

**PRINCIPLES OF COOPERATION OF AUTHORS
WITH THE RZESZÓW UNIVERSITY
PUBLISHING HOUSE**

Publishing House of the University of Rzeszów, Rzeszów 2021

PRINCIPLES OF COOPERATION OF AUTHORS WITH THE RZESZÓW UNIVERSITY PUBLISHING HOUSE

1. How should I submit a book for publication?

The author intending to publish a book should submit to the director of UR Publishing House a completed publication application form with the opinion of the head of the basic unit and the outline of the thesis. The forms are available on our website:

<http://wydawnictwo.ur.edu.pl>

The intention to submit a publication should be notified to the immediate supervisor and the director of the institute and vice-rector of the college, who signs the application form, which is tantamount to consent to publication and reservation of 60% of the budget of the institute/college funds for the publication of the book, the remaining 40 percent of the calculated amount comes from university-wide funds. Coursebooks for students are published entirely from university-wide funds. Jubilee books are financed entirely by colleges or institutes (Regulation No. 12/2014 of the Rector of the University of Rzeszów of February 28, 2014 on financing the publishing houses of the University of Rzeszów).

On the application form, the head of the basic unit enters the names of the two proposed reviewers. The Publishing Council, chaired by the person indicated by the H.M. Rector of UR, ultimately decides to which of them the work will be submitted for opinion.

Reviewers may be independent researchers from outside the University of Rzeszów who conduct research on similar issues. Reviewers of books created on the basis of defended and awarded doctoral dissertations cannot be persons related to the doctoral dissertation - doctoral dissertation promoters and reviewers.

Based on the submitted books, a publishing plan is created for next year. The plan, initially developed in UR Publishing House, is approved by the Publishing Council, which meets twice a year - in January and July. The authors are notified by letter about the approval of the submitted title for publication.

After the Publishing Council approves the plan, the authors submit prints of works and their electronic versions at the Publishing House within the deadline declared in the applications. Scientific editors of collective works should inform the authors of articles in advance about the method of quoting citations and the style of footnotes and bibliography selected for the prepared publication (this is not necessary if they want to unify them themselves). Pursuant to Ordinance No. 12/2014 of the Rector of the University of Rzeszów of February 28, 2014 on the financing of publishing houses of the University of Rzeszów, scientific editors are obliged to provide the Publishing House with statements of individual authors on waiving the fee and transferring copyright and property rights to the publisher (publishing agreement). Editors-in-chief of periodicals, preparing the first issue for publication, in cooperation with the Publishing House, develop guidelines for authors of articles regarding the editorial shape and composition of the text, which will be posted at the end of each issue in each issue or on the journal's website.

Papers submitted to the Publishing House are sent to reviewers. The reviewers are not informed by the UR Publishing House about the intention to send them the work for review. Professors preparing reviews are asked to send them within a month, if this is not possible - to provide a binding deadline for their writing.

After receiving the review, the Publishing House asks the authors to read it. Outside the Publishing House, only the authors have access to the reviews, and on request – their superiors and members of the Publishing Council. If the reviewer does not raise any objections, the paper remains with the Publishing House and is sent for technical proofreading, editing, linguistic and stylistic development and proofreading. However, if there are suggestions for changes in the review, the typescript of the book is sent to the author for post-review correction. After its completion, the author/editor submits the final version of the work in the form of a printout and on a CD to the Publishing House. The materials are accompanied by a signed statement that the reviewer's recommendations have been taken into account, or a detailed explanation of the reasons for which the reviewer's recommendations have been omitted. Their legitimacy is confirmed by the Publishing Council.

Editorial Teams appointed by the Rector of the University of Rzeszów from among the members of the Publishing Council have the right to review the submitted work before sending it for review and after reviewing it. In particular, members of the Team have the right to check whether the comments submitted by the reviewers have been included in the author's post-review corrections. On the basis of the opinion of the Editorial Team, the Rector finally decides to proceed with the preparation of the scientific work for publication. The Editorial Team has the

right to monitor the course of editorial work at every stage.

