APPENDIX 1
INSTITUTE OF NATIONAL REMEMBRANCE EDITORIAL GUIDELINES – INSTRUCTIONS FOR AUTHORS

Part I. General rules
A. The main body of the text, introduction and conclusions
I. Dates
1. Names of months in full
• on the 10th of April 1945; on the 10th of May of the same year/that year, on the 10th of May this year
2. Use the following notation:
• in the nineties (not: in the 90s or in the 90-ties.)
• in the 20th c. (not: in the twentieth century)
• in the second half of the 19th c. (not: in the 2nd half of the XIX/19th c.)
3. Dates should be rendered with en-dash: 1945–1947, not with a hyphen (-).
II. Units of measure, degrees and titles
• Use the following abbreviations: h/hr, kg, ha, km, square k./km2, cubic m./cub. m., per cent/per ct., gen. [płk, kpt,], prof., assistant prof., M.A., associate prof., int al./int. al., aka/a.k.a, i.e., e.g., etc., and the like
• W przypadkach zależnych …
Col. (= Colonel), dr. (= Doctor)
Use the following forms: II Republic of Poland, III Reich, acting delegate
III. Proper names
1. Organizations and institutions
• Give full name when used for the first time, thereafter, use abbreviations. As a rule, use abbreviations for well-known proper names, such as, PRL (People's Republic of Poland), ZSSR (USSR, Union of Soviet Socialist Republics), PPR (Polish Workers' Party), PZPR (Polish United Workers' Party), etc.
2. People
• Give full name and the surname when used for the first time; thereafter, use a surname, no initial, or use the first name and the surname (initials can be used when the full name is unknown); do not use patronymics.
IV. Quotations and titles
• Quotations from the primary and the secondary sources should be given in Roman type and in quotation marks

• Titles of dissertations, literary works, musical works, plays and paintings – in italics. Titles of statues and acts – in Roman type, no inverted commas

Titles of exhibitions, conferences, sessions and competitions – in Roman type and in quotation marks

VI. Numerals

• Numerals should be given in full, especially in reference to people; for lists of items use numbers

• The following abbreviations are recommended for round figures: bn, mil, K, otherwise use digits: 75 345, 43 009)

VII. Foreign language terms

• Use italics for foreign terms and expressions in Polish texts, e.g. *sui generis, last but not least, ancien régime.*

B. Notes and footnotes

I. The following abbreviations are recommended: *ibidem, idem (eadem), passim, op. cit., loc. cit.* (in italics). For major publications full references are recommended, i.e., first name initial, surname, abbreviated title…, p. X (not: op. cit.).

II. Use the following abbreviations: vol., pt., no., YB; the rest as in **A II**

III. Dates

• For full dates, the month should be given in Roman type: 25 VI 1999; otherwise in words: on the 25th of June 1999, in June 1999.

IV. Reference marks

• Use the following forms/abbreviations: see, cf., quot.

• When referring to other passages in the same text, use the following: cf. doc no 24, ft. 7;

cf. p. 38; cf. doc no 12 and 17.

V. Numerals – as in the main body of the text

VI. Biographical notes

1. Biographical notes should be placed in footnotes. Bio notes should be concise. In special cases, bio notes may be moved to a seperate section entitled 'Biographical notes'.

2. Biograms should include the following:

• First name and surname

• nom(s) de guerre, assumed name(s), alias

• date of birth and death

• relevant biographical details

3. Examples:

Julian Bartuś, 'Bojko', 'Julek', 'Zbyszek', 'Romański', 'Krajewski' (1922–1962), Home Army (i.e., AK) soldier, member of WIN (i.e., Freedom and Independence). Head of the WIN Council in Przeworsk, head of the secret

intelligence and counterintelligence of the Cracow Department, acting head of the Cracow Communications Department.

