

ETHOS  
Guidelines for Authors  
(as of January 2013)

Quarterly *Ethos*

John Paul II Institute

John Paul II Catholic University of Lublin

Al. Raclawickie 14, 20-950 Lublin, Poland

tel.: +48 81 4453218

fax: + 48 81 4453217

e-mail: [ethos@kul.lublin.pl](mailto:ethos@kul.lublin.pl)

The themes of the succeeding monographic volumes of *Ethos* are announced in advance on the back cover. Articles on the themes of particular volumes may be submitted after a given issue is announced. Most manuscripts published in *Ethos* are articles commissioned by the editors. Both commissioned and submitted papers are subject to blind peer review by two independent and external referees [[please click here](#)] and to editorial revisions. One of the referees will represent an academic milieu from outside Poland, non-related to that of the author; the other will be a Polish scholar. In order to facilitate blind peer review, authors are requested to eliminate all references that might identify them.

The editors reserve the right to decide whether a received manuscript will be considered for publication.

### **General guidelines**

Submitted articles (with footnotes) may not exceed 40,000 characters in length, including spaces.

Submitted reviews and reports may not exceed 20,000 characters, including spaces.

Articles should comprise abstracts in English (up to 1,800 characters, including spaces) and keywords.

Authors are requested to fill in a form [[please click here](#)] to provide information necessary for the editors to prepare biographical notes about the contributors.

Submission of an article written in a language other than Polish should be accompanied by the declaration whether the text in question has been published elsewhere, whether in print or online, and whether it is being considered for publication in any other periodical or monograph.

Apart from original manuscripts, reviews and reports, we publish translations of important articles hitherto unavailable in Polish.

Authors are requested to disclose names of anyone participating in the preparation of the submission (together with their affiliation and contribution), as well as all the sources of research funding used in its preparation.

Ghostwriting and guest authorship are violation of the standard codes of scholarly conduct, and all its instances will be unmasked and documented, and the appropriate entities notified.

### **Formatting the file**

Please submit your file as a Word document (doc or docx).

### **Formatting the document**

Lines should be double-spaced, including quotations and notes, using Times New Roman font in 12 point size. Do not apply any special formatting. All the quotations should be incorporated into the body of the text. Place page numbers on each page. Notes should be numbered consecutively and placed at the foot of each page (please do not use endnotes or bibliography at the end of your paper).

Notes should be used for citation purposes and include all the necessary bibliographic information. Notes should not contain any discussion that can be incorporated into the text.

## **Images**

Authors are expected to obtain permission to reproduce any copyrighted materials (e.g., photographs, facsimile, art reproductions) used in their article. Please submit 300 dpi TIF files. Supply each illustration with a caption, accompanied by a source line and any required acknowledgments.

## **Quotations from foreign languages**

In cases where standard scholarly translations of quoted texts are available, scholars may rely upon them for both text and notes. If such editions are not readily available, the author must provide the original texts for the use of reviewers and translators.

Please use the Latin alphabet throughout your manuscript and apply transliteration/transcription in cases of words from languages using other alphabets.

## **Citations format**

The first reference to a given work should include full bibliographic information, as in the following basic citation examples:

(book)

R. Buttiglione, *Mysł Karola Wojtyły*, trans. J. Merecki SDS, Instytut Jana Pawła II KUL, Lublin 2010.

(journal article)

G. E. M. Anscombe, "Nowożytna filozofia moralności", trans. M. Roszyk, *Ethos* 23(2010) No. 4(92), p. 39-60.

(article in a monograph)

S. Judyk, "Istnienie i natura duszy ludzkiej", in: *Antropologia*, ed. S. Janeczek, Wydawnictwo KUL, Lublin 2010, p. 121-177.

In cases of direct quotations, please supply only the number of the page from which the given quotation comes.

When a given work has already been cited, please shorten the reference to author, op. cit. (if other works by the same author have already been cited, instead of op. cit. use the full title), page number. References to the classical texts must include the standard identification numbers for those texts, eg., Plato, *Timaeus*, 86 B-C.

References to the speeches of John Paul II should include precise information on when and where a given speech was delivered. References to encyclicals and other Catholic Church documents should include the numbers of the sections referred to.

### **Copyright and permissions**

By submitting a text for publication, authors grant an exclusive licence to the quarterly *Ethos*. Should authors wish to republish their article in another periodical or in a monograph, they are requested to apply for permission to the John Paul II Institute at the Catholic University of Lublin. Such permissions are generally granted on condition that all the required credits are included in the republished version.

If you wish to reproduce any material published in *Ethos* in a paper or electronic work that is not the author's own, please contact the John Paul II Institute at the Catholic University of Lublin. Permissions and rights are granted after processing your request and involve the payment of a fee. Your request should include a description of the intended publication, its language and print run. Note that *Ethos* may not be the copyright holder of some of the material published in the journal. Please check the copyrights or acknowledgment notes before making your request.

Authors of articles are supplied with two copies of the volume in which their contribution is published. Authors of reviews and reports will receive one copy of the volume including their work.