

## **GUIDELINES FOR AUTHORS**

### **1. General rules:**

The scientific journal *Neophilological Studies. Dissertations in Linguistics* publishes original scientific articles, review articles, reviews and reports of scientific conferences. We accept texts mainly in English, German and Polish and other European languages.

The volume of the article (including bibliography) should be approximately 12-18 pages of A4 computer printout (page 1800 characters), and reviews and reports 3-5 pages, with margins of 2.5 cm on each side.

You are required to prepare files in WORD format (doc or docx extension) 12pt. Texts should be sent as an email attachment to [studiano@uj.edu.pl](mailto:studiano@uj.edu.pl).

### **2. Structure of the text**

#### **Heading section of the text**

Throughout the header section, spacing 1 is used.

First and last name of author(s) (font TNR 14, upper left corner, capitals); ORCID: (10pt, spacing 1);

Affiliation in the language of the country in which the unit is located, city (in English), (all in brackets, 10 pt. spacing 1);

Title of article (font TNR 14pt. bold, centred, spacing 1.15)

Title in English, if the original title is not in English (font TNR 14, centred)

Abstract in English (up to 10 lines, font TNR 10 pt., spacing 1, justified); Keywords in English, preceded by the term KEYWORDS, 4 to 6 words separated by a comma, end notation with a full stop);

Abstract in the language of the article (up to 10 lines, TNR 10 pts, spacing 1, justified);  
Keywords in the language of the article (preceded by an appropriate term in the language of the article, i.e. KEYWORDS, SCHLÜSSELWÖRTER, 4 to 6 words separated by a comma, end notation with a full stop);

Titles (including chapters and subchapters) are not followed by a full stop.

Pages should not be numbered.

#### **Main text**

Main text (font TNR 12 pt. justified, spacing 1.5).

Recommended division of the text into chapters. Titles and possible sub-headings should be marked with Arabic numerals, e.g. 1., 1.1., 1.2. ... (font TNR 12pt. bold, centre alignment)

## **Additional notes**

Use round brackets. Square brackets should be used only for author's notes and in quotations to indicate that parts of the original text have been deleted.

Follow the rules on the use of dashes, half-pauses and pauses:

a dash (-) is used as a hyphen (e.g. black and white, Polish-Russian, Szelburg- Zarembina); a semi-pause (–) without a space is used in 'from–to' type expressions (e.g. 1939–1945, s. 14–18); a semi-pause (–) with a space is used in the function of a hyphen; a pause (—) is used in bullets (with multi-level bullets, a semi-pause is also used).

Terms in a foreign language, e.g. Latin, are *italicised*.

Tables and graphics:

Text in a table: font TNR 10 pt. spacing 1, paragraph spacing 0.

Tables and graphics (black and white only) should be numbered and signed at the bottom (font TNR 10 pt. justified).

Do not leave blank cells in a table (insert - or number 0).

Bibliographical references in the text in round brackets: e.g. (Lakoff 2006: 25-27), (cf. Engel 2000, Dietrich 2007a), (mehr dazu Möller/Hermanns 2019: 52).

## **Bibliography**

### **1. A book by a single author**

Surname, first name. *Title in italics*. Publisher, year of publication.

Kowalski, Jan. *Bibliografia w stylu MLA*. Wydawnictwo Y, 2019.

### **2. A book by two authors**

Last name, first name, i / and / und first name and last name of the second author. *Title in italics*. Publisher, year of publication.

Pl. Kowalski, Adam i Piotr Nowak. *Bibliografia a style cytowań*. Wydawnictwo Z, 2017.

Eng. Kowalski, Adam and Piotr Nowak. *Bibliografia a style cytowań*. Z Publishing House, 2017.

Ger. Kowalski, Adam und Piotr Nowak. *Bibliografia a style cytowań*. Z Publishing House, 2017.

### **3. A book by three authors or more**

Surname, first name, et al. *Title in italics*. Publisher, year of publication.

Kamienska, Maria, et al. *Bibliografia w stylu APA*. Wydawnictwo X, 2018.

### **4. An edited book**

Surname, first name of editor, ed. / editor / Hrsg. *Title in italics*. Publisher, year of publication.

Pl. Kowalski, Jan, ed. *Styl MLA. Sporządzamy bibliografię*. Wydawnictwo Y, 2017.

Eng. Kowalski, Jan, editor. *Styl MLA. Sporządzamy bibliografię*. Y Publishing House, 2017.

Ger. Kowalski, Jan, Hrsg. *Styl MLA. Sporządzamy bibliografię*. Y Publishing House, 2017.

### **5. An article or a chapter in a serial publication**

Surname, first name. "Title of article in inverted commas." *Title of the collective work in italics*, ed. / edited by / Hrsg. Name of the editor of the collective publication, publishing house, year of publication, page numbers of the article with abbreviation ss. / pp. / S.

Pl. Nowak, Piotr. „Zasady sporządzania bibliografii. Styl MLA.” *Style cytowań*, red. Jan Kowalski, Wydawnictwo Z, 2017, ss. 342-383.

Eng. Nowak, Piotr. "Zasady sporządzania bibliografii. Styl MLA." *Style cytowań*, edited by Jan Kowalski, Z Publishing House, 2017, pp. 342-383.

Ger. Nowak, Piotr. "Zasady sporządzania bibliografii. Styl MLA." *Style cytowań*, Hrsg. Jan Kowalski, Z Publishing House, 2017, S. 342-383.

### **6. A journal article**

Surname, first name, if there are co-authors, names are given as for co-authorship of a book.

"Title of article in inverted commas." *Title of the journal in italics*, volume (vol.), number (no.), Nummer (Nr.) year of issue, page numbers with abbreviation pp. / S.

Nowak, Piotr. "Przypisy w tekście. Styl MLA." *Problemy współczesnej nauki*, vol. 12, no. 1, 2018, pp. 23-45.

### **7. An electronic document**

Surname, first name. "Article title in inverted commas." *Journal title in italics*, for journal: its number, page numbers, web address.

Pl. Nowak, Jan. „Styl MLA: najważniejsze ustalenia.” *Sieć pełna wiadomości*, 28 grudnia 2018, [www.siecpelnawiadomosci.com/xxx](http://www.siecpelnawiadomosci.com/xxx).

Eng. Nowak, Jan. "Styl MLA: najważniejsze ustalenia." *Sieć pełna wiadomości*, 28 Dec. 2018, [www.siecpelnawiadomosci.com/xxx](http://www.siecpelnawiadomosci.com/xxx).

Ger. Nowak, Jan. "Styl MLA: najważniejsze ustalenia." *Sieć pełna wiadomości*, 28 Dez. 2018, [www.siecpelnawiadomosci.com/xxx](http://www.siecpelnawiadomosci.com/xxx).