

General Information

1. In journal “Forum Filologiczne Ateneum” (Ateneum Philological Forum) scientific authors’ original research-based texts are published in Polish and Congress languages. We accept works primarily in the field of linguistics, literature and cultural studies.
2. Submitted texts are subjected to peer review procedures, adopted by the Editorial Board and described on this website (see. Reviewing Procedures).
3. Author is obliged to transfer their copyright to the publisher and declare that the work has not been published in another journal or published online.
4. Author shall be subject to ghostwriting & guest authorship procedures as explained on the Ateneum Publishing House website, and shall file a relevant declaration.
5. Liability resulting from potential breaches of publishing rights and copyright (quoting, illustration reprints, tables and graphs from other sources) lies with the author.

Authors’ data and introductory information

1. The text should enclose:
 - a) Full names of the author(s) and their ORCID numbers;
 - b) Affiliation data: degree, scientific specialization, the name of the institute or department, name of the university, internet and postal correspondence addresses (to have a copy of the journal sent once published and printed);
 - c) biographical note (not longer than 1000 characters including spaces);
 - d) the title of the paper in the original language and English;
 - e) Summary of the paper in the original language and English of approx. 500 characters, and keywords in English.
2. Translating the title, summary and keywords into English lies with the author(s). Publisher’s Language Editor only checks and corrects a delivered translation.
3. Editorial Board reserves the right to make necessary cuts and alterations – in consultation with the author(s).

Edition Guidelines

1. Text formatting should be limited to an absolute minimum, must not contain macros, automatic headings, underlining and hand-made spaces etc. The paper should be divided into paragraphs and provided with subheadings (point 1. 1. Introduction, last point Conclusions).
2. Publishing House accepts the use of footnotes (but not for bibliography entries for citations placed in the text).
3. While putting in a citation in the text, Harvard in-text citations are acceptable. They should contain the surname, year of publication in round brackets, and if a verbatim citation is provided, page numbers must also be included: Example: Blevins (2007), (Blevins, 2007), (Blevins, 2007, p.27). According to APA, surnames, years and page numbers are separated with a comma.
4. If a paper has two authors, their surnames should be separated with a comma. If there are three, four or more authors, all their names must be given in the first citation, and then only the first one should be mentioned by name, and the others replaced with the abbreviation "et al." Example: (Aron et al., 2019). If two or more papers by different authors are quoted, they should be mentioned alphabetically, and separated with a semicolon.
5. Verbatim citations over 40 words should be placed as separate paragraphs and indented (five spaces), without quotation marks. The quoted piece should be preceded and followed by an empty line. Quotations shorter than 40 words should be placed in line with the text proper in quotation marks.
6. The text should be accompanied with a list of all bibliography entries cited in the paper and formatted according to the APA style (<https://apastyle.apa.org/style-grammar-guidelines/references>).
7. References should be given on the last page at the end of the document. The title References should be left margin aligned.

References should contain:

a) **books** and monographs – author's/authors' surname(s), forename initial(s). (year of publication). Full title. Place of publication: publisher.

Blevins, J. (2007). *Evolutionary phonology: the emergence of sound patterns*. Cambridge: Cambridge Univ. Press.

Rabinowitz, F. E. (2019). *Deepening group psychotherapy with men: Stories and insights for the journey*. American Psychological Association. <https://doi.org/10.1037/0000132-000>

b) **articles in journals** – author's/authors' surname(s), forename initial(s). (year of publication). Article's full title Journal's full title, volume number, issue number etc., pages of the whole article. <https://doi:xxxxx>

Cook, G. (2015). 'A pig is a person' or 'You can love a fox and hunt it': Innovation and tradition in the discursive representation of animals. *Discourse & Society*, 26(5), 587–607. doi: 10.1177/0957926515576639

Lipczuk, R. (2003). Puryzm językowy w Niemczech–historia i terażniejszość. *Bulletin de la Société Polonaise de Linguistique*, fasc. LIX, 140-149.

c) **articles in collective works**: surname, author's/authors' forename initial. (year of publication). Article's full title. In: forename initial editor's/editors' surname(s) (Ed./Eds.), Full title of the collective work (pages). Volume number, part etc. Place of publication: publisher.

Wolff, H. (2017). Prologue: The essentialist paradox in intellectual discourse on African languages. In: H. Wolff, R. Kaschula, & P. Maseko (Eds.), *Multilingualism and Intercultural Communication: A South African perspective* (pp.4-16). Johannesburg: Wits University Press.

Sztompka, P. (2002). *Socjologia i społeczeństwo*. In: P. Sztompka (Ed.), *Niestabilność wzrostu gospodarczego* (pp.10-45). Kraków: Znak.

d) **internet resources**: author's/authors' surname(s), forename initial(s). (year, month, day and/or n.d. if no date given). Article's full title. Access [https://\(access date\)](https://(access date)).

Shariat madari, D. (2016, September 16). The hidden sound patterns that could overturn years of linguistic theory. Retrieved October 19, 2019 from: <https://www.theguardian.com/commentisfree/2016/sep/16/universal-language-sound-associations-meaning-linguistics>

Stories We Live By. A free course in ecolinguistics. (n.d.). Retrieved from <http://storiesweliveby.org.uk/> (2019, October 19).

In order to standardise bibliography records, Publisher applies a common APA-based format for papers in all languages. Referencing examples: <https://apastyle.apa.org/style-grammar-guidelines/references/examples#whole>

Technical preparation of a manuscript

1. Electronic papers submitted to the publisher should be in MS Word (all versions).
2. The volume together with tables, figures and photographs should not exceed approx. 25 standard pages (1800 characters per page). Minimum volume: 20000 characters with spaces (approx. 12 standard pages). Maximum volume: 40000 characters with spaces. In special cases editors may waive this requirement.
3. Style of the document - Times New Roman font, 12 pt., interlines: 1.5. Margins: 2.5cm.
4. All parts of the paper (summary, text proper, references, tables, figures etc.) should be saved in one file.
5. Graphic material (drawings, sketches, charts) should be prepared and sent as separate electronic files (source files) in Windows environment programmes (e.g. Excel, Corel Draw, Adobe Photoshop, Adobe Illustrator, etc.).
6. If the paper contains non-standard fonts (e.g. Arabic, Cyrillic etc.), which are not part of the standard word processor software and/or Windows environment, they must be submitted in additional files.

Scientific diligence and research ethics

In accordance with the guidelines prepared by the Ministry of Science and Higher Education, Ateneum-University in Gdansk Publishing Department has implemented a ghostwriting firewall:

1. The editors forewarn against lack of scientific diligence - it is not acceptable, inter alia, to resort to ghostwriting (failing to disclose significant contribution to the paper, failing to disclose own contribution as one of the authors and/or failing to mention their role in acknowledgements included in the paper) and guest/honorary authorship (adding persons whose contribution to the paper is minimal or none to the authors' team).
2. The paper's authors are requested to disclose fully their contribution to the paper via a relevant form available on the Publishing Department's website. The editors require information regarding the financing sources behind the paper, contribution towards the paper from scientific-research institutions, associations and other entities.
3. All and any instances of undue scientific diligence shall be disclosed, including notification to relevant entities (authors' employers, scientific associations, scientific editors' associations etc). All and any instances of undue diligence shall be evidenced by the Publishing Department.