

Copy formatting for *FLR* (Linguistics)

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; 9000-1000 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. Referencing:

- Parenthetical referencing (Author, date: page). Example (Cabré, 1998: 126).

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.
- The surname precedes the author's first name(s).
- The references will be sorted alphabetically by the surname of the first author.
- Do not put a full stop at the end of the reference.
- Times New Roman, 9 pt.

– Examples

Books

LERAT, Pierre (1995), *Les langues spécialisées*, Paris, PUF

Chapters in the books

CARDEY, Sylviane, GREENFIELD, Peter (2002), « Computerised set expression dictionaries » in *Lexis in Contrast* (B. Altenberg, S. Granger édés), Paris, Benjamins, p. 231-249

Articles in journals

REY, Alain (1993), « Terminologie et lexicographie », *Parallèles*, n° 10, p. 27-35

VANHOUDHEUSDEN, **Romain (2014)**, « La création lexicale d'origine métaphorique dans le discours journalistique sportif », *Lexis* n° 8. (<http://journals.openedition.org/lexis/273>, retrieved April 21, 2020)

Electronic documents

www.oeaw.ac.at/ita/ebene5/wp-mpifg.pdf, retrieved November 23, 2019)

6. Footnotes

Used for comments or parenthetical information, the footnotes (font: Times New Roman 9 pt.) will be placed at the bottom of the page and will be numbered continuously throughout the entire article. A footnote number is always placed before the full stop. At the end of a quotation the footnote number should be placed after the quotation marks.

7. Index of authors

- 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.

8. 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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