The Editorial Team also supervises publishing orders from authors from outside the UR, which should meet the same conditions as publications carried out normally under the assumed publishing plan. The Publishing House may accept external orders within its implementation capabilities and for a market-based payment.

The Editorial Team also has the right to evaluate the publication published outside the UR Publishing House under the banner of the University of Rzeszów (using the UR logo) with funds from outside the UR. Such works may be published only with the consent of the Rector of the University of Rzeszów, after presenting the opinion of the vice-rector of the college and the director of the institute, and after obtaining a positive publishing review and entering it in the records in the University of Rzeszów Publishing House.

Text files should be saved in .doc or .rtf format. In the case of collective works, they should be written on one medium (CD or DVD). Please do not use rewritable discs (CD-RW, DVD-RW). It is only at this point that the preparation of the text of the future book begins at the UR Publishing House and from then on the time of preparing the book for printing at the Editorial Office counts.

A negative review, containing a conclusion that the author cannot improve the book, is binding for the Publishing House and does not allow for its publication.

The second edition of a publication requires a re-review if its volume is increased by more than ten percent.

Publications of the UR Publishing House may be signed with the label of the Association of Higher Education Publishers - "Reliable Publisher". Then they must meet the requirements of the relevant guidelines.

Authors interested in assigning DOI identifiers are obliged to take into account in their works the principles of preparing the attached bibliography and provide files within the indicated deadline.

2. General guidelines for preparing the book for printing

The final version of the work on a CD or DVD and in the form of a printout should be submitted to the Publishing House for linguistic and editorial processing.

All fragments of quoted texts, illustrations, drawings, diagrams, tables etc. from other works are protected by copyright. Quotations from texts by other authors should be provided with footnotes, and the source should be given for tables and figures. The publication of illustrative materials in the book is possible provided that the author has previously provided the Publishing House with the written consent of the copyright owner.

The work submitted for editorial processing should contain the following arrangement of materials (some of the following components of the book are, of course, not necessary):

- front page,
- contents,
- list of abbreviations,
- introduction/preface,
- main text with footnotes,
- annex,
- bibliography,
- index (names or terms marked by the author in the electronic version – see point 7),
- lists of illustrations, tables, etc.,
- foreign language summaries,
- possibly a cover design (if the author does not have a specific idea for the cover, the Publishing House commissions visual artists or graphic designers to prepare the design).

We ask the authors to provide together with the printout:

- notes about the book – 2-3 paragraphs to be used on the cover (it can be the author's text or selected fragment(s) of the review with the reviewer's consent for publication in this form and possible correction);
- in the case of monographs of independent researchers, a biographical and bibliographic note about the author to be used on the cover, if the author so wishes;
- information on the Publisher's website (a few sentences) presenting the subject of the work and the strengths of the book distinguishing it from others - in Polish and English.

3. Technical guidelines for the preparation of materials for the Publishing House

1. Text

- one-sided printing on A4 paper, unified and continuous page numbering;
- recommended formatting: main text: 12 point font, Times New Roman, 1.5 line spacing;
- footnotes: font 10 points, single line spacing (references to footnotes are placed before the punctuation mark immediately after the text, e.g.: text¹, “text”¹, text¹.); rules on the types of footnotes that can be used in texts, see point 5; – left margin 3 cm, the remaining margins 2.5 cm;
- subpoints – text editors, e.g. Word, include the option of automatic numbering and bulleting, in the case of short lists it is not recommended to use automatic numbering.

2. Illustrative material

- illustrations, apart from being included in the text, should be delivered in the form of separate files with their names;
- photographs – tif, jpg or pdf files with a resolution of not less than 300 dpi with the required reproduction dimensions or originals of good quality, enabling scanning;
- drawings – in the form of cdr, wmf, ai or pdf files, of good quality for reproduction.

The Publishing House may require the author to make the necessary corrections (technical/language) in drawings/graphs created in specialized programs.

An author who does not agree to the shifting of graphs/figures/ diagrams/tables in the text, is asked to report it when submitting the work to the Publishing House.

Including color illustrations/charts in the book requires prior agreement with the director of the Publishing House.

