

## Rules of drawing footnotes

Rules for notes and guidelines for citing sources in texts prepared for Przegląd Prawa Egzekucyjnego. The papers should be documented in a diligent and thorough manner. Each note ends with a period. Our style requires placing notes at the bottom of pages (footnotes). The footnotes should be numbered. Footnote numbering is chapter-specific, i.e. in each chapter, the numbers start from 1. Any citation or reference (to a manual, commentary, article, etc.) should come with a footnote. As regards the footnotes, the following rules apply

a) if one author and one source are cited for the first time:

J. Kowalski, *Prawo cywilne*, Warszawa 2010, s. 10 i n.

(where 's' – 'page'; 'i n.' – 'and following pages')

b) if one author and one source are cited for the second (third, fourth...) time, and only one work is referenced:

J. Kowalski, *op. cit.*, s. 10 i n.

c) if one author and one source are cited for the second (third, fourth...) time, but the author's other works are also referenced, first word(s) of the work(s) should be given to make it possible to distinguish between different works, e.g.

J. Kowalski, *Prawo...*, *op. cit.*, s. 12.;

and:

J. Kowalski, *System...*, *op. cit.*, s. 14. (the author's second work: J. Kowalski, *System prawa cywilnego*, Warszawa 2010, s. 15.)

d) if a work is cited which was written with one or several authors as editors, the footnote should include the name of the author responsible for a given excerpt, e.g. J. Kowalski – the editor and the author of the quote in: *Prawo Pracy*, Warszawa 2009, and the footnote should read as follows:

J. Kowalski [w:] *Prawo Pracy*, pod red. J. Kowalskiego, Warszawa 2009, s. 15.

If the same work is referenced again, the shortened footnote should be as follows:

J. Kowalski [w:] *Prawo...*, *op. cit.*, s. 16.

e) if a work is cited which was written by several authors, the footnote should include the name of the author responsible for a given excerpt, e.g. J. Kowalski, M. Nowak, *Prawo Pracy*, Warszawa 2009, and the footnote should read as follows:

J. Kowalski [w:] J. Kowalski, M. Nowak, *Prawo Pracy*, Warszawa 2009, s. 15.

If the same work is referenced again the shortened footnote should be as follows:

J. Kowalski [w:] J. Kowalski, M. Nowak, *op. cit.*, s. 16.

f) if a scientific article is cited which was published in a scientific journal, the following items should be given: first name initial(s), surname, title of article, name of journal (full, or shortened if an acronym is

used and given in the list of acronyms), year of publication, number of issue (nr/z), and number of pages, e.g.

J. Kowalski, Wady oświadczeń woli, Państwo i Prawo 2010, z. 1, s. 13;

or:

J. Kowalski, Wady oświadczeń woli, PiP 2010, z. 1, s. 13.

g) if a court ruling is cited, the footnote should include the following: name of court, type of ruling, or notification that it is a resolution, date of issue, reference number, and place of publication (position or number of page), e.g.

SN w wyroku z dnia 13 lutego 2007 r., I C 21/07, OSNC 2007/10/116.

If the ruling has not been published, the 'niepubl.' (not published) abbreviation should be used.