**Title**

**Name SURENAME**

Affiliation

E-mail address:

**Abstract:** …….

**Keywords**: ……………….

# Introduction

Text………………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1]

Text……………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1, first line indent 0.6]

# 1. …..

Text………………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1]

Text……………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1, first line indent 0.6]

# 2. ….

Text………………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1]

Text……………………………………………………………………………………………………………………………………………………………………………………. [an 11-point font, line spacing 1, first line indent 0.6]

**FORMAT**

**Page**

* B5 (ISO) 17.6 cm x 25.1 cm
* margins : top & down 2.5 cm; left & right 2.2 cm
* header and footer 1.25 cm
* no sections

**Font**

* 11-point Times New Roman

**Names in Text**

However, the first translation machine (from 1933) was designed by P.P. Trojanski (cf. I. Panov 1958: 66). But the real attempts to use machine translation were initiated only after publishing the famous memorandum *Translation* by W. Weaver (cf. N. Locke/ A.D. Booth 1955).

* Name initial *full stop* Name *space* year (I. Panov 1958: 66)  
  or (cf. I. Panov 1958: 66)
* authors of a collective work are divided using / E. Lavric/ F. Fischer

**Footnote**:font 10-point Times New Roman, justified text

**Citations**

* a non-marked-off citation: “………” (E. Hölder 1905: 43–44)
* a marked-off citation, format: 11-point font, line spacing 1, left indent 0.6 cm

**Bulleted list**: semicolon, a full stop after the last bullet point, e.g.:

* ……………………………………….. ………………………………. ……. …………………………..;
* ……………………………………….. ………………………………. ……. ………………………… .

# References

* all the references should be provided in Latin script
* format: 11-point font, line spacing 1, indent 0.6 cm

**Monograph**:

Szerszeń, P. (2014), *Platformy (glotto)dydaktyczne. Ich implementacja w uczeniu spe-cjalistycznych języków obcych* (Studi@ Naukowe 15). Warszawa.

* a comma after the surname Abraham,
* the first name initial W.
* the issue date in brackets followed by a comma (1970),
* the book title in italics *Platformy …*
* a full stop after the title, place . Warszawa
* a full stop at the end .

**Article in a journal**

Abraham, W. (1970), *Neue Wege der angewandten Sprachwissenschaft. Erkennungs- und Erzeugungsgrammatik*, (in:) “Muttersprache” 6, 181–191.

* a comma after the surname Abraham,
* the first name initial W.
* the issue date in brackets followed by a comma (1970),
* the article title in italics *Neue Wege der …*
* a comma after the title ,
* the name of the journal in “ ” “Muttersprache”
* a full stop at the end .

**article in a collective monograph**

Bäck, B./ D. Wilemon (2009), *Sprachwahl im Export am Beispiel eines erfolgreichen österreichischen Unternehmens aus der Holzindustrie*, (in:) E. Lavric/ F. Fischer/ C. Konzett (ed.), People, Products, and Professions. Choosing a Name, Choosing a Language*.* Frankfurt a. M. etc., 63–73.

* the authors are divided using / Bäck, B./ D. Wilemon
* the second and further authors’ first name initials are put first
* the same applies to the monograph editors after (in:) E. Lavric/ F. Fischer
* the publisher’s name is not provided

**internet sources**

* all the personal data as specified above; after the full stop round brackets with ‘URL’ and the internet address inside, full stop. square brackets ‘Accessed on’ the access date in the day.month.year format, a full stop at the end.

Germain, C./ J. Netten (2004), *Facteurs de développement de l’autonomie langagière en FLE/FLS*, (in:) “Alsic” 7, 55–69. (URL http://alsic.revues.org/2280). [Accessed on 9.12.2015].