3. Bibliographic descriptions should be provided in a uniform form and consistently selected notation method should be used - traditional, Harvard (Oxford) or numerical (see point 5).

4. Consultations between the managing editor and the author or scientific editor

Before sending the book for breaking, the technical editor makes markup of the text on the printout provided by the author. It concerns the format, structure of the book, type of font, typeface, distinctions, illustrative material, etc. Therefore, any suggestions related to the formal shape of the planned book and the cover should be submitted by the author to the technical editor (room 110) after submitting the final printout of the work to the Publishing House. The cover design can be provided by the author himself or ask the Publishing House to prepare a graphic concept. The final graphic shape of the cover is the result of the consensus of the cover designer, the author and the Publishing House.

When working on a book in the Editorial Office, it is necessary to make arrangements with the person editing the text and proofreading it with the author or scientific editor of the volume. The main discussion of the text and arrangements are made after the first reading of the work. Typically, the text is submitted for proofreading after the second reading. In justified cases, additional consultations with the author may be necessary when making editorial corrections.

During the meeting with the editor at the Publishing House, the author examines the work after it has been broken into the correct format, gets acquainted with the linguistic and stylistic adjustments and resolves any doubts arising during the first reading. If it is not possible on the spot, he/she is asked to make the necessary decisions at home during the author's proofreading.

We would like to ask you to keep the agreed dates of meetings and consultations and to supplement the shortcomings indicated by the editor as soon as possible. This will allow you to maintain the correct pace and set schedule of work on the publication.

Author's correction is the only correction made by the author, then minor oversights and overlooked substantive errors can be removed. Author's interventions may not, however, affect the layout of the broken text. An author who intends to make major changes should contact the Publishing House director, as this may affect the timing and cost of publishing the book.

In the case of collective works and periodicals, the scientific editor of the volume is responsible for the author's proofreading and all decisions related to their publication. The optimal solution is to submit/send texts for correction in due time to all authors of articles. The scientific editor provides the texts to the authors and at the same time sets a deadline for them

to complete the proofreading (usually 1-2 weeks). After the author's correction, the articles are returned to the scientific editor, who approves or questions the corrections made by the authors, settles doubtful issues and submits the entire work to the Publishing House. The publishing house allows author's proofreading by the scientific editor of the volume.

Corrections should be made legibly with a blue pen (black color blends with the print, and red is reserved for the editor from the Publishing House). The use of proofreading marks by the author is not necessary.

After the editorial work is completed, the author reviews and accepts the test printout of the prepared book. At this stage, it is necessary to approve the publication for printing by signing an appropriate statement at the contract and settlement specialist in room 115. After the author accepts the book for printing, further work on it is carried out at the UR Printing House.

Authors of original works receive 20 copies of their books, and authors of articles and editors of collective works receive 1 copy each. Authors and scientific editors can purchase their books for promotional purposes with a 25% discount.

5. Rules for quoting literature (footnotes)

The UR Publishing House prefers three styles of footnotes:

1) traditional footnotes at the bottom of the text column, to which the numbers in the upper fraction refer in the main text, e.g.:

¹ Cyt. za: S. Kowalska-Glikman, *Kobiety w procesie przemian społecznych w Królestwie Polskim w XIX wieku* [w:] *Kobieta i społeczeństwo na ziemiach polskich w XIX w.*, red. A. Żarnowska, A. Szwarc, Warszawa 1990, s. 10.

² M. Ciechomska, *Od matriarchatu do feminizmu*, Poznań 1996, s. 120–121.

³ Tamże, s. 125–127.

⁴ D. Markowska, *Rodzina w środowisku wiejskim*, Kraków 1964, s. 34–36, 85–86; A. Dobroński, *Wzorce i szanse awansu społecznego kobiet na prowincji Królestwa Polskiego u schyłku XIX i na początku XX wieku* [w:] *Kobieta i edukacja na ziemiach polskich XIX i XX w.*, t. II, cz. 1, red. A. Żarnowska, A. Szwarc, Warszawa 1992, s. 177.

