
GUIDELINES FOR AUTHORS OF *OLLO2017*

✘ GENERAL INFORMATION

LENGTH OF THE ARTICLE

The text should have **10-15 standard pages** (20 000–30 000 characters including spaces).

The editorial staff reserves the right to:

- (1) sending back texts exceeding 15 pages to the author;
- (2) publish only selected, positively reviewed articles.

SUBMISSION DEADLINE

The deadline for submission of papers is **April 15, 2017**.

Articles should be sent to: ollo2017conference@gmail.com

✘ DETAILED GUIDELINES FOR AUTHORS

MAIN TEXT

Text formatting:

- **file format:** .doc, .docx, .rtf (articles in another file format will be sent back to the Author!)
- **font:** **only Times New Roman**, size 12 (using **Times CEA** font is prohibited!)
- **footnotes:** font size 10;
- **line spacing:** 1,5
- **line spacing for notes:** 1
- **margins:** 2,5 cm
- **layout:** justified
- title, subtitle and subheadings should be bolded
- **no fixed spaces and line breaking** (or word wrapping) acceptable
- page range should be indicated by n-dash (–), not hyphen (-), e.g. „(Kowalski 1998: 11–34)”; similarly indicating a range of years, e.g. „in years 1867–1899”

Italics should be used in following cases:

- in book, movie, music works titles,
- in case of single words or phrases of foreign origin
- except commonly used words and phrases, all foreign phrases used as quotation should be emphasized with italics (e.g. notabene, incognito)

No italics for quotations can be used!

Quotation marks should be used in following cases:

- indicating a short quotation (up to 3 sentences). The right quotation mark is: “ ___ ” (not: ‘ ___ ’ / " ___ ");
- quotation in quotation in double angle brackets « », e.g. “ _____ « ___ »”.

Quots

- a short quotation (up to 3 sentences) can be put it in the main text;
- the longer ones (more than 3 sentences) should be extracted from the main text (size 10);
- no indentation in the new line of the main text after such quotes;

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REFERENCES & FOOTNOTES

(1) Bibliographic references – should be placed in the text in the following way:

- publication by one author, e.g. (Kowalski 1964: 30);
- various works of the same author published in the same year should be supplemented by additional small letter (no spaces after publication year), e.g. (Morgan 2001a: 45), (Morgan 2001b: 32); the same notification has to be placed in bibliography;
- co-authored publication – if the publication has two or three authors, give all the names, separated by commas: (Kowalski, Nowak 2010); in case of more than three authors – only the first name and abbreviation „et al.” should be used, e.g. (Davis et al. 1967);
- quoting publication of one author by another author – a form „qtd. in:”, e.g. (Nowak, qtd. in: Kowalski 1964: 12);
- paraphrase should also be indicated with a bibliographic reference;
- reference to many works – the same bibliographic notation as in case of one work should be used; each item should be separated with a semicolon, e.g. (Kowalski 1956: 40; Morris 1997: 12);
- (co-)edited works in a bibliographic footnote appear in form of work title, e.g. (The Literature of Al-Andalus 2012);
- reference to articles included in an edited work should appear in a footnote (author’s name, publication year, quoted pages); detailed information about publication should appear in bibliography;
- Internet publications – in case of lack of author’s name or title the bibliographic description should be placed in a footnote.

(2) Footnotes (comments) – should be used for explanation or supplementing the main text with additional information; font size: 10, line spacing: 1. A punctuation mark should be put after the footnote’s number.

BIBLIOGRAPHY

A bibliography **without numbering** in alphabetical order should be prepared in following manner; author’s family name (emphasized with capital letters), first name, publication year in parentheses, after comma publication title (in case of foreign language publication additional information about translator) following by a dot; place of publication, colon and publisher’s name. No comma in East-Asian names. E.g.

[1] Monographs, e.g.:

BIELAWSKI, Józef (2012). *Klasyczna literatura arabska*. Warszawa: Wydawnictwo Akademickie Dialog.
NAKAMURA Minoru (1992). *Miyazawa Kenji*. Tokyo: Ushio Publishing Co. Ltd.

[2] (Co-)edited books, e.g.:

Miscellanea Eurasiatica Cracoviensia – Zrozumieć Eurazję (2007). Ed. Cezary GALEWICZ, Jadwiga PSTRUSIŃSKA, Lidia SUDYKA. Kraków: Księgarnia Akademicka.

[3] Chapter in (co-)edited book, e.g.:

PUET, Michael (2010). “Philosophy and Literature of Early China”. In: *The Columbia History of Chinese Literature*. Ed. Victor H. MAIR. New York: Columbia University Press.

[4] Articles in academic journals, e.g.:

DZIEKAN, Marek M. (1998). “Kulturowe losy Tatarów polsko-litewskich”. *Przegląd Orientalistyczny* 1–2: 78–83.

HEINE, Steven (2008). “A day in the life: Two recent works on Dōgen’s *Shōbōgenzō* ‘Gyōji’ [Sustained practice] fascicle”. *Japanese Journal of Religious Studies* 35: 363–71.

[5] Articles in newspaper, periodical etc. e.g.:

TROJANOW, Ilija (2006). „Indische Literatur. Zwischen Bombay und Berlin”. *Frankfurter Allgemeine Zeitung*, September 24.

JANKOWSKI, Wojciech, RAPACKI, Franciszek (2014). „Pamięć Tatarów”. *Miesięcznik Znak* 710–11, July–August.

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[6] Unpublished works (typescript, manuscript, conference paper etc.) e.g.:

NHA-TRANG Công-Huyền-Tôn-Nữ-Thị (1973). *The Traditional Roles of Women as Reflected in Oral and Written Vietnamese Literature*. Unpublished doctoral dissertation. Berkeley: University of California.