Mieczysław Kawalec, 'Kałuski', 'Żbik', 'Iza', 'Psarski' (1916–1951), Home Army (i.e., AK) military oficer, member of WIN (i.e., Freedom and Independence organization). Commendant of Home Army District Rzeszów, head of the secret intelligence and counterintelligence of the WIN Department in Rzeszów, acting chairman of the Cracow Department, head of the Intelligence Department in IV Central Board WIN, and acting chairman of the last Board Council. Arrested on the 1st of February 1948, he was convicted to death and executed on the 1st of March 1951.

VII. Quoting the primary and secondary sources

1. The following order should be adopted for each bibliographical entry:

• First name initial and the surname

• Thereafter, as in the bibliographical section, cf. **D. Bibliography**

• Page number (not required in the case of daily or weekly papers); recommended abbreviation: s, not: ss.

Examples:

Kochanowski, W polskiej niewoli. Niemieccy jeńcy wojenni w Polsce 1945–1950, Warszawa 2001, s. 285.

A. Grajewski, *Oskarżony ks. Franciszek Blachnicki,* „Więź" 2001, nr. 5, s. 94.

W. Władyka, *Robotnicy wyszli na ulice,* „Polityka", 2001, nr 26.

A Kaczyński, *Oczyszczanie pamięci*, „Rzeczpospolita", 19 V 2000.

2. The following order should be adopted in the description of the archival materials (the itemized elements should be separated by commas:

• The name of the archival collection (abbreviation)

• Fonds (abbreviations are acceptable if the name of the collection is given in digits or in symbols)

• Classmark; if a classmark consists of several symbols, an abbreviated form is acceptable, as long as it is used consistently

• Document description required for its proper identification – type of document, persons involved (the title of a document can be used if it includes the relevant information). Use full names (not initials) of the recepient and the sender. The description of a document (or a cited report) should be rendered in Roman type

• The date of a document should be given after comma, an approximate date – in square brackets; if the date is unknown, it should be indicated by the abbreviation 'no data/date unknown'

• Page number for fragments of documents cited; if page numer is not given on the archival item in question, it should be indicated by the abbreviation 'no p. no.'

NOTE 1: if a document had been published, the published edition rather than the archival version should be quoted

NOTE 2: Use the following abbreviations when quoting documents from the archives of the Institute of National Remembrance (or from other branches of the Institute of National Remembrance): AIPN, AIPN Bi, AIPN Gd, AIPN Ka, AIPN Kr, AIPN Lu, AIPN Łd, AIPN Po, AIPN Rz, AIPN Wr. The abbreviations stand for: AIPN – Archiwum IPN w Warszawie; AIPN Bi – Archiwum IPN Oddział w Białymstoku, etc. Do not use forms such as BUiAD IPN, OBUiAD, OBUiAD Kat, OBUiAD, IPN-Wr, AIPN Kraków, OBUiAD Lublin, OBUiAD IPN w Poznaniu, Archiwum IPN, Warszawa, etc.

Examples:

AAN, KC PZPR, XI A/102, List Nikity Chruszczowa do Bolesława Bieruta w sprawie redukcji sił zbrojnych PRL, 12 VIII 1955 r., k. 3.

AAN, KC PZPR, 237/V-757, Notatka dotycząca analizy aparatu partyjnego KW, KP/KM, KD/KZ, [sierpień 1968 r.], k. 10–20.

AIPN Kr, Akta operacyjne, 010/12061, Analiza materiałów sprawy operacyjnego rozpracowania kryptonim „Naprawiacz", 8 VI 1978 r., k. 37.

AIPN, MSW II, 4183, Notatka ze spotkania wiceministra Franciszka Szlachcica z aktywem SB KW MO w Białymstoku, 13 XI 1962 r., k. 18.

Archiwum MSZ, Zesp. 12, w. 14, t. 331, Raport polityczny poselstwa PRL w Tel Awiwie, 28 III 1956 r., k. 36.

