

Text editing guidelines for the use of the Virtual Shtetl project

I Main text, introduction, ending

- 1) The texts should be set in MS Word files and typeset in Times New Roman (CE) 12 font with the leading of 1.5.
- 2) The author of an article should obtain copyrights of the attached photographs, interviews, maps and charts which are not authored by them.
- 3) Quotations that are more than 3 lines long (ca. 200 characters) should be cited *in continuo* in Roman and taken in quotation marks; the ones that are longer should compose a separate excerpt and be cited in Roman without quotes.
- 4) In the case of texts (a quotation, a phrase, a title etc.) in Russian, Hebrew and Yiddish simplified transcription and Polish transliteration should be applied, which applies both to the main text and references. The only exception is quotations that are more than 3 lines long, which can be cited in a Russian/Hebrew character. Each quotation of this type should compose a separate excerpt and should be provided with a Polish translation in parenthesis.
- 5) The names of months should not be shortened whereas the word “century” should be shortened and written as “c.” In case the full date is given in the article, Arabic numerals should be used. When the date is incomplete, the months should be written in words. The dates should be dashed, not hyphenated (1945-1946.)
- 6) When writing a date one should note it down as follows “the 1930s” (not: “the nineteen thirties”), the 20th c. (not: “the twentieth century”), “in the second half” (not: “in the 2. half.)
- 7) Commonly used abbreviations should be used: e.g., etc., i.e., approx., a.m., p.m., no, ca., gen., St., A.D., B.C., Prof., phys., dr, Lt, Maj, Capt.
- 8) The names of institutions, political parties and organizations, when mentioned for the first time, should not be abbreviated. If they are mentioned in the text more than once, an abbreviation in parenthesis should be also noted and is to replace the full name in the remaining part of the text. Likewise, the full name of a person should be given when it is mentioned for the first time. From then on it is enough to mention them by a surname only.
- 9) The decimals of thousands should be preceded by a comma in the case of composite numbers (eg 75,343)
- 10) Foreign words and phrases should be italicized.

II Footnotes

- 1) Throughout the whole text the footnotes, not the endnotes, should be applied and be continuously numbered beginning from 1. The footnotes, whose pattern is shown herein below, should include information about a source. It is not recommended to

include information pertaining to the subject matter, biographies or terminology. The footnote may include minor digressions only when necessary. The initials of the author's name(s) should be provided.

Names of the places where the piece of work was published should be spelled in the language of the original publication (e.g. "Warszawa", not: "Warsaw.")

Sample footnotes:

Book:

Ch. Shmeruk, *Legenda o Esterce w literaturze jidysz i polskiej. Studium z dziedziny wzajemnych stosunków dwóch kultur i tradycji*, trans. M. Adamczyk-Garbowska, Warszawa 2000, pp. 120–123.

M. Bałaban, *Historia Żydów w Krakowie i na Kazimierzu 1304–1868*, vol. 1, Kraków 1931, pp. 103–105.

Article in a single author volume:

S. Werses, *Be'ikwotaw szel hachibur "Machkimat peti" ha'awud* [in:] S. Werses, *Megamot wecurot besifrut hahaskala*, Jerusalem 1990, pp. 379–397.

Article in a multi author volume:

J. Goldberg, *Żydzi polscy XVIII wieku atrakcją dla cudzoziemców* [in:] *Między Zachodem a Wschodem. Etniczne, kulturowe i religijne pogranicza Rzeczypospolitej w XVI–XVIII wieku*, eds. K. Mikulskiego, A. Zielińskiej-Nowickiej, Toruń 2005, p. 291.

Article in a scientific periodical:

R. Brandstaetter, *Tragedia Juliana Klaczki*, „Miesięcznik Żydowski” 2 (1932), no 2, pp. 383–412.

Texts in other periodicals:

S. Majmon, *Luźne kartki. Z dziejów rozkrzewienia się u nas chasydyzmu*, „Izraelita” 29 (1894), no 40, p. 329.

Jakób Tugendhold (wspomnienie pośmiertne), „Izraelita” 6 (1871), no 16, pp. 130–131.

2) In the case the full date is given in the footnote, Arabic numerals should be used. When the date is incomplete, the months should be written in words. The dates should be dashed, not hyphenated (1945-1946.)