

4th International Biennial of Interior Design INAW 2016 7-13.3.2016 Cracow

The Jan Matejko Academy
of Fine Arts in Cracow
Faculty of Interior Design

Articles to publication please send to
info@inaw.pl till **15.02.2016**

TECHNICAL GUIDANCE FOR THE PREPARATION OF ARTICLES

General information:

- a.) Publication have to be written
in MS WORD
- b.) 20000 signs plus graphics
(pictures/photos, graphs etc.)
- c.) Pages of publication have to be
in format A4
- d.) Left, right, upper and lower
margins have to be 2.5 cm
- e.) Font Times New Roman 12 pt
- f.) Spacing between lines 1,5 pt
- g.) Publication should be provided
in editable electronic form

1. Requirements relating to bibliographical references

- a.) References have to be placed at the bottom of the pages in continuous numbering within the article. Font size 10 pt, Times New Roman, after a footnote put the stop.
- b.) References should be inserted automatically by the function „insert footnote” without extra spaces.

c.) For making references using next formula:

- Publication: initials and surname (if number of authors is 3 or less, then we notice all surnames, but if there are more authors we give only first one and add „and others”), title in italics, publisher, place and year of publication, page.

(e.g. R. Schuman, *Dla Europy*, Wydawnictwo Znak, Kraków 2009, s. 11)

(e.g. M. Kuziak i In., *Jak mówić, jak pisać?*, wydawnictwo Park, Bielsko-Biała 2005, str. 572-577)

- Article from publication: initials and surname, title italics [in:] title italics, editor of publication – initials and surname, publisher, place and year of publication, page.

(e.g. H. Bereza, *Parodia wobec struktury groteski* [w:] *styl i kompozycja*, red. J. Trzynaldowski, Ossolineum, Wrocław 1965, s. 120)

- Article in magazine: initials and surname of author, title italics, name of magazine in quotes, year, nr., page.

(e.g. K. Barańska, *Dom – muzeum. Muzeum – dom*, „Konteksty”2010, R. LXIV, nr 2-3, s. 214-220.)

- Publication online: annotation rules the same, necessary to add a date of access and source.

- (e.g. M. Bobińska, *Rzykowny kurs*, „gazeta Prawna” {online}, 3 czerwca 2002 [access 7 of june 2012, < <http://edgp.gazetaprawna.pl/indeks.php?>>]

2. Requirements for the final list of literature:

In the final list of references have to be used an alphabetical arrangement by author name. Describing of publication begin with the author's name and initial of first name.

Collective works placed in accordance to the alphabetical system, taking the first letter of the title; do not use the numbering of the individual publications, for example:

Bereza H., *Parodia wobec struktury groteski* [w:] *Styl i kompozycja*, red. J. Trzynaldowski, Ossolineum, Wrocław 1965.

Słownik terminów literackich, red. J. Sławiński, wyd. 4, Ossolineum, Wrocław 2008.

3. Article should be submit in following structure:

- Name and surname of the Author /bio of the Author
- Title of article
- Main text with references
- Literature

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