

## Publishing rules

### General rules

1. The board accepts materials in the form of articles, reviews or reports; neither already published nor simultaneously delivered for publication in other periodicals.
2. The scope of the article should not be less than 20,000 and should not exceed 40,000 characters, including whitespaces (no more than approximately 20 A4-size pages, including footnotes and bibliography).
3. The author is required to provide the English translation of the article title (or, if the article was not written in Polish — its Polish and English title). Please also attach a short abstract (approx. 1,200 characters) and keywords in Polish and English, as well as a short author's biography (approx. 400 characters: author's scientific title, name, alma mater, fields of interest, e-mail) and address. The abstract should cover the topic of the article and the structure of the analysis conducted.
4. Bibliography of all works cited should be attached at the end of the article. In case of citations from ancient works, full bibliographic data of modern translations should be included as well.
5. Book reviews should be between 10,000 and 12,000 characters long, including whitespaces. The board accepts reviews of Polish books, published at most three years prior to the publication of the current issue of *Symposium*, or of foreign books — published within the last five years.
6. Reports from conferences, science symposia or congresses should lie within the 10,000–12,000 character limit, or should be submitted in the form of an article.
7. Deadlines for submitting materials are: for the spring issue — 31 March, for the autumn issue — 30 September.
8. By submitting the material for publication, its author confirms possession of full rights to the work as well as its originality. The author also asserts that the submitted text is not presently being evaluated or processed for printing by another publisher. The author also consents to royalty-free publication of the submitted material in both printed and electronic versions (on websites and in scientific material databases), as well as its storage and sharing through storage media.

9. Submitted articles undergo revision by specialists in the given field and are accepted for publication upon approval.
10. On approving the text for publication, the board reserves the right to amend the contents within the scope of the editorial work. Uncommissioned material will not be returned.
11. The authors of published articles, reviews and reports receive a printed copy of the periodical.

### **Preparing the text for publication**

1. Format: MS-Word 97–2007
2. Main body text: Times New Roman, 12 pt, 1.5 line spacing, left-aligned, no hyphenation, no tabbing, no boldface, italics acceptable.
3. Footnotes: Times New Roman, 10 pt, single line spacing, left-aligned; references: author (initial and last name) in small caps, work title in italics, place and year of publication upright.
4. Authors are requested to ensure that their texts conform to the above mentioned criteria. Texts not conforming to editorial requirements may be rejected.

Materials for publication in *Symposium* and other correspondence should be delivered at

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POLAND

or via e-mail: [symposium@scj.pl](mailto:symposium@scj.pl)

### **Privacy policy**

Names, addresses and other personal information of authors are used solely for the purpose of publication of their works. Consequently, their data is neither used for other purposes nor shared with third parties.

### **Bibliographical entry examples**

#### ***Documents of the Church***

Vatican Council II, Constitution on Divine Revelation *Dei verbum*, Rome 1965.

Benedict XVI, Encyclical *Deus caritas est*, Rome 2006.

Congregation for the Doctrine of the Faith, Declaration *Dominus Iesus*, Rome 2000.

### **Books**

Balter L., *Eschatologia końca XX w.*, Siedlce 2001.

### **Articles from collective works and periodicals**

Kijas Z. J., *Traktat o Duchu Świętym i łasce*, in: E. Adamiak, A. Czaja, J. Majewski (ed.), *Dogmatyka*, vol. 4, Warszawa 2007, p. 321-362.

Wroczeński J., *Kapituła generalna podmiotem najwyższej władzy w instytucie zakonnym*, *Symposium* 2(31) (2016), p. 211-237.

### **Encyclopaedic or dictionary entries**

Kudasiewicz J., *Paruzja*, in: A. Zuberbier (ed.), *Słownik Teologiczny*, Katowice 1998, p. 386-388.

### **Citations from websites**

Ołdakowski K., *Ulepszona ludzkość*, <http://www.przeглядpowszechny.pl/2011/01/01/ulepszona-ludzkość/> (lecture from 15.01.2011).

### **Footnotes**

#### **Documents**

VATICAN COUNCIL II, Constitution on Divine Revelation *Dei verbum*, Rome 1965, 5.

BENEDICT XVI, Encyclical *Deus caritas est*, Rome 2006, 3-4.

CONGREGATION FOR THE DOCTRINE OF THE FAITH, Declaration *Dominus Iesus*, Rome 2000, 8.

### **Books**

L. BALTER, *Eschatologia końca XX w.*, Siedlce 2001, p. 2-3.

### **Articles from collective works and periodicals**

Z. J. KIJAS, *Traktat o Duchu Świętym i łasce*, in: E. Adamiak, A. Czaja, J. Majewski (ed.), *Dogmatyka*, vol. 4, Warszawa 2007, p. 330.

J. WROCEŃSKI, *Kapituła generalna podmiotem najwyższej władzy w instytucie zakonnym*, *Symposium* 2(31) (2016), p. 220-221.

***Encyclopaedic or dictionary entries***

J. KUDASIEWICZ, *Paruzja*, in: A. Zuberbier (ed.), *Słownik Teologiczny*, Katowice 1998, p. 387-388.

***Work/author previously cited***

L. BALTER, *Eschatologia...*, *op. cit.*, p. 24.

***Citations from websites***

K. OŁDAKOWSKI, *Ulepszona ludzkość*, <http://www.przegląd powszechny.pl/2011/01/01/ulepszona-ludzosc/> (lecture from 15.01.2011).

Abbreviations to use: IDEM (small caps); Ibid. (normal caps), *op. cit.* (italics).