3. If several different sources are quoted in a footnote/note, they should be separated by a semi-colon.

C. List of abbreviations

1. List of abbreviations includes the abbreviations used in the main body of the text and in the footnotes/notes.

2. The list includes only abbreviations for names of corporate and institutional organizations, etc.

D. Bibliography

1. Titles of foreign works should be given in the original (Cyrillic script should be transliterated into Latin script); bibliographical and editorial data (ed., crit. analysis, vol., Pt.) in Polish; place of publication – as on the title page

2. The order of elements in a bibliographical entry. Note: the following order should be preserved irrespective of the numer of entries on the list:

a) Non-serial publications (in one or many volumes; work by one, two or three authors; collective work by more than three authors)

• Surname and the first name initial

• Title. Subtitle (in italics)

• Volume and part number (followed by a colon – vol. 1:):

• Translation (trans.)

• Co-editors (ed., crit. analysis)

• Edition (which edition, if relevant)

• Place and year of the publication after a comma (place of publication not given, year of publication not given)

• Series title in inverted commas, volume number in series (in parenthesis)

• Additional information (e.g. ms., ts)

b) Articles in collective volumes:

• Surname and the first name initial

• Title (in italics)

• [in:] (no comma preceding the square brackets)

• Thereafter, as in the bliographical entries in non-serial publications (cf. 2a)

c) Journals

• Surname and the first name initial

• Title of the paper. Subtitle (in italics)

• Title of the journal (in Roman script and in inverted commas)

• Year of issue (place of issue may be given if necessary to identify the journal)

• Volume and part number (followed by a colon – vol. 1:):

• Part of set (file) (issue, fascicle, joint issue: 1/2, subsequent issues: 1–2)

d) Daily newspapers

• Surname and the first name initial

• Title of the article. Subtitle (in italics)

• Title of the newspaper (in Roman script and in inverted commas)

• Date of issue (not the number)

Examples:

– Kochanowski J., *W polskiej niewoli. Niemieccy jeńcy wojenni w Polsce 1945–1950*, Warszawa 2001.

– *The Kissinger Transcripts. The Top Secret Talks with Beijing and Moscow*, oprac. W. Burr, New York 1998.

– Anderson S., *A Cold War in the Soviet Bloc. Polish-East German Relations, 1945–1962*, Boulder 2001.

– Wołkogonow D., *Stalin*, t. 2, tłum. M. Antosiewicz, Warszawa 1998.

– Albert A. [Roszkowski W.], *Najnowsza historia Polski 1918–1980*, wyd. 2, Londyn 1989.

– Dąbrowska M., *Dzienniki powojenne*, t. 2: *1950–1954*, oprac. T. Drewnowski,

Warszawa 1996.

– Zakrzewska J., Mołdawa T., *Historia sejmu polskiego*, t. 3: *Polska Ludowa*, red. A. Ajnenkiel, Warszawa 1989.

– Dzierzgowska A. i in., *Supliki do najwyższej władzy*, red. M. Kula, Warszawa 1996.

– *Centrum władzy. Protokoły posiedzeń kierownictwa PZPR. Wybór z lat 1949–1970*, oprac. A. Dudek, A. Kochański, K. Persak, Warszawa 2000 („Dokumenty do dziejów PRL", z. 13).

– Gluchowski L., Nalepa E., *The Soviet-Polish Confrontation of October 1956. The Situation in the Polish Internal Security Corps*, Washington D.C. 1997 („Cold War International History Project Working Paper", nr 17).

– Wrzesiński W., *Postawy i nastroje Polaków po klęsce wrześniowej na terenie okupacji sowieckiej* [w:] *Komunizm. Ideologia, system, ludzie*, red. T. Szarota, Warszawa 2001.

– Romek Z., *Droga Leszka Kołakowskiego ku antykomunistycznej opozycji. Od ortodoksyjnej ideologii ku wolności myślenia*, „Dzieje Najnowsze" 1999, nr 4.