⁵ S. Kowalska-Glikman, *Kobiety w procesie przemian społecznych...*, s. 44–47.

In traditional footnotes, Polish or Latin abbreviations are used (they cannot be used together), e.g. *ita* (tamże), *dz. cyt.*, *tenże* (lub: *tegoż*), *taż* (lub: *tejże*), *ciż* (lub: *tychże*) or: *ibidem*, *op. cit.*, *idem*, *eadem*, *iidem* (*eidem*), *eaedem*.

In books written in Polish, bibliographic descriptions of foreign-language publications (in footnotes and bibliography) use - apart from their titles and place of publication as on the title page - Polish components of the description, e.g.: red., s., t., [w:]. In books written in foreign

languages, descriptions in foreign languages, e.g. in English, respectively: ed./eds., p., vol., [in:]. For Cyrillic titles, transcription into Latin is preferred.

In scientific monographs, continuous numbering of footnotes throughout the work is recommended. However, if the number of footnotes exceeds 1000 (i.e. the references are four-digit or higher), due to the aesthetics of the composition of the book, separate numbering should be entered in each chapter. In collective works, each author's text should have a separate footnote numbering.

If the same work is cited in the work, it is recommended to provide a logical abbreviation of the title again, or if the title is short: - to quote it in full with an ellipsis at the end, which is a signal that the full bibliographic description has already appeared before. If a separate numbering of footnotes is used in the monograph in each chapter, then the bibliographic descriptions of already cited works appearing in the next chapter for the first time cannot be abbreviated.

Traditional footnotes should be accompanied by a bibliography arranged alphabetically (from the authors' surnames). Alphabetical ordering is also used when citing works by the same author (then the first letters of the titles are taken into account). If the same person acts as the author, co-author, editor, or co-editor, the author's works are given first (in alphabetical order), then co-author's, then edited by him/her, then those of which he/she is a co-editor.

The order of elements in a bibliographic description should be maintained regardless of how many components the description contains.

a) Non-serial publications (one or more volumes by one or more authors):

- surname and initial(s) of the author's name,
- title, subtitle after a dot (in italics),
- number of volume and part (with a colon, if they are titled – t. 1:, cz. 2: (vol. 1:, part 2:)),
- title of volume and part (in italics), – which edition (if relevant),
- name of the publisher (not obligatory, but consistently within the volume),
- place of issue (possibly b.m. (no place)),
- year of publication (possibly b.r. (no date) without the preceding comma),
- additional information (e.g. rkps (manuscript), mps (typescript)).

b) Articles in collective works:

- surname and initial(s) of the author's name,
- title (in italics),
- [w:] ([in:]) (without the preceding comma),

- title of collective work (in italics),
- surname(s) of the editor(s) (e.g. editor S. Grabias),
- which edition (if relevant),
- name of the publisher (not obligatory, but consistently within the volume),
- place of issue (possibly b.m. (no place)),
- year of publication (possibly b.r. (no date) without the preceding comma),
- additional information (e.g. rkps (manuscript), mps (typescript)),
- pages of the article from-to, e.g. s 34-50 (pp. 34-50).

c) Journal articles:

- surname and initial(s) of the author's name,
- title of the article (in italics),
- title of the journal (after the comma, antiquity in quotation marks),
- year of issue of the letter,
- part of the yearbook (no., issue; double number: 1/2, consecutive numbers: 1–2),
- pages of the article from-to, e.g. s. 177–193 (pp. 177–193).

An example excerpt from the bibliography:

- Bogucka M. (red.), *Tryumfy i porażki. Szkice z dziejów kultury polskiej XVI–XVIII w.*, Warszawa 1989.
 Ciechomska M., *Od matriarchatu do feminizmu*, Poznań 1996.
 Corbin A., *Les filles de noce. Misere sexuelle et prostitution au XIXe siècle*, Paris 1982.
 Dobroński A., *Wzorce i szanse awansu społecznego kobiet na prowincji Królestwa Polskiego u schyłku XIX i na początku XX wieku* [w:] *Kobieta i edukacja na ziemiach polskich XIX i XX w.*, t. II, cz. 1, red. A. Żarnowska, A. Szwarc, Warszawa 1992, s. 170–210.
 Kowalska-Glikman S., *Kobiety w procesie przemian społecznych w Królestwie Polskim w XIX wieku* [w:] *Kobieta i społeczeństwo na ziemiach polskich w XIX w.*, red. A. Żarnowska, A. Szwarc, Warszawa 1990, s. 10–30.
 Markowska D., *Rodzina w środowisku wiejskim*, Kraków 1964.
 Petrozolin-Skowrońska B., *Z dziejów liberalizmu polskiego. Partie liberalno-demokratyczne inteligencji w Królestwie Polskim 1905–1907*, „Dzieje Najnowsze” 1971, nr 3, s. 3–39.
 Weyherówna W., *Źródła społeczne i etyczne handlu kobietami*, „Ster” 1909, nr 6, s. 12–18.
 Żarnowska A., Szwarc A. (red.), *Kobieta i edukacja na ziemiach polskich XIX i XX w.*, t. 2, cz. 1, Warszawa 1992.
 Żarnowska A., Szwarc A. (red.), *Kobieta i społeczeństwo na ziemiach polskich w XIX w.*, t. 1, Warszawa 1990.

2) footnotes, so-called Harvard (Oxford) - in the main text, with the surname(s) of the author(s) (editor(s)) in square brackets, the year of publication of the book and possibly the page number(s), e.g. [Adamowski 2002] or [Bartmiński 2007b: 152], or [Szymczak, ed. 1978: 14]. The entry in the main text: [Pisarek 2002] in the bibliography (arranged alphabetically, but within the works by the same author - according to the chronology of their publication) corresponds to the entry: Pisarek W., 2002, *Polskie słowa sztandarowe i ich publiczność*, Universitas, Kraków. The change in relation to the traditional bibliography concerns the year of publication, which is written after the surname(s) of the author/authors, and the ordering of publications by the same author/editor, which in this style of bibliography are listed in the order of publication of works -

from the oldest to the newest. An example excerpt from the bibliography:

- Bartmiński J., 2006, *Językowe podstawy obrazu świata*, Wydawnictwo Uniwersytetu Marii Curie-Skłodowskiej, Lublin.
- Dacko M., 2006, *Codziennie mówienie o niecodziennym zdarzeniu. Jak Polacy mówili o śmierci Jana Pawła II* [w:] *Retoryka codzienności. Zwyczaje językowe współczesnych Polaków*, red. M. Marcjanik, Wydawnictwo „Trio”, Warszawa, s. 368–387.
- Gennep A. van, 2006, *Obrzędy przejścia. Systematyczne studium ceremonii*, tłum. B. Biały, Państwowy Instytut Wydawniczy, Warszawa.
- Laskowska E., 2001, *Wartościowanie w wypowiedziach Jana Pawła II*, „Język Polski”, R. LXXXI, z. 1–2, s. 15–22.
- Makuchowska M., 1996, *O delimitacji tekstów modlitewnych* [w:] *Tekst i jego odmiany*, red. T. Dobrzyńska, Wydawnictwo Instytutu Badań Literackich PAN, Warszawa, s. 71–86.
- Pisarek W., 2002, *Polskie słowa sztandarowe i ich publiczność*, Universitas, Kraków.
- Szymczak M. (red.), 1978, *Słownik języka polskiego*, t. 1, Państwowe Wydawnictwo Naukowe, Warszawa.
- Wojtak M., 2002a, *Indywidualna realizacja wzorca gatunkowego kazania*, „Stylistyka” XI, s. 413–431.
- Wojtak M., 2002b, *Konwencja gatunkowa a wybory leksykalne na przykładzie listów pasterskich*, „Studia Językoznawcze”, t. 1: *Synchroniczne i diachroniczne aspekty badań polszczyzny*, Wydawnictwo Uniwersytetu Szczecińskiego, Szczecin, s. 429–442.
- Wójcicka M., 2002, *Obraz polskiego papieża w pieśniach*, „Twórczość Ludowa”, nr 4(53), s. 10–18.
- Zarębianka Z., Machniak J. (red.), 2006, *Przestrzeń słowa. Twórczość literacka Karola Wojtyły – Jana Pawła II*, Wydawnictwo św. Stanisława BM, Kraków

3) numerical footnotes in the main text referring to the number of items in the bibliography, e.g. [33] or with the page or pages from-to: [15: 101], [2: 67-73]. The bibliography in this case has the same structure as traditional footnotes, but its individual items must be numbered.

