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STYLE SHEET FOR AUTHORS OF ACADEMIC ARTICLES



We would like to kindly ask you to comply with the following requirements:

Please use one spelling system for the entire paper: either British or American. In the title of the paper, please capitalise only the first word and words / proper names that are always capitalised. Do not follow the capitalisation rules where all major words are capitalised.

Text volume: The entire text should not be longer than 15 pages (including References and Abstract).

Technical requirements:

- file type: .doc or .docx
- font type: Arial
- font size:
 - **title** 16 pt,
 - **main text** 12 pt,
 - **citation longer than 3 lines** 10 pt.
- all margins: 2.5 cm
- justified text
- line space: 1.5.

Please do not use spaces to justify the text nor to move single letters to the next line. Please do not number the pages. Footnotes should be used only for sharing remarks and thoughts with the readers, not for citing references. Only Internet sources without an author can be put in the footnotes. In the latter case, please copy the link to the cited website and put the access date in round brackets. Try not to overuse footnotes.

The Author's first and last name should be written in the upper left corner in bold letters (Arial, 12 pt). Please state your affiliation and country underneath.





Abstract and keywords

The paper should comprise an abstract of ca. **300** words and **4-6** keywords. Font size: **10** pt, line space: **1.0**.

Template:

<p>Jan Kowalski University of Wrocław/ Poland</p> <p>The title of the article</p> <p>ABSTRACT Contents.</p> <p>Keywords: keyword, keyword, keyword, keyword, keyword</p>
--

The main text

Please add a **6**-point space to separate the sections. Do not use any indentations. Do not hyphenate words.

In-text citations should be stated in round brackets (not in a footnote) according to the following pattern:

(2002), (2002: 29), (2002: 25-29), (cf. Snell-Hornby et al. 2003, Kautz 2002a), (Kautz 2002a: 10).





Citations

In case of citations longer than 3 lines, start the citation from a new line. Do not indent the text. Do not use quotations marks. Font size: **10** pt, line space: **1.0**.

Please try to avoid indirect citation. This type of citation should be used only when the original source is hardly available or unavailable in the language spoken by the author or when the publication is out of print. In the main text, the following pattern should be followed:

(Pergnier 1993: 17, as cited in Tomasziewicz 2008: 98)

Emphasis in the main text

Use italics to emphasise words in the main text (do not underline them nor write them in bold letters). The same applies to titles.

Tables/illustrations

All tables, diagrams, and illustrations should be depicted in black and white and captioned. Please send us the files separately as an e-mail attachment.

References:

- The list of references should comprise only authors and publications mentioned in the paper. Please provide authors' full names.
- The list of references should be alphabetised and inserted after the main text. Books and papers written by the same author should be put in the list of references in the chronological order. If a couple of publications were published in the same year, please use small letters a, b, c etc., to distinguish them (e.g. 2000a, 2000b).



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- If in the article publications written in an alphabet other than the Latin one are cited (e.g. the Cyrillic script, the Greek alphabet and so on), we ask kindly to use the **transliteration (not transcription!)** of the cited work using the Latin alphabet. In the case of the Cyrillic script a transliteration in accordance with the **PN-ISO 9: 2000** and in the case of the Greek alphabet a transliteration in accordance with the **PN-ISO 843: 1999** norm are advised. In the case of publications in Chinese a **transcription** in accordance with the **ISO 7098: 1991** norm (**Hanyu pinyin**) is recommended; for the usage of sources in Japanese a transcription in accordance with the **ISO 3602: 1989 (Kunrei-shiki rōmaji)** is kindly asked for. This procedure is determined by requirements of scientific databases in Western Europe.
- You can divide your references into the **primary** and **secondary references**.
- Please consider the following template:

- **monograph:**

Chiaro, Delia (1992). *The Language of Jokes: Analysing Verbal Play*. London/ New York.

- **articles in edited volumes:**

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- **articles in journals:**

Zabalbeascoa, Patrick (1994). "Factors in dubbing television comedy". In: *Perspectives: Studies in Translatology*. 2(1). Pp. 89–99.

- **Internet sources:**

Gambier, Yves (2003). "Introduction: Screen transadaptation: Perception and reception". In: *The Translator*. Volume 9. Number 2. Pp. 171–189.

(<http://www.tandfonline.com/doi/abs/10.1080/13556509.2003.10799152>, accessed: 19.07.2016).

- **translated works:**

Bachmann-Medick, Doris (2012). *Cultural Turns. Nowe kierunki w naukach o kulturze*. Warszawa. (trans. Krystyna Krzemieniowa).

- **in case of sources cited many times, e.g. dictionaries, you can use abbreviations:**

OED = Oxford English Dictionary. (<https://en.oxforddictionaries.com/>).

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Abbreviations used in the list of references:

(ed.) – editor; (eds.) – editors

(et al.) – and others

(trans.) – translated

(n.d.) – no date (in case of references, which do not have a publication date)

Under the list of references, please provide your work address, official e-mail address, and ORCID digital identifier. If you don't have this identifier, please generate it here: www.orcid.org.

Template:

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