– Grajewski A., *Oskarżony ks. Franciszek Blachnicki*, „Więź" 2001, nr 5.

– Matis J. [Kozłowski M.], *Dżuma*, „Kultura" (Paryż) 1969, nr 3.

– Władyka W., *Robotnicy wyszli na ulice*, „Polityka" 2001, nr 26.

– Kaczyński A., *Oczyszczanie pamięci*, „Rzeczpospolita", 19 V 2000.

– Nowak M., *Wspomnienia z mojej młodośc*i, Kraków 1962, mps w zbiorach Jana Kowalskiego.

– Lityński A., *O prawie i sądach początków Polski Ludowej*, Białystok, b.d.w.

E. Indexes

1. Index of names should include only the names that appear in the main body of the text and the footnotes/notes (title page, list of contents and bibliography excluding). Names that appear in book titles or personal names should not be indexed.

2. Assumed names and noms de guerre should be indexed with cross-references to the actual names (use the abbreviation: see), as in:

'Mietek', see Podhorodecki Tadeusz Szwarc Czesław, see Naleziński Czesław

3. Index of place names should include only the names that appear in the main body of the text and in the footnotes/notes (title page, list of contents and bibliography excluding). Do not index place names that appear in book titles, proper nouns, places of publication, names of countries or names such as Central Eastern Europe.

Part II. Primary sources

1. Document number
Centred, italics, bold type
2. Document heading
Italics, right- and left-justified

The heading must include the following: the date on which the document was drawn up, the place where the document was drawn up and, after a comma, the document regest (i.e., register)

Use the following notation for the date on which a given document was drawn up: year, month (in words), day. Missing data should be included in square brackets.

3. General style-sheet guidelines for editing documents

• Spelling and punctuation should be standardised unless there are clear and convincing reasons to maintain the original notation

• All dates should have the same format (e.g. 12.08.1946, 12/8 1946, 12.VIII.1946, 12/8/1946 should be rendered as 12 VIII 1946; do not change names of months in words into Roman numbers

• Emphasis used in the original document, introduced by its author (e.g. spacing, capitals, underlining) should be rendered in **bold print**; Bold print may be omitted in justified cases (e.g. in the case of capitalized names used in documents issued by the police organs); in such cases, use the basic font types, instead.

• Double slash marks // should be replaced by parentheses ( )

• Standard forms/abbreviations (citz., e.g., acc., A/M., i.e., etc.) need not be represented in full

• Non-conventional abbreviations should be given in full in Roman type and in square brackets

• Name initials should be given in full in Roman type and in square brackets; name initials are acceptable only when the full name is unknown

• The use of the symbol [sic!] should be limited to the absolute minimum; any issues requiring further comment should be discussed in footnotes/notes

• Information gaps added by an editor should be marked with the following symbol: […] and explained in a footnote/note, e.g. […]e

4. The layout of the document

The original layout of a given document need not be reproduced in its edition

a) the date and place of origins of a document – right-justified

b) sender's headline – left-justified

c) the name of the document recepient – indented and right-justified

d) the title of a document – centred

e) the contents of a document – right- and left-justified, first line of each paragraph should be indented

f) signature at the bottom of a document – right-justified; in cases when two signatures are included – the signature on the left-hand side should be left-justified, the signature on the right-hand side should be right-justified

5. The place where the document is stored

In italics, font size – 1 pt smaller as compared to the main body of the text, indented paragraph

After the word 'Source', use colon and the following data in order: an abbreviated name of the archive, the name of the archival collection (in full or in abbreviated form), the archival classmark, page number, information concerning the form of the document selected for editing (original/copy; ms./tp)

For reprinted documents use the bibliographical data of the original edition and not of the archival collection where the document is held.

6. Textual notes

Use letter symbols. For editorial notes, use italics; for notes concerning the sources, use Roman type. Separate numbering should be used for each document.