By using Harvard or numerical footnotes, you can (if necessary) place footnotes on the page at the bottom of the column explaining the issues analyzed in the main text. If there is a reference to a bibliographic item, we use Harvard notation or a numerical reference.

Attention

The UR Publishing House also honors other styles of footnotes and bibliography, provided that they are used consistently by the author, the bibliography is constructed logically in relation to the footnotes, and the adopted method of citing literature is understandable to the reader.

6. Major findings regarding the main text

1. The titles of books, articles, musical works, dramas and paintings are marked in italics.
2. The titles of exhibitions, conferences, scientific sessions and competitions are given in quotation marks.
3. Quotations from the literature of the subject are given consistently either in antiquity in

quotation marks or in italics without quotation marks. Omissions in quotations are marked with three dots in square brackets written in simple text - [...]. We reduce such signals of text fragmentation at the beginning and end of the quote. Quotations from literature and source texts can be extracted in a smaller font (9 pt) without quotation marks. Quotations within quotations are marked with double quotation marks: » and «.

4. When a person is quoted for the first time, we give his/her name and surname or, if we do not know the name, his/her initial and surname.

5. At the first occurrence of the name of an organization or institution, we provide its full notation, then - possibly an abbreviation. In the case of commonly known names (e.g. PRL, PCK), it is allowed to provide abbreviations without their expansion when used for the first time.

6. We write numbers in words if they can be written in one word, especially when it relates to people. When calculating or comparing data - in numbers. We put periods after Arabic numerals denoting ordinal numbers. The period is unnecessary when the context or usage makes the ordinal meaning obvious, e.g. May 9, 1990, 4th grade student. We use abbreviations: thousands, million, billion, if there are full thousands (e.g. 47 thousands), otherwise we use numbers (e.g. 46,305). In five-digit numbers and higher, enter spaces in the notation (e.g. 45,300, 4,400,433).

7. We use abbreviations and dictionary abbreviations, such as: godz., kg, ha, płk, dr, tj., PKOl, DzURP (hrs., kg, ha, colonel, dr, i.e., POC, DzURP) (according to the *New Spelling Dictionary of PWN* or the *Dictionary of abbreviations* by A. Czarnecka and J. Podracki). In dependent cases of such abbreviations as dr, mgr, mjr, we prefer writing with periods (e.g. dr., mgr., mjr.), they can also be written with inflection endings (e.g. dra, mgrowi, mjre), but we do not mix these forms records in one book.

8. We write II Rzeczpospolita (not: Rzeczypospolita) Polska (The Republic of Poland) (first member: Rzecz - may take inflectional endings in dependent cases), II Rzesza (III Reich), p.o. dyrektor (not: p.o. dyrektora) (acting director).

9. We accept the following date format: 3 października 1961 r. (October 3, 1961) (the year in dates is always shortened to r., e.g. 1962 r., 7 czerwca 1962 r. (1962, 7 June 1962)). Dates can be entered in footnotes in short form: 3 X 1961 r. or 3.10.1961 r. (3 October 1961 or October 3, 1961), but one of these forms should be used consistently. In the notation of the date, the word "day" is redundant (unless it appears in the title of the document or legal act).

10. We prefer the spelling: the nineties, you can write: lata 90 (the nineties) (the form: lata 90-te (the nineties) is incorrect).

11. We write: XX w., not 20. w. (XX c., not 20. century) or twentieth century.

12. Periods, e.g. 1939–1945, are joined by a pause without spaces, similarly to the pages of the work, e.g. pp. 11–20. The number of all pages of the work is given as follows: 420 pp.

