

Manuscript Formatting Rules for the Publications of the Institute of National Remembrance

Part I. General rules

A. Main text, introduction, conclusion

I. Dates

1. Use cardinal numbers and full names of months:

- 10 April 1945; 10 May this year; in July of that year

2. Write:

- in the nineties (not: in the 90s)
- in the 20th century (not: in the twentieth century)
- in the second half of the 19th century (not: in the 2nd half of the 19th century).

3. Use an en dash for joining dates: 1945–1947. Do not use a hyphen (-).

II. Units of measurement, ranks, titles

- Use dictionary abbreviations, such as: h, kg, ha, km, sq. km, cu. m, percent, Gen., Col., Capt., Prof., Assoc. Prof., MA, PhD, i.a., i.e., e.g., etc., et al.
- Write: the Second Polish Republic, the Third Reich, acting delegate.

III. Proper names

1. Organizations and institutions

- Use the full name at the first occurrence, and the acronym in the subsequent cases, if any. In the case of universally known names (e.g. PPR, USSR, PWP, PUWP), acronyms can be used without explanation at the first occurrence.

2. People

- At the first occurrence, use the full name, and in subsequent cases use either the surname alone without the initial of the first name, or the first name and surname (it is admissible to use the initial if the full first name is unknown); do not provide the patronymic.

IV. Quotations and titles

- For quotations from sources and literature, use quotation marks and roman type.
- Distinguish the titles of academic papers, literary works, music pieces, plays, and pictures with italics. For names of laws, use roman type without quotation marks.
- For titles of exhibitions, conferences, symposia, and competitions, use quotation marks and roman type.

VI. Numbers

- Spell out numbers if they can be written in one word, especially if they refer to people. Use figures in enumerations.
- Use the abbreviations: bn, m, k (for round thousands; otherwise, use figures: 75,345, 43,009).

VII. Foreign phrases

· Write foreign words and phrases used in the text in italic type, e.g. *sui generis*, *ancien régime*.

- Do not use the Cyrillic script in any part of the publication. For records from Russian, Ukrainian etc., use transliteration into the Latin script (according to general rules).
- When transcribing Yiddish phrases, it is recommended to use the north-east pronunciation standard, i.e. the YIVO standard, unless the context requires otherwise.
- When transcribing a text from Hebrew, adopt modern Israeli speech (“schwa-na” is transcribed; silent “heh” is not transcribed; “dagesh” is not represented by double characters). In case of articles, prepositions, and conjunctions written in Hebrew together with a noun, it is recommended to join them with a hyphen in the transcription (e.g. “Birchot ha-haftara”).

B. Footnotes

I. Use the phrases: *ibidem*, *idem* (*eadem*), *passim*, *loc. cit.* (in italics).

In very long publications, instead of the phrase *op. cit.*, it is possible to write: initial and surname, abridged title..., p. X.

Do not use the phrase *op. cit.* At the first occurrence, identify each entry in accordance with the rules presented below, and in subsequent cases, use an abridged title (e.g. M. Zaremba, *Wielka trwoga*..., p. 242; in case of joint works, identify only title, without editors: *Pleć buntu*..., p. 135)

II. Use abbreviations: vol., pt, no., and others, as in paragraph A II.

III. Dates

- For full dates, use cardinal numbers: 25 June 1999; if a date is not full, use ordinal numbers and the “of” preposition: the 25th of June, in June of 1999.

IV. References

- Use abbreviations: v., cf.
- References to other parts of the text, e.g.:
 - v. doc. no. 24, fn. 7;
 - v. chapter II, fn. 8;
 - cf. p. 38; cf. doc. no. 12 and 17.

