пісьменніка і чалавека: літаратуразнаўчае эсэ*. Мінск: Літаратура і Мастацтва].

b) Book with several authors: Bazylow, Ludwik; Wieczorkiewicz, Paweł. (2005). *Historia Rosji*. Wrocław: Ossolineum.

c) Reference of chapter in a book: Jurkowski, Roman. (2001). „W epoce defensywy narodowej". Działalność i poglądy społeczno-polityczne Edwarda Woyniłłowicza w latach 1878–1909. In: Marian Mroczko (ed.). *Polska i Polacy. Studia z dziejów polskiej myśli i kultury politycznej XIX i XX wieku* (pp. 67–89). Gdańsk: Wydawnictwo Uniwersytetu Gdańskiego.

Saevìč, Mìhal. (2016). Formy nazvaŭ žonak u naraŭskìh belaruskìh gavorkah Belastoččyny ŭ mìnulym ì sënnâ. In: Ìryna Bagdanovìč, Maryna Svìstunova (eds.). *Belaruska-pol'skìâ moŭnyâ, lìtaraturnyâ, gìstaryčnyâ ì kul'turnyâ suvâzì* (pp. 174–183). Mìnsk: BDU. [Саевіч, Міхал. (2016). Формы назваў жонак у нараўскіх беларускіх гаворках Беласточчыны ў мінулым і сёння. У: Ірына Багдановіч, Марына Свістунова (рэд.). *Беларуска-польскія моўныя, літаратурныя, гістарычныя і культурныя сувязі* (с. 174–183). Мінск: БДУ].

d) Reference of edited book: Roszkowski, Wojciech; Kofman, Jan (eds). (2004). *Słownik biograficzny Europy Środkowo-Wschodniej XX wieku*. Warszawa: Oficyna Wydawnicza RYTM.

e) Reference of journal article, (all words in the journal title – except for articles, prepositions and coordinating conjunctions with fewer than 5 letters – should be capitalized; if the journal uses a separate numbering for its issues, write the issue number after the annual number, in parentheses and without italics), specify the page range: Korzeniowski, Mariusz. (2011). Z działalności kulturalno-oświatowej Polaków w Kijowie. *Wrocławskie Studia Wschodnie*, 15(1), pp. 65–89.

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f) Reference of article with DOI number: Bagdanowicz, Irina. (2009). Polskojęzyczny wiersz *Kraków* Adeli z Ustronia jako klucz do ustalenia autorstwa poematu Macocha. *Studia Białorutenistyczne*, 9, pp. 149–163. DOI: http://dx.doi.org/10.17951/sb.2015.9.147.

g) Reference of unpublished work: Radzikowski, Roman. (in press). Wizje przeszłości. *Studia Białorutenistyczne*.

h) Text from website: Woyno, Jacek. (2012). *Materiały archiwalne do dziejów I Korpusu Polskiego w Rosji 1917–1918*. Taken from: http://archiwumcaw.wp.mil.pl/biuletyn/b24/b24_1.pdf (accessed: 01.04.2016).

i) Work without author: Merriam-Webster's Collegiate Dictionary. (1993). Springfield, MA: Merriam-Webster.

j) Press publication – author of the publication or the title, year of publication, title of journal, numer of publication. Example: W Mińsku. (1917). *Dziennik Miński*, 16.

k) Archival materials – name of the archive, signature. Example: AAN, CKO – Archiwum Akt Nowych, Centralny Komitet Obywatelski w Piotrogrodzie – 11.