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- Manuscripts and figures should be submitted either by mail to the address of the Editorial Team: ul. Kanonicza 1, 31-002 Kraków (pokój 212), or to its e-mail address: wk@skz.pl.
- We ask that manuscripts with more than one author feature a list of the contributions each author has made to the writing of the paper, along with their affiliation, contributions (information as to which author conceptualized the study, formulated its assumptions, methods, kept protocols, etc. used in the study). The responsibility for the truthfulness of this information rests with the corresponding author.
- Figures should be submitted as separate files (preferably in tiff or jpg format, using CMYK and 300 dpi). Please do not submit more than 10 figures.
- The Editorial Team wishes to remind authors that ghostwriting and guest authorship are considered forms of academic misconduct. Any signs of academic misconduct or breaches in research ethics will be documented by the Editorial Office.
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- Authors may self-archive their manuscripts without restriction.
- The journal does not host files or other research data that may accompany a study.

Editing instructions (by Jadwiga Marcinek, editor)

Manuscripts submitted for publication (excluding communications, obituaries and reviews) should have a minimum length of a half a publisher’s sheet (20,000 characters with spaces), and a maximum length of one publisher’s sheet (40,000 characters with spaces)— please remove double spaces before calculating the number of characters. **The manuscript text file should be saved in a Windows environment using MS Word and be submitted in *.doc format** (MS Word 95 version or higher).

The text should be justified and have no other formatting (tabulators, manual page, section, or line breaks—words should not be broken, nor should individual letters and numbers be moved to the following lines), paragraphs should only be marked with the enter key (do not use paragraph indentations).

The manuscript should come with an abstract (900–1000 characters with spaces), keywords, author affiliations and figure captions.

The English version of the text, where appropriate, should be prepared AFTER the editing of the Polish version, author proofing, and its approval by the language editor for print. Please prepare the English version in American English, with unspaced parenthetical em dashes; please avoid ampersands (&) and use the word “and” instead.

Please do not use italics in the manuscripts—it should be reserved only for titles. Quotes should be marked using “ ” quotation marks in the English version of the manuscript („ ” in the Polish version). Longer quotes should be centered and written using a smaller font size.

Please do not use spaced letters and underlined text, and use bold text only when absolutely necessary.

Referencing guide

In articles that will be published in “Wiadomości Konserwatorskie – Journal of Heritage Conservation” from 2022 onwards, in-text references and footnotes will be separate:

- Footnotes should be placed at the bottom of the page,

- In-text references should be placed in the text.

Please use footnotes only to add crucial information to the text, for instance, a footnote could include the information that “Landed property inventories have long since been within the sphere of interest of historians. And are often published.”

A footnote may also include an in-text reference, e.g., “Landed property inventories have long since been within the sphere of interest of historians. And are often published [Kargol, Ślusarek 2019, p. 21–74].”

In-text references

Please use simplified literature references in the text and place them in square brackets: [surname publication date, page number/range]. Do not use a coma to separate the author’s surname and the publication date. To reference a page range, please use en dashes (–) instead of hyphens (-) between page numbers.

Do not use abbreviations such as *op. cit.* or terms like *ibidem*, *idem*—regardless of how many times a given literature item is cited in the text, always list the author’s surname and the publication date.

When citing multiple literature items in a single in-text reference, please separate them using semicolons, like so [Siwek 2015, p. 163–175; Kunkel 2010, p. 13–15]. The sequence in which literature items are listed in an in-text reference does not need to be in any particular order, whether alphabetical order or sorted by publication date.

Please do not place references near article titles (subheadings) and figure captions.

Sample in-text reference for a work by a single author

[Myczkowski 2012, p. 11–18]

Sample in-text reference for a work by two authors

[Ślusarek, Petryszak 2021, s. 45–53]

Sample in-text reference for a work by three or more authors

[Bogdanowski et al. 1999, p. 2–70]

Sample in-text reference for a collective edited work

The work: *Galicyskie miasta w epoce zmian społeczno-politycznych w Europie Środkowo-Wschodniej w XVIII–XIX wieku. Zbiór studiów*, ed. Tomasz Kargol, Krzysztof Ślusarek, Bohdana Petryszak, Kraków will be cited as:

[*Galicyskie miasta* 2018, p. 52–73],

While the work: *Działalność Krajowego Urzędu Odbudowy w 1917. Referat wygłoszony przez radcę dworu Stanisława Rybickiego na zebraniach Polskiego Towarzystwa Politechnicznego dnia 9 i 23 października 1918*, “Czasopismo Techniczne” 1918, no. 21, 22, will be cited as:

[*Działalność Krajowego Urzędu Odbudowy* 1918, p. 208].

Sample in-text reference for an archival document

[*Codex Diplomaticus Silesiae* 1875, sign. 1067]

Example of a literature item whose author is mentioned in the text

A general overview of the damage to cultural treasures done during the Great War was discussed by Robert Kunkel [2015, p. 163–175], while Andrzej Laskowski [2020] extensively presented the conservation of religious monuments prior to its outbreak.

Reference list guidelines

- The journal uses an appendix reference list system, which only includes publications cited in the manuscript. Uncited references will be removed by the Editorial Team. Sources cited in other sources will also be removed.

- Do not list page numbers in reference addresses. Please list the date of access when citing online sources, using the date system provided, like so: <https://www.wuoz.malopolska.pl/rejestrzabytkow> (accessed: 2 VIII 2019).
- If a given literature item has both a print and online version, only cite the print version.
- The reference list is to be in alphabetical order. Every item should begin with the author's (authors') surname, followed by a full name (if an author has a second name, please use this name's initial);. The principle of listing full names also applies to editors of works by multiple authors, as well as authors of documents, introductions, etc.
- Please end every item on the list with a full stop.
- If a given work has been translated into Polish, the name and surname of the translator (translators) should also always be given.
- Multiple works by the same author are to be listed in the alphabetical order of their titles.
- If a given author has published several works in the same year, please add lowercase letters a, b, c, d etc. to the date; do not separate the publication date and the letter with a space: [Bogdanowski 1999a, p. 197–201].
- Collective edited works should be cited using their titles, and not the names of their authors. Example: *Galicyjskie miasta w epoce zmian społeczno-politycznych w Europie Środkowo-Wschodniej w XVIII–XIX wieku. Zbiór studiów*, ed. Tomasz Kargol, Krzysztof Ślusarek, Bohdana Petryszak, Kraków 2018.
- The titles of published works (both books and periodicals) are to be written in cursive, while unpublished works (such as Master's theses, design documentation, white sheets, expert reports) should be written in roman, using quotation marks.
- Journal names should be written in roman and placed in quotation marks (Please remember that our journal's name is "Wiadomości Konserwatorskie – Journal of Heritage Conservation" and should be cited as such).
- Please do not number the items in the reference list.

The references should be divided into:

Archiwalia / Archive materials
 Teksty źródłowe / Source texts
 Opracowania / Secondary sources
 Akty prawne / Legal acts
 Publikacje prasowe / Press publications
 Projekty / Projects
 Źródła elektroniczne / Electronic sources
 Inne / Others

Examples of correctly prepared references

► **Archiwalia / Archive materials**

State Archives in Kielce

Archives of the Myszkowski Family Fee Tail, sign. 484.

Central State Historical Archives of Ukraine in Lviv

fonds 134: Collection of documents on noble estates from the Ruthenian, Volhynian, Podolian and other voivodeships, brief 2 cases: 497, 560, 573, 719

fonds 146: Galician Governorship, brief 18 case 1248, brief 78 case 378, brief 88 case 183, brief 102 case 1.

Vasil Stepanyk Lviv National Academic Library

fonds 141: Manuscripts by Aleksander Czołowski brief 1 cases: 1180, 1273.

► **Teksty źródłowe / Source texts**

Inwentarze dóbr ziemskich województwa krakowskiego 1567–1700. Wybór z ksiąg relacji grodu krakowskiego, opr. Adam Kamiński, Aniela Kiełbicka, Stanisław Pańków, Warszawa 1956.

Źródła i materiały do dziejów szlachty województwa sandomierskiego w XVI–XVIII wieku, vol. 2: *Inwentarze dóbr ziemskich z XVII–XVIII wieku* (p. 1), introduction and comp. by Jacek Pielas, Kielce 2013.

Źródła i materiały do dziejów szlachty województwa sandomierskiego w XVI–XVIII wieku, vol. 2: *Inwentarze dóbr ziemskich z XVII–XVIII wieku* (p. 2), by Katarzyna Justyniarska-Chojak, Jacek Pielas, Kielce 2016.

► **Opracowania / Secondary sources**

Historia – Pamięć – Tożsamość w edukacji humanistycznej, vol. 6: *Ochrona i promocja dziedzictwa kulturowego jako forma zachowania pamięci o przeszłości*, ed. Bożena Popiołek, Urszula Kicińska, Agnieszka Słaby, Kraków 2020.

Kargol Tomasz, *Odbudowa Galicji ze zniszczeń wojennych w latach 1914–1918*, Kraków 2012.

Kowalczyk Jerzy, *Inżynier Jan Michał Link, autor tzw. lenartowiczowskiej grupy kościołów z 2. połowy XVII wieku*, “Biuletyn Historii Sztuki” 1961, Y. XXIII, vol. 4, no. 2.

Kowalczyk Jerzy, *Inżynier Jan Michał Link, autor tzw. lenartowiczowskiej grupy kościołów z 2. połowy XVII wieku*, “Biuletyn Historii Sztuki” 1961, Y. XXIII, vol. 4, no. 2.

Lubczyński Mariusz, *Miasto Secemin w świetle inwentarza z roku 1795*, [in:] *Miasta i miasteczka wschodniej części Galicji pod koniec XVIII wieku*, vol. 7: *Miasta na pograniczach – konteksty i odniesienia*, ed. Tomasz Kargol, Bogdana Petryszak, Krzysztof Ślusarek, Kraków–Lwów 2020.

Mikrut Agata, Sikorski Krystian, *Przyczynki do badań nad historią konserwacji zabytków w Galicji*, “Wiadomości Konserwatorskie – Journal of Heritage Conservation” 2020, No. 62.

Nic nad oryginał. Księga dedykowana pamięci Barbary Tondos i Jerzego Tura, ed. Agnieszka Gronek, Joanna Daranowska-Łukaszewska, Kraków–Rzeszów 2019.

Siwek Andrzej, *Ochrona historycznego krajobrazu kulturowego – ewolucja systemu*, [in:] *Nic nad oryginał. Księga dedykowana pamięci Barbary Tondos i Jerzego Tura*, ed. Agnieszka Gronek, Joanna Daranowska-Łukaszewska, Kraków–Rzeszów 2019.

Ślusarek Krzysztof, *Typologia funkcjonalna miast Galicji. Przełom XVIII i XIX wieku*, Kraków 2020.

► **Dokumentacja / Documentation**

Czernichowski Jaromir, Tymiński Andrzej, Darecka Katarzyna, Przebirowska Elżbieta, “Badania architektoniczne i konserwatorskie oraz ekspertyza stanu technicznego dawnego budynku koszar napoleońskich na Szańcu Wschodnim Twierdzy Wisłoujście, przy ul. Stara Twierdza 9”, manuscript, Gdańsk 2019.

“Klasztor kanoników regularnych. Karta Ewidencji Zabytków Architektury i Budownictwa”, by D. Stoces, Kalisz 1993, manuscript in the collection of the Voivodeship Monument Conservation Office, Kalisz branch.

Petsch Monika, “Koźniewo Wielkie. Dwór drewniany. Studium historyczne opracowane na zlecenie Wojewódzkiego Konserwatora Zabytków w Ciechanowie”, manuscript in the collection of the WUOZ in Warsaw, Ciechanów branch, Warszawa 1978.

Rudnicki Wojciech, “Stan zachowania oraz projekt konserwacji drewnianego dworu w Koźniewie Wielkim”, Bachelor’s thesis prepared at the Warsaw University of Life Sciences.

Samól Piotr, Hirsch Robert, Woźniakowski Arkadiusz, “Badania architektoniczne Wieży-Latarni w Twierdzy Wisłoujście w Gdańsku”, manuscript, Gdańsk 2018.

Tarnacki Janusz, Hirsch Robert, “Badania architektoniczne działobitni w Wieńcu”, manuscript, Gdańsk 2004.

► **Projekty / Projects**

“Studium historyczne i architektoniczne fortów Twierdzy Kraków” (commissioned by the Monument Conservation Department in Cracow), stages 1–3, 1995–1998, development and implementation of a conservation-adaptation recordation, valorization and designation system for historical defensive works of modern fortifications in the form of so-called Fortress Landscape Sheets, directed by Krzysztof Wielgus 1995.

“Zasady tworzenia Parku Kulturowego, zarządzania nim oraz sporządzania planu jego ochrony. Materiały instruktażowe dla gminnych samorządów terytorialnych, autorów planów ochrony, wojewódzkich i samorządowych konserwatorów zabytków” (approved and recommended for

use by by the Monument Conservation Council of the Minister of Culture on October 6, 2005, based on articles 16 and 17 of the Act of July 23, 2003, on the Protection and Preservation of Monuments, Dz.U. no. 162 of September 17, 2003, item 1568), by: Aleksander Böhm (lead consultant), Maria Łuczyńska-Bruzda, Jadwiga Środulska-Wielgus, Krzysztof Wielgus, Urszula Forczek-Brataniec, Krzysztof Stokłosa, Anna Skrzyńska, współpraca: Piotr Dobosz, Janusz Korzeń, Roman Marcinek, Katarzyna Piotrowska-Nosek.

► Akty prawne / Legal acts

Ustawa z 23 lipca 2003 o ochronie zabytków i opiece nad zabytkami, Dz.U. 2018, item 2067 as amended.

Zarządzenie Ministra Kultury i Dziedzictwa Narodowego z 14 grudnia 2016 w sprawie powołania Zespołu do opracowania projektu ustawy regulującej sprawę ochrony zabytków, Dz.Urz. MKiDN of 2016, item 76.

► Publikacje prasowe / Press publications

“Gazeta Lwowska” 1918, no. 79, 7 IV.

“Nowości Ilustrowane” 1916, no. 4.

Odbudowa Galicji, „Nowa Reforma” 1917, no. 218, 11 V, afternoon edition.

“Prace Komisji Historii Sztuki”, vol. 2, b. 2, Kraków 1922.

Program odbudowy Galicji, “Piast” 1915, no. 41, 10 X.

Z krajowego Grona konserwatorskiego Galicji wschodniej, “Gazeta Lwowska” 1918, no. 79, 7 IV.

Figure captions

If the manuscript is monographic in character, a building’s or site’s full name should be given in the caption of figure 1 (e.g., Monastery of the Order of St. Dominic in Cracow).

Examples of correctly prepared figure captions

Fig. 1. Former monastery of the Magdalene Sisters’ convent in Szprotawa, view from the north east, as renovated; all figures by A. Legendziewicz.

Fig. 2. Church of the Order of the Holy Trinity in Berestechko, view towards the presbytery, 2001; photo by M. Szczepański.

Fig. 3. Calendar age probability distribution; by N. Piotrowska.

Fig. 4. Church in Bochnia, postcard from the early twentieth century; from the collection of Z. Szukielowicz.

Fig. 5. Town hall in Kozuchów, side facade, view with a chronological wall stratification; legend: A – Gothic face, B – face from 1962–1966, C – Gothic panel, D – blocked Gothic panel; by the authors.

Fig. 6. Basilica in Radecznica, the church in the Orthodox period (1890–1914) with distinctive domes; source: “Radecznica 1978. Fonogramy zabytków”, manuscript, Public Community Library in Radecznica.

Fig. 7. General study of the greenery and open areas of the Cracow Fortress against the background of Cracow’s urban complex, comp. under the supervision of Z. Myczkowski: K. Wielgus, J. Środulska-Wielgus, M.J. Mikulski and others, 2016.

Fig. 8. Cultural Park of the area of Krupówki Street in Zakopane—as proposed; four visualizations by: U. Forczek-Brataniec, P. Nosalska, 2016, 2018.

Fig. 9. Southern facade with a chronological wall stratification; legend: A – ca. 1314, A’ – ca. 1314 (blendes), D – ca. 1702, E – nineteenth and twentieth century and unidentified; by M. Prarat.