V. Numbers – as in the main text

VI. Biographical information

1. Biographical information should be provided in footnotes. A biographical note should be concise. In particular cases, it is possible to present biographical notes separately, e.g. in a part titled “Biographical notes”.
2. The order of elements in a biographical note:
 - First name and surname
 - Pseudonyms, assumed names, nicknames
 - Birth and death dates
 - Other biographical information

VII. Quoting sources and literature

1. The order of elements in the description of a quoted reference work:
 - Initial of the first name and surname,
 - Further elements as in the bibliographic description, v. **D. Bibliography**,
 - Number of the quoted page (skip in the case of dailies and weeklies); use pp. for multiple pages.
2. The order of elements in the description of an archival material (separate each element with commas):
 - Name of the archive (acronym),
 - Name of the fonds (possible acronym),
 - Reference to the filing unit; if the reference of the filing unit consists of several symbols, it is possible to use the abbreviation ref.; however, the abbreviation has to be used consistently throughout the entire paper,
 - Description of the document permitting its identification: type of the document, who, to whom (the document’s title can be used if it contains that information). Write the full names of authors and addressees instead of initials. The description of the document (or the cited account) is written in roman type,
 - Date of the document’s creation after a comma, or an approximate date in brackets; if it is impossible to determine the date, use the abbreviation n.d.
 - Leaf number (when citing an excerpt from the document, provide the number of the leaf with that excerpt). If the filing unit is not paginated, use the abbreviation n.p.

NOTE 1. If the document has been published, reference the published version instead of the archival one.

NOTE 2. When quoting documents from the Archive of the Institute of National Remembrance (and archives of the Institute's branch offices), use the acronyms: AIPN, AIPN Bi, AIPN Gd, AIPN Ka, AIPN Kr, AIPN Lu, AIPN Łd, AIPN Po, AIPN Rz, AIPN Wr. In the list of acronyms, explain them as follows: AIPN – Archive of the IPN in Warsaw; AIPN Bi – Archive of the IPN Branch Office in Białystok, etc. Do not use such forms as BUiAD IPN, OBUiAD, OBUiAD Kat, OBUiAD IPN-Wr, AIPN Cracow, OBUiAD Lublin, OBUiAD IPN in Poznan, Archive of the IPN Warsaw, etc.

3. When referencing several sources in one footnote, separate their descriptions with a semicolon.

C. List of acronyms

1. The list should contain the acronyms used in the main text and in footnotes.
2. Provide only “subject” acronyms (institutions, organizations, etc.).

Part II. Editing source texts

1. Document number

Centred, italics, bold type.

2. Document heading

Italics, fully justified.

A heading consists of the date of the document's creation, the place of the document's creation, and a scope and contents note added after a dash.

The date of the document's creation has the following form: year, month (full word), day. Missing elements of the date should be supplemented in brackets.

3. General rules for the document's edition

- Use modern spelling and punctuation. Departures from that rule require a convincing justification.
- Various date formats used in documents (e.g. 12.08.1946, 12/8 1946, 12.VIII.1946, 12/8/1946) should be standardized as follows: 12/08/1946; do not replace month names written in words with numerals.
- All markers of emphasis in the document's original text, provided by its creator (spacing; UPPER CASE; underline) should be represented as **bold type**. In justified cases, it is admissible to omit markers of emphasis (e.g. names written in upper-case letters in police documents) and write those passages in the default font.

- Replace slashes // with parentheses ().
- Leave dictionary abbreviations (v., e.g., i.a., i.e., ...) without explanation.
- Explain unconventional abbreviations in roman type in brackets.
- Explain the initials of first names accompanying surnames in roman type in brackets. It is admissible to leave the initial as it is if the full first name is not known.
- The use of [*sic!*] should be minimized; issues that require any commentary should be discussed in the footnotes.
- Omissions made by the editor are marked with an ellipsis in brackets and marked with a textual footnote, for example: [...]^e

4. Layout of the document

Do not recreate the document's graphical layout in its edition.

- | | |
|--|---|
| a) place and date of the document's creation | – flush right |
| b) author's heading | – flush left |
| c) name of the document's addressee | – indent and flush right |
| d) title of the document | – centred |
| e) main body of the document | – fully justified, paragraphs marked with a first line indent |
| f) signature under the document | – flush right; in case of two signatures: the signature on the left is left-aligned, and the one on the right is right-aligned. |

5. Information about the document's storage location

Italics, font decreased by 1 point in comparison to the document's text, a new paragraph.