13. The hyphen is used to write two-part surnames, e.g. Kelles-Krauz, Skłodowska-Curie, adjectival compounds: white-red, folk-democratic, etc.; we do not use hyphens in statements where the second word specifies the meaning of the first, e.g. artist painter, teacher educator.

14. In the main text, footnotes and bibliography, we prefer writing the initials of two names of the same author without spaces between them, e.g. G.F. Nietzsche.

15. Foreign language expressions with a high degree of assimilation by the Polish language are written in simple text, e.g. notabene (together), etc., par exemple, stricte, sensu stricto, etc., other, especially scientific terms that do not have Polish equivalents (biological, chemical, etc.) , we write in italics.

16. We avoid using the Cyrillic alphabet - titles, fragments of texts from Russian, Ukrainian, etc. are given in the publishing transcription into Latin.

17. We respect the spelling rule regarding the combined spelling of "nie" ("no") with adjectival participles, e.g.: niezrobiony, niezaczęty, niemający, (not done, not started, not having) and the writing of titles (inflected and indeclinable) of periodicals in capital letters, e.g. „Przegląd Naukowy Kultury Fizycznej Uniwersytetu Rzeszowskiego”, „Polityka i Społeczeństwo”, „Mówią Wieki”, „Dookoła Świata”. In journal subtitles, only the first word is capitalized, e.g. „Słowo. Studia językoznawcze”.

7. Index of names

At the author's request, the book may include an index of names, geographical names or subject headings, or several indexes jointly. The names or terms to be included in the index should be marked by the author in the electronic version of the work, following the steps below: insert → reference → index and lists → mark entry, correct the marked entry, i.e. reduce it to the nominative form, in the case of surnames, complete it by name → tag all → close. When selected, the surname should have the following form: { Kowalski Jan }. Correct performance of the above-mentioned actions will allow for automatic generation of the index after breaking the work into the format planned for the book.

The index is corrected by the author with the help of the managing editor. For this purpose, authors

are asked to provide the Editorial Board with lists of names or terms for the index (the so-called blind indexes) together with the manuscripts. In such lists, the names of the persons quoted should be given in full.

In the index of names, we include only the names appearing in the main text and footnotes (without the title page, table of contents, live page, bibliography). We do not index surnames appearing in book titles and proper names. We refer from pseudonyms and assumed surnames to the proper surname by means of an abbreviation: see.

8. Selected publications helpful in resolving spelling, punctuation and grammar doubts

Wielki słownik ortograficzny PWN z zasadami pisowni i interpunkcji, red. E. Polański, Wydawnictwo Naukowe PWN, Warszawa 2008. *Słownik poprawnej polszczyzny*, red. W. Doroszewski, Wydawnictwo Naukowe PWN, Warszawa 1995. *Wielki słownik poprawnej polszczyzny PWN*, red. A. Markowski, Wydawnictwo Naukowe PWN, Warszawa 2005. *Wielki słownik wyrazów obcych PWN*, red. M. Bańko, Wydawnictwo Naukowe PWN, Warszawa 2005. *Wielki słownik frazeologiczny PWN z przysłowiami*, red. S. Dubisz, E. Sobol, Wydawnictwo Naukowe PWN, Warszawa 2005. *Słownik wymowy i odmiany nazwisk obcych*, red. I. Bartmińska, J. Bartmiński, Wydawnictwo „Książnica Polska”, Olsztyn 1992.

Czarnecka A., Podracki J., *Skróty i skrótowce. Pisownia, wymowa, odmiana, składnia*, Wydawnictwo „Oświata”, Warszawa 1995. Müldner-Nieckowski P., *Wielki słownik skrótów i skrótowców*, Wydawnictwo „Europa”, Wrocław 2007. *Nowy leksykon PWN*, Wydawnictwo Naukowe PWN, Warszawa 1998.

The latest spelling rules and an extensive spelling dictionary are available at:
<http://so.pwn.pl>

Thank you for reading the guidelines.

The given information and language advice, especially regarding the realities of Rzeszów and the university, can be found on the website of the UR Publishing House:

<http://wydawnictwo.ur.edu.pl>

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