

Folia Scandinavica Posnaniensia
FORMATTING GUIDELINES

This document will help you format your manuscript according to *Folia Scandinavica Posnaniensia*'s requirements. Read the guidelines below and format the respective elements of your document accordingly. If your manuscript contains elements that are not described below and you are in doubt as to how they should be formatted, please contact the Assistant to the Editor at fsp@amu.edu.pl.

Page setup

Paper size: A4

Margins: 2.5 cm

Header & footer: 1.25 cm

Font type

Please use Times New Roman throughout the document.

Page numbers

Please insert page numbers at the bottom of the page (starting with 1) and make sure they are centered.

Please use font size 11 for the numbers.

The guidelines (with examples) continue on the next page.

Title [font size: 14, bold]

Your Name(s) [font size: 12]

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Abstract. Every article submitted to FSP must include an abstract written in English. An abstract must be no longer than 200 words. The font size should be 10.

Keywords: add 5 keywords that can be used in the paper's metadata after publication. If the paper is not written in English (contributions in Danish, Swedish, Norwegian and German are also welcome), please include 5 keywords in English and 5 in the language the paper is written in. The font size should be 10.

Title in English: If your paper is not written in English, please provide an English translation of the title. The font size should be 10.

1. Main section titles [font size: 12, bold]

1.1 Titles of subsections. [font size: 12]

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The font size in the main text should be 12. The text should be aligned to left and right. Every paragraph should start with a 0.7 cm-indent.

A full list of bibliographical references should be placed after the paper's main text (see below). Whenever you quote or refer to a paper, book or book chapter in the main text, please state the author's surname, followed by the year of publication and page number(s) in parentheses, e.g., Surname (1985:13) / (Surname 1985:13f.) / (Surname 1985:13ff.). When paraphrasing or presenting the general gist of a book or article, you can omit the page number, in which case your reference should look like either of the following examples. Surname (2010) put forward a similar hypothesis. This hypothesis is known from previous research (Surname 2010).

If there are 2 authors, your reference should look like one of these examples: Surname1 and Surname2 (2010) put forward a similar hypothesis. Or: This hypothesis is known from previous research (Surname1 & Surname2 2010). If there are more than two authors, your reference should look like this: Surname1 et al. (2010) put forward a similar hypothesis. Or: This hypothesis is known from previous research (Surname1 et al. 2010). "Direct quotes from other publications should be placed in quotation marks" (Surname 2010:23), if they are no longer than 50 words.

A quotation that consists of 50 words or more should be indented (0.7 cm), and the font size should be 11. The quotation should be separated from the rest of the text by a single line spacing.

Since bibliographical references are to be located in the article's body, comments and additional explanations can be placed in footnotes.¹

When you introduce a new term, it is a good idea to type it using SMALL CAPITALS, so that it is easier to spot and distinguish from all other words.

Please use *italics* for emphasis.

Any examples that you should need to include in the body of your article should be numbered, indented (0.7 cm) and typed using font size 11. All examples should be separated from the main body of the article by a single line spacing.

(1) This is what an example's layout should look like.

¹ All footnotes must be numbered. The font size of the footnote text and number should be 9. The text should be aligned to left and right. The first line should be indented (0.7 cm).

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If you decide to include graphs and/or tables in your article, please make sure that the table/figure is centred, the font size is 11 (or smaller if necessary) and that the captions under them have the following format: Figure 1. *The description of the content type in italics*. Or: Table 1. *Title of the table*. See also the example below:

Content	Content	Content	Content
Content	1234.56	[+]	[-]
Content	2345.67	[+]	[-]
Content	3456.78	[+]	[+]
Content	4567.78	[-]	[+]
Content	5678.89	[-]	[-]

Table 1. *The description of the content in italics. Font size 10.*

References [font size: 12, bold]

[For books]

Surname, N. (YEAR). *Book title in italics*. City: Publisher. [font size: 10; paragraph settings: hanging (0.7 cm)]

Surname1, N., Surname2, N. (YEAR). *Book title in italics*. City: Publisher.

Surname1, N., Surname2, N. & Surname3, N. (YEAR). *Book title in italics*. City: Publisher.

[For journal articles]

Surname, N. (YEAR). Article title. *Journal title in italics followed by volume/issue number and page numbers XX, XX–XX.* DOI: XXXXX.

Surname, N. & Surname2, N. