

## Copy formatting for *FLR* (*Literature*)

### 1. Generalities:

- Please use software that will enable you save your files in DOC, DOCX, RTF
- Article should not as a rule exceed 30000 characters (spaces and footnotes included);
- Language of article: especially French and Polish; occasionally English, Spain, Italian
- Margins: top: 2,5; bottom 2,5; left 3; right 3
- No page of the copy should be numbered.
- Title of article: bolded, Times New Roman, 11 pt
- Below: please insert two summaries of the paper preceded by their titles in two languages; the first one must be in English, the second one must be in another language, different from the language of the paper; 1000 characters spaces included, Times New Roman, 9 pt.
- At the end of each summary please give a list of keywords in the language of this summary.
- Subtitles: Times New Roman, 11 pt, bolded, numbered consecutively, left aligned text.
- At the end of the article, the bio-bibliographical note concerning the author will be placed, in the third person singular (500 characters, spaces included).

### 2. Main text:

- Font: Times New Roman, 11 pt
- Line spacing: 1,5
- The use of a figure border, coloured background areas, expanded spacing, underlining, bolded texts, should be avoided.
- Please don't use the tab key to indent the paragraph. Fix the first line indent (6 mm) in the format box.
- Foreign words and phrases should be given in italics.

### 3. Quotations:

- Short quotations (up to 3 lines) should be run on with the main text and given within quotation marks, without italics. Please respect quotation marks typical for each language. In verse quotation incorporated into running text, line breaks are indicated by slash (/) ; in the strophe by double slash (/ /).
- Longer quotations (more than 3 lines) Times New Roman, 9 pt, should be set off from the main text and presented without quotation marks, without italics, without paragraph breaks, or indents. In quotations paragraphs are to be separated by an em dash (—).

### 4. Footnotes:

- In the text, footnote calls should be superscripted and placed at the end of the clause or the sentence that is referred to in the text or is directly relevant to it. A footnote call is always placed before the full stop. At the end of a quotation the footnote call should be placed after the quotation marks.
- Footnotes should be placed at the bottom of the page, in Times New Roman, size 9 pt. They should be single-spaced, numbered consecutively throughout the text with superscript Arabic numbers. Each footnote finishes with a full stop.
- Electronic sources should include the URL of the electronic site and the date of consultation.
- Use of carriage return should be avoided. All paragraphs should be separated by an em dash (—). Verses will be separated as a short quotation.
- Please use all abbreviations in Latin: *ibid.*, *op. cit.*, *idem / eadem*, *cf.*, *vide*, *etc.*, *et al.*, *in*.
- Examples of bibliographical references in English language article:
  - J. Pequigney, *Such Is My Love: A Study of Shakespeare's Sonnets*, Chicago, University of Chicago Press, 1985
  - A. Coester, "A Bibliography of Spanish-American Literature", *Romanic Review*, vol. III, 1912, p. 68-101
  - H. Levin, "Critical Approaches to Shakespeare from 1660 to 1904", in *The Cambridge Companion to Shakespeare Studies*, ed. S. Wells, Cambridge, Cambridge University Press, 1986, p. 213-229

### 5. Bibliography:

- Please join a separate bibliography at the end of the paper.
- The Author's surname should come first followed by his/her first name(s). Give the full name of the Author.
- Except the rule concerning the order of the surname and the first name(s), please use the same style of bibliographical references as in footnotes. Do not put a full stop at the end of the reference.

### 6. Bio-bibliographical note:

- After the bio-bibliographical note, a list of the surnames and first names (in that order) of the authors and persons mentioned in the article will be placed.

**7. Illustrations:**

- They should be supplied in separate electronic files, in .jpg or .tiff format at a minimum resolution of 300 dpi, one file for every image. Their location should be reported in the body text as (Fig. 1). Each illustration should be numbered in order of appearance in the body text. Figure legends should be detailed.
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