After the word "Source" and a colon, provide: the acronym of the archive's name, the name of the fonds (or its acronym), the reference of the filing unit, the leaf number, and information on the form of the document on which the edition is based (original/copy; MS/TS).

In case of a reprint, provide the bibliographical description of the first edition instead of the archival address.

6. Textual footnotes

Marked with letters. Use italic type for any part of the footnote written by the editor, and roman type for the source text. Restart the numbering of textual footnotes with each document.

Provide textual footnotes for:

- doubtful reading;
- erroneous reading – use the correct reading in the text, and include the incorrect one in a textual footnote. In case of an error that occurs repeatedly in the entire text or in its larger

fragment, use a textual footnote only to mark the first occurrence of the error. Clerical errors should be corrected without indicating as such;

- missing or illegible fragments of the text – a textual note should be put in brackets, for example: [d];
- textual ambiguities, syntactic and grammatical errors;
- seals and signatures, hand-written annotations in the text;
- notes, superscriptions, crossed out words;
- fragments of the text underlined by the addressee.

7. Content-related footnotes

Numbered with Arabic numerals; roman type. Placed at the bottom of the page, below the textual footnotes. Restart the numbering for each document.

Content-related footnotes include all factual comments on and explanations of the document. If it is necessary to provide a factual comment to an erroneous reading, it should, by way of exception, be included in the relevant textual footnote.

9. Technical advice

The following advice is aimed to help MS Word users to apply the rules for the source documents' edition in practice. As a text editor should not pretend to be smarter than its user, it is recommended to turn off the following options before starting work:

- TOOLS®AUTOCORRECT OPTIONS®AUTOFORMAT AS YOU TYPE®APPLY AS YOU TYPE and AUTOMATICALLY AS YOU TYPE (all options)
- TOOLS®OPTIONS®EDIT®SET LEFT-INDENT WITH TABS AND BACKSPACES

1) Adding content-related footnotes

- Run the command INSERT®REFERENCE
- In the open dialog box, select the options: INSERT: FOOTNOTE and NUMBERING: AUTOMATIC (or AUTONUMBERING)
- Click the OK button

2) Adding textual footnotes

- Run the command INSERT®REFERENCE
- In the open dialog box, select the options: INSERT: FOOTNOTE and NUMBERING: CUSTOM MARK
- In the adjacent box, type the appropriate letter marking the textual note
- Click the OK button

If it is necessary to use a “double” reference encompassing a fragment of the text (such as: ^axxxxx^a), the closing footnote symbol should be added in accordance with the instructions

above, while the opening footnote symbol should be simulated with an appropriate letter in superscript (command: `FORMAT@FONT@SUPERSCRIP`). A part of the reference symbol at the bottom of the page should be marked analogously with a dash and a letter in superscript (e.g. ^{a-a}).

3) Correct numbering of footnotes

The numbering of content-related and textual footnotes should be restarted for each document. To achieve this:

- Before beginning the documents' edition, run the command `INSERT@REFERENCE@OPTIONS`, and in the open dialog box, in the tab `ALL FOOTNOTES`, select the option `NUMBERING: RESTART IN EACH SECTION`. Then click the `OK` button and `CLOSE`.
- After each finished document, insert a next page section break (command: `INSERT@SECTION BREAK@SECTION BREAK TYPES: NEXT PAGE@OK`).

NOTE: Since MS Word does not give the possibility to separate textual footnotes from content-related footnotes, they will be "mixed" together. It will only be possible to apply the rule concerning the placement of textual footnotes at the bottom of the page above content-related footnotes when the text is justified by a professional computer typesetting program.

4) Text indents

All indents in the text (both the indents marking the first line of a paragraph, and whole paragraphs) should be made with tabs instead of spaces.