**Submission Guidelines**

“Annales Missiologici Posnanienses”

**General Instructions:**

1. Please follow the MLA format with abbreviated parenthetical documentation and complete bibliographical information in the list of works cited at the end of the paper. Substantive endnotes should be avoided but are accepted, if necessary.

2. Paper length: from 20 000 to 40 000 characters with spaces, including endnotes and Works Cited. For book reviews the length should be at least of 3 000 characters with spaces.

3. Basic document setup:

**main text:** Times New Roman 12 pt;

**indented quotations and endnotes:** Times New Roman 10 pt;

**margins:** 25 mm on all sides;

**leading (spacing):** 1,5

**indent:** the first line of each paragraph by 5mm;

**quotations:**  quoted texts longer than 3 lines should be indented by 5 millimeters from both sides, with one line space between the quotation and the main text; such longer quotations should not have any quotation marks; all other quotations should be indicated by double quotation marks;

4. Please do not underline any part of the text; instead use *italics* if needed. Use *italics* in allforeign phrases or words (Latin, French etc.).

5. Do not use *op. cit.* If you mention the name of the author in the text, include the number of the page without p. in parentheses, e.g.:

* “As Karl Rahner states in his paper **(16)**, ...”
* If needed, include author + page number e.g. **(Kluj 92)**
* When two or more works by the same author are mentioned in your paper include author + date + page number, e.g. **(Kluj 2012, 78)**
* When the author has published two works in the same year, add consecutive letters after the year of publication, e.g. **(Kluj 2000a, 60; 2000b, 150)**
* When you refer to two or more authors, write their names in the alphabetical order: **(Kluj 2012, 78; Różański 1999, 20)**

**Sample quotations:**

(**a** – indicates a sample to be included in the list of “Works Cited”; **b** – indicates in-text quotation)

**One author:**

**a) Works Cited:** Jenkins, McKay. *Bloody Falls of the Coppermine. Madness, Murder, and the Collision of Cultures in the Arctic, 1913*. New York: Random House, 2005

**b) In-text quotation:** (Jenkins 49) or (Jenkins 2005, 49) or (Jenkins 2005a, 49) – various options according to the explanations listed under number 5 of general instructions (see above)

**Two or more authors:**

**a)** Rahner, Karl and Vorgrimler, Herbert. *Kleines Theologisches Wörterbuch*. Freiburg: Herder, 1961

**b)** (Rahner and Vorgrimler 44) – for other options see above number 5 of general instructions

**For three or more authors**, list all of the authors in the list of Works Cited; in the text, list only the first author, followed by *et al*. (“and others”):

**a)** Carlson, Keith Thor, Melinda Marie Jetté and Kenichi Matsui. “An Annotated Bibliography of Major Writings in Aboriginal History, 1990-99.” *Canadian Historical Review* 82 (1996): 122-171.

**b)** (Carslon et al. 1996, 139) – for other options see above number 5 of general instructions

If a translator should be included, his name is written between the title and the place of publication(Translated by...). The title ends with a dot, the name of a translator likewise).

**Translated and edited publication within a series:**

**a)** Origene. *Contre Celse*. Translated and edited by Marcel Borret. Vol. 1 (Sources Chrétiennes 132). Paris: Les Editions du Cerf, 1967.

**b)** (Origene 180)

**Multi-volume work:**

**a)** Origene. *Contre Celse*. Translated and edited by Marcel Borret. 4 vol. (Sources Chrétiennes 132, 136, 147, 150). Paris: Les Editions du Cerf, 1967-1969.

**b)** (Origene 2: 120) [2 indicates the number of the volume]

If the book has no author, start with the title in the list of Works Cited and use its abbreviation (first two-three words) in parentheses for in-text quotation.

**A chapter in the collective work:**

**a)** Miller, James Rodger. “Native History.” *Canadian History: A Reader’s Guide.* Vol. 2. *Confederation to the Present.* Ed. DougOwram. Toronto, Buffalo, London: University of Toronto Press, 1994. 179-201.

**b)** (Miller 198) – other options see above number 5 of general instructions

**Journal article:**

**a)** Keedy, Edwin Roulette. “A Remarkable Murder Trial: Rex v, Sinnisiak.” *University of Pennsylvania Law Review* 100 (1951-1952): 48-67.

**b)** (Keedy 49) – other options see above number 5 of general instructions

**or**

**a)** Harring, Sidney L. “The Rich Men of the Country: Canadian Law in the Land of the Copper Inuit, 1914-1930.” *Ottawa Law Review* 21.1 (1989): 1-64.

**b)** (Harring 1989, 60)– other options see above number 5 of general instructions

If the journal has an online version, **please include a DOI (Digital Object Identifier)** if it is included on the website of the journal. A DOI number appended to http://dx.doi.org/ in an Internet browser, will lead directly to the article. If a DOI is unavailable, use the same procedure as indicated below for the Internet sources. E.g. Harring, Sidney L. “The Rich Men of the Country: Canadian Law in the Land of the Copper Inuit, 1914-1930.” *Ottawa Law Review* 21.1 (1989): 1-64. doi:............................................

**Article in a newspaper or popular magazine:**

A single information can be identified in the main text and omitted from the list of Works Cited, e.g. “As suggested in the introduction to the 118 issue of April-May 1999 of *Le monde de la Bible...*”.

Otherwise it could be listed as follows:

**a)** Salles, Catherine. “Le latin langue de l’Eglise.” *Le monde de la Bible*, April-May 1999: 45-47.

**b)** (Salles) – other options see above number 5 of general instructions

**Website:**

**a)** The Enemy at Home. German Internees in World War I Australia. Accessed October 19th 2014.

http://www.migrationheritage.nsw.gov.au/exhibition/enemyathome/the-enemy-at-home/

**b)** (The Enemy at Home)

The reference information related to the Internet material may be various and include name of the authors, dates of publication etc. Use the patterns explained above, but be sure to add a full URL and a date of access.

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In case of any further question please check one of the numerous websites explaining particular cases of the MLA format or write to annalesmp@amu.edu.pl.

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