PRINCIPLES FOR EDITING PAPERS

1. Word editor: Microsoft Word

2. Font: Times New Roman

3. Font size: 12 for the text of the paper; 10 for references, footnotes, keynotes and abstracts

4. Interline: 1.5

5. Margins: 2.5 cm

6. Paragraphs: indented, standard (1.25 cm).

7. Text size: **8–10 pages** (including footnotes, title, keywords, abstract and references)

8. Quotations: in double quotation marks ("")

9. Explanations of word meaning: in single quotation marks ('')

10. Titles and examples: italics

11. Numbering: individual sections and their elements should be consecutively numbered, e.g. 1., 1.1., 1.1.2., 2., etc.

12. Page numbering: page bottom left corner

LAYOUT OF PAPERS

1. Heading: name and surname, university (al current affiliations): Times New Roman 12pt font, in bold

2. Title: Times New Roman 14pt, in bold, capitalized

3. Keywords in Polish: Times New Roman 10pt

4. **Abstract in Polish consisting of several sentences**

5. Main text: justified, margins of 2.5 cm, Times New Roman 12pt font, interline 1.5

6. References: Times New Roman 10pt font.

7. Title in English

8. Keywords in English

9. **Abstract in English**

Name and surname of the Author(s)

University/Universities

THE TITLE OF THE PAPER

Keywords: …………..

Abstract in Polish

Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text

text text text text text text text text text text text text text text text text text text text text text ….

References
The title of the paper translated into English
Keywords in English
Paper abstract in English

9. Layout of annotations

Please limit the number of annotations for the benefit of quotations in the main text. Footnotes (font 10 at the bottom of the page). It is necessary to use a numbering sequence for annotations within the whole text.

Examples of annotations placed in the text:

- (Lynch 1960)

- (Lynch 1960, p. 12): page(s) should be given in the annotation only in the case of quoting or referring to the given fragment of the text

- (Lewicka 2004a) and (Lewicka 2004b): for two different publications from the same year

- (Kowalska, Lewis 1997): for two authors

- (Smoczyński et. al. 2004): for more than two co-authors only the name of the first author is given

- (*Strategie literackie...*, 1997): for unsigned texts (in the case of very long titles it is possible to give only a fragment of the title followed by suspension points)

10. Layout of references

Data should be in the following order: surname, initials of names, year of publication, title, place of publication, in the case of journals – the title of the journal, volume number, issue number etc. If there are references to an Internet website, it is necessary to give the website address and date of access.

Examples of reference descriptions:

a) monograph

Ostromęcka-Frączak B., 2007, *Historia leksykografii słoweńskiej*, Łódź.

b) collection of papers

Miodunka W. (ed.), 1997, *Nauczanie języka polskiego jako obcego. Materiały z I Konferencji Grupy „Bristol"*, Kraków.

c) paper in a collection

Zarzycka G., 2001, *Analiza konwersacji oraz analiza dyskursu jako metody przydatne w określaniu kompetencji komunikacyjnej*, w: R. Cudak, J. Tambor (ed.), *Inne optyki. Nowe programy, nowe metody, nowe technologie w nauczaniu kultury polskiej i języka polskiego jako obcego*, Katowice, pp. 241-254.

d) paper in a journal

Lipińska E., 2004, *O zahamowaniach utrudniających opanowanie języka docelowego i próbie ich przełamywania*, „ Języki Obce w Szkole", issue no. 6.

e) dictionary

Wielki słownik poprawnej polszczyzny PWN, 2004, ed. A. Markowski, Warszawa.

f) electronic document

Kopaliński W., 1998, *Słownik wyrazów obcych i zwrotów obcojęzycznych* [CD – ROM], PRO – media CD, Łódź.

Widawski M., 1998, *Słownik polskiego slangu* [online], http://www.univ.gda.pl/slang, [18.07.2015].

http://slowniki.pwn.pl/poradnia/lista.php?szukaj=dywiz&kat=18, [20.06.2016].