Textual notes are used for:

• Doubtful variant reading

• False variant reading – the correct variant should be given in the main text, the false variant – in a note. False reading variants recurring in the whole text, or in a substantial fragment of the text, should be marked in a note on their first occurrence only. Technical errors should be silently corrected.

• missing or illegible parts of the text: in square brackets, e.g. [d];

• unclear fragments of the text, syntactic and grammatical errors

• the text on stamps, signatures, handwritten annotations in the text

• glosses, annotations, strikethrough marks

• underlining introduced by the recipient

7. Footnotes

Numbering in Arabic numerals, Roman type, at the bottom of the page, below the textual notes. Separate numbering should be used for each document.

Footnotes should include all substantial comments and explanatory remarks concerning a given document. Explanatory comments concerning false variant readings should be included in the corresponding textual note.

8. Example

Nr 8

1945 luty 27, Białystok – Pismo naczelnika Wydziału Śledczego KW MO w Białymstoku do wojewody białostockiego w sprawie konieczności wzmocnienia posterunku MO w Milejczycach, pow. Bielsk Podlaski

Wydział Śledczy Białystok, dnia 27 II 1945 r.
Wojew[ódzkiej] Kom[endy]
Mil[icji] Obyw[atelskiej]
Do Ob. Wojewody Białostockiego w Białymstoku

Stosownie do polecenia Komendy Głównej [MO] z dnia 16 XII 1944 r. za L. 652 S/44, melduję, że dnia 24 II 1945 r. wieczorem zgłosił się do posterunku MO w Milejczycach leśniczy i jego zastępca z leśnictwa Milejczyce i oświadczyli, że są posłuchy od rodz[in] Małaszków i Korzeniowskich, mieszk[ańców] wsi Lubiejki, gm. Milejczyce, pow. Bielsk, że wkrótce ma być napad przez bandę na Pow[iatową] Kom[endę] MO w Bielsku i więzienie w Białymstoku. Również oświadczyli, że przechodząc, czy też przejeżdżając w okolicach wsi Lubiejki, gm. Milejczyce, pow. Bielsk, trzeba być ostrożnym, gdyż ta wieś [f] jest zagrożona. Wobec czego komendant posterunku MO Milejczyce prosi o zwiększenie siły oraz większy przydział broni i amunicji, aby można zapobiec wypadkom i zlikwidować bandę, której jest we wsi Lubiejki, gm. Milejczyce, pow. Bielsk.

Nacz[elnik] Urz[ędu] Śled[czego]

chor. S[tefan] Kufer

Źródło: APB, Urząd Wojewódzki w Białymstoku, 285, k. 12, oryginał, mps.

ᵃ Poniżej pieczęć prostokątna Urząd Wojewódzki w Białymstoku. Wpłynęło 28 II 1945 r. (datawpisana odręcznie).

ᵇ Poniżej odręcznie wpisana sygnatura pisma Nr S. 49/45.

ᶜ Tak w tekście.

ᵈ Korzeniewskich?

ᵉ W oryginale tu i dalej Libiejki. Niewątpliwie mowa o Lubiejkach w pow. bielskopodlaskim, nie zaś o Libiejkach w pow. zambrowskim.

ᶠ W maszynopisie dwa słowa przekreślone, niemożliwe do odczytania.

ᵍ⁻ᵍ Fragment napisany odręcznie.

ʰ⁻ʰ Fragment podkreślony odręcznie czerwonym ołówkiem.

ⁱ Tak w tekście.

ʲ Powyżej nieczytelny podpis odręczny.

Tu i dalej mowa o Bielsku Podlaskim.

Chodzi o Wydział Śledczy KW MO w Białymstoku.

The example given above is based on a source text from the collection entitled *Białostocczyzna….* ed. by J. Kułak (Warszawa 1998). The text has been adapted for the purpose of this instruction.

9. Technical remarks

The following guidelines have been drawn up for the MS Word users for editing the source documents.