

Rules for using quotations

Bibliography in the annotations should be used in the following way:

- 1. Monograph:** Initial and the surname of the author (in capitalization); title of the book in italic; volume (if exists); place and year of publication; number of the quoted page with the “p.” for example:

¹ W.H. WOESTMAN, *The Sacrament of Orders and the Clerical State. A Commentary on the Code of Canon Law*, Ottawa 2006, p. 33.

² B.N. EJEH, *The freedom of candidates for the priesthood*, Roma 2002, p. 65.

- 2. Chapter in a collective publication:** before the title of the publication and the editor in charge the initial and the surname of the author should be written (in capitalization); title of the quoted chapter (in italic) „in” (without the brackets); title of the collective publication (without italic); after the “editors” initials of the names and the surnames of the authors, place and year of publication, page: for example

¹ T.J. GREEN, *Sanctions in the church*, in: J. Beal, P.-Coriden, T.J. A.-Green (ed), *New Commentary on the Code of Law*, New York 2000, p. 91-114.

² K. MARTENS, *The exercise of vigilance and supervision*, in: J. Wroceński, M. Stokłosa (ed), *Administrative function in Canon Law*, Warszawa 2012, p. 709-748.

- 3. Article:** initial and the surname of the author (in capitalization); title of the article in italic; title of the publication (in full and without inverted commas); annual volume; year of publication in brackets, number of publication in the particular year, numbers of pages; for example

¹ J. H. PROVOST, *Recent Experiences of Administrative Recourse to the Apostolic See*, *The Jurist* 46(1986), p. 142-163

² V. DE PAOLIS, *De delictis contra sanctitatem sacramenti Paenitentiae*, *Periodica* 79(1990), p. 177-218.

- 4. Judgements:** name of the judgement; name of the body, which issued the judgement; date of the judgement; signature of the act and the place of publication and numbers of pages (if the judgement has been published) for example

¹ Wyrok Trybunału Konstytucyjnego z dnia 2 grudnia 2009 r., U 10/07, OTK 2009, Nr 11 A, poz. 163.

- 5. Legals acts:** Full title (if not written in the text); place of publication; names of codes, laws and their abbreviations (with small letters), treaties, conventions etc. With capital letter we write the starting word of the title: for example

¹ Konkordat między Stolicą Apostolską i Rzeczpospolitą Polską podpisany dnia 28 lipca 1993 r., Dz. U. z 1998 r., Nr 51, poz. 318.

² Ustawa z dnia 17 maja 1989 r. o gwarancjach wolności sumienia i wyznania, t.j. Dz. U. z 2005 r., Nr 231, poz. 1965 z późn. zm.

6. Internet publications: in annotation the name of the author and the title of the publication should be written, followed by the address www with the date of access;

¹ A. MIRALES, *A New Response of the Congregation for the Doctrine of the Faith on the Validity of Baptism*, in:
http://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_doc_20080201_validity-baptism-miralles_en.html [access: 10.07.2013].

7. Translation of the publication: after the title of the book or article one should write the “translated from” with the indication to the language, followed by the initial and the surname of the translator; for example

¹ E. GAMBARI, *Życie zakonne po Soborze Watykańskim II*, tłum. z włos. J. E. Bielecki, Kraków, 1998, s. 38.

8. If the publication has been quoted already in another annotation, with the consequent quotation the initial and the surname of the author should be written, clear abbreviation of the title, number of the quoted page in case only one of publication of the specific author has been quoted or after the surname and abbreviation of the title, if more than one publication of the same author has been quoted; for example

V. DE PAOLIS, *De delictis* ..., p. 54.

V. DE PAOLIS, *De delictis* ..., op. cit., p. 54.

V. DE PAOLIS, op. cit., p. 54.

Recalling of the same publication quoted in the annotation right before should be indicated by the word “ibid” (the same source)

Recalling of the same author quoted right before in different publications, the initial and the surname might be replaced by the word “the same” (author)