RANOSZEK, Rudolf (1952). „Język churycki, jego budowa i jego znaczenie [Hittite language: its structure and meaning]”. The 10th Symposium of Polish Orientalists, Warsaw, 30 May–1 June.

[7] Textbooks, workbooks e.g.:

BORZEŃKA, Müneever, MAJDA, Tadeusz (1965). *Skrypt do nauki języka tureckiego* [Textbook for learning Turkish]. Part I. Warszawa: Wydawnictwa Uniwersytetu Warszawskiego.

[8] Translations e.g.:

GAO Xingjian (2004). *Buying a Fishing Rod for my Grandfather*. Trans. Mabel LEE. London: Flamingo.

MAHFUZ, Nadżib (1989). *Opowieści starego Kairu*. Trans. Jolanta KOZŁOWSKA. Warszawa: Państwowy Instytut Wydawniczy.

[9] Internet publications e.g.:

BOCHEŃSKA, Joanna (2008). *Język wart ocalenia czyli historia pewnego artykułu*. On-line publication available at: <http://www.kurd.pl/> [accessed: March 2, 2017].

Literary award prizewinners, the state of translation in Myanmar, and more (2016). On-line publication available at: <https://www.worldliteraturetoday.org/> [accessed: February 15, 2017].

Works by one author should be listed according to publication years.

✘ TRANSLITERATION / TRANSCRIPTION OF ORIENTAL LANGUAGES

1. **Arabic:** ISO (UW) transcription according to the appendix attached below;

2. **Japanese:** Hepburn transcription;

3. **Chinese:** Hanyu Pinyin;

4. **Korean:** McCune–Reischauer transcription.

In case of other Oriental languages standard transcription/transliterations systems should be used.

✘ ILLUSTRATIONS / PHOTOGRAPHS

All illustrations (JPG – at least 300 dpi) should be provided with appropriate captions, i.e. short description of photo content, source and author of the illustration.

✘ TABLES AND CHARTS

All tables must be numbered, titled and have an information about their source.

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Transkrypcja języka arabskiego *

Transcription of Arabic language *

Litera	DIN 31635	ISO (UW)	ISO 233	EI2	Polska	Wehr
ء ¹	ʾ	ʾ	ʾ	ʾ	ʾ	ʾ
ء ²	ʾ	ʾ	ʾ	ʾ	-	ʾ
ا	ā	ā	ā	ā	a	ā
ب	b	b	b	b	b	b
ت	t	t	t	t	t	t
ث	ṭ	ṭ	ṭ	th	s	ṭ
ج	ǧ	ǧ	ǧ	dj	dź	ǧ
ح	ḥ	ḥ	ḥ	ḥ	h	ḥ
خ	ḫ	ḫ	ḫ	kh	ch	ḫ
د	d	d	d	d	d	d
ذ	ḏ	ḏ	ḏ	dh	z	ḏ
ر	r	r	r	r	r	r
ز	z	z	z	z	z	z
س	s	s	s	s	s	s
ش	š	š	š	sh	sz	š
ص	ṣ	ṣ	ṣ	ṣ	s	ṣ
ض	ḍ	ḍ	ḍ	ḍ	d	ḍ
ط	ṭ	ṭ	ṭ	ṭ	t	ṭ
ظ	ẓ	ẓ	ẓ	ẓ	z	ẓ
ع ¹	ʿ	ʿ	ʿ	ʿ	ʿ	ʿ
ع ²	ʿ	ʿ	ʿ	ʿ	-	ʿ
غ	ǧ	ǧ	ǧ	gh	gh	ǧ
ف	f	f	f	f	f	f
ق	q	q	q	ḵ	k	q
ك	k	k	k	k	k	k
ل	l	l	l	l	l	l
م	m	m	m	m	m	m
ن	n	n	n	n	n	n
ه	h	h	h	h	h	h
ة ³	a	a	a	a	a	a

1. Between two volwels.

2. In another position.

3. In case of pausa.

* Transcription table by M. Klimiuk: <http://www.arabistyka.uw.edu.pl/zalaczniki/transkrypcja-AR-klimiuk.pdf>.

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ة	at / ah	at	ī	a, at	at	at
و	w	w	w	w	u	w
و	ū	ū	ū	ū	u	ū
ي	y	y	y	y	j	y
ي	ī	ī	ī	ī	i	ī
ى	ā	à	ÿ	ā	a	ā
ال	al-	al-	'al-	al-, 'l-	al-	al-

Notes:

1. *Hamza* (') at the beginning is not indicated: *ana*.
2. Particles: *wa-*, *fa-*, *ta-*, *bi-*, *li-*, *ka-*, *la-*, *sa-* as well as *a-* are connected with a word by „-“: *bi-qalam*, *wa-urīdu*, *wa-al-fikriyya*; *li-al-baḥṭ*; *li-ad-dīrāsāt*.
3. Assimilation of „sun letters” is written: *an-nawm*.
4. Feminine nouns in *status constructus* end with *-at*: *madīnat an-nabī*.
5. *Nisba* (-*īyyun*) is written as *-ī*: *nabī*
6. *Madda* is written as connection *'ā*: *Al-Qur'ān*
7. Word *بن / ابن* is always transcribed as *Ibn* and is written with a capital letter: *Ibn Manṣūr*; *'Abd Allāh Ibn Manṣūr*.
8. Proper nouns are written with a capital letter: *Al-Qāhira*, *Al-Ġāhiz*. If a proper noun consists with a few words, the definite article in following elements is written with a small letter: *Al-Ġumhūriyya al-'Arabiyya as-Sūriyya*, *'Abd al-'Azīz*.