

STYLE SHEET FOR THE AUTHORS OF SCHOLARLY 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.

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, no longer than 600 characters including spaces, and up to 5 keywords in English. Font size: **10 pt**, line space: **1.0**.

Template

Jan Kowalski

University of Wrocław / Poland

The title of the article

ABSTRACT

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Keywords: keyword, keyword, keyword, keyword, keyword.

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 the 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).
- 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:**
Díaz Cintas, Jorge (2010). "Subtitling". In: Gambier, Y. / Van Doorslaer, L. (eds.) *Handbook of translation studies*. Volume 1. Amsterdam/Philadelphia. Pp. 344–349.
 - **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/>).

Abbreviations used in the list of references:

(ed.) – editor; (eds.) – editors

(et al.) – and others

(trans.) – translated

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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