



# FOOTNOTES



# FOOTNOTES

- Footnotes include explanations and notes relating to particular words, phrases or passages of text.
- They are linked with the main text by means of links.
- They are placed at the bottom of the page which they refer to.
- The first time a source is cited, a full bibliographic description is given, even if its elements appear in the main text.
- Only essential footnotes should be given. It should be considered whether footnotes that are not bibliographic references can be included in the main text.
- Book and article titles should be written in italics, magazine titles in regular font (antique) in quotation marks.
- Font: Times New Roman, 10 points, no line spacing
- **Primate principle:** consistency of applied rules

# RULES OF DESCRIPTION – ORDER OF ELEMENTS

- The name initial and surname
- Title in italics
- The name of the publishing house (optional)
- Place of publication
- Year of publication
- Pages referred to
- Internet address with date of access (optional)

Examples:

<sup>1</sup> J. Tooher, *Introduction to Property Law*, London 2008, p. 128.

<sup>2</sup> H. Olszewski, *Podejście historyczne w prawoznawstwie*, Wrocław 1973, p. 16–18.

# MORE THAN ONE AUTHOR

With up to three authors, all names must be listed in the footnotes:

<sup>3</sup> P. Hersey, K.H. Blanchard, D.E. Johnson, *Management of Organizational Behavior*, Clifton, New Jersey 1996, p. 60, 61.

If there are more than three authors, only first name is given and in square brackets: [et al.]:

<sup>4</sup> T. Jasudowicz, [et al.], *Prawa człowieka i ich ochrona*, Toruń 2005, p. 243.

In case of joint publication, only the name of scientific editor is given:

<sup>5</sup> T. Sobel, *Uwagi o działalności gospodarczej i przedsiębiorcy*, [in:] L. Kieres (ed.), *Nowe problemy badawcze w teorii publicznego prawa gospodarczego (z uwzględnieniem samorządu terytorialnego)*, Wrocław 2010, p. 262.

Or

<sup>5</sup> T. Sobel, *Uwagi o działalności gospodarczej i przedsiębiorcy*, [in:] *Nowe problemy badawcze w teorii publicznego prawa gospodarczego (z uwzględnieniem samorządu terytorialnego)*, ed. L. Kieres, Wrocław 2010, p. 262.

**Do not mix up the styles of bibliographic description!**

# FOOTNOTES – MAGAZINES

- The name initial and the surname
- The title of an article in italics
- The title of a magazine in quotation marks
- Year of publication
- Number/issue
- Pages referred to
- Internet address with date of access (optional)

Examples:

<sup>6</sup> E. Bentley, *How I Was Used by the Red Spy Ring*, “McCalls Magazines” 1951, No. 6, p. 126.

<sup>7</sup> A. Mycielski, *Kryterium prawa w systemie Kelsena*, „Przegląd Prawa i Administracji” 1934, No. 1, p. 23, <http://www.bibliotekacyfrowa.pl/publication/39766> [access: 18.10.2017].

# FOOTNOTES – TIPS

If only one publication of a given author is referred to in footnotes, then for the second and subsequent references to a given publication, an abbreviation *op. cit.* may be used:

<sup>8</sup> J. Tooher, *op. cit.*, p. 256.

If many publication of one author are cited, the beginning of the titles and an ellipsis (three dots) should be used in the next references:

<sup>9</sup> N. Crane, *Electronic Styles...*, p. 44.

<sup>10</sup> N. Crane, *Public policy...*, p. 124.

The footnote link is placed in the main text before the final punctuation mark:

... final punctuation mark<sup>1</sup>.

When a word which is an abbreviation ends a sentence, e.g.: etc., put a footnote link and omit the full stop at the end of the sentence:

... final punctuation mark etc.<sup>1</sup> New sentence...

# LATIN ABBREVIATIONS

One need to pay attention to the correct writing of the Latin abbreviations: *ibidem*, *op. cit.*, *idem*, *eadem*, *passim*.

- *Ibidem* – if the same publication was cited in the previous footnote
- *op. cit.* – if only one publication of a given author is cited in the thesis
- *idem*, *eadem* – if one quotes another works of the same author in succession
- *passim* – if there is no possibility to provide a specific page in cited publication, because information is in different places of the publication

Examples:

<sup>10</sup> R. Master, *Administration – Between Law and Politics*, Wolverhampton 1999, p. 3.

<sup>11</sup> *Ibidem*.

<sup>12</sup> A. Smith, *The Principle of the Autonomy of the Parties to Civil Law Relationships under Tax Law*, London 2000, p. 36.

<sup>13</sup> R. Master, *Tax Law and Other Branches of Law*, „Legal Administration” 1994, No. 11, p. 249–251.

<sup>14</sup> A. Smith, *op. cit.*, *passim*.

<sup>15</sup> R. Master, *Administration...*, p. 7.

<sup>16</sup> P. Toca, *Rights of the Sworn Translator*, [in:] *idem*, *Legal Translations*, Michigan 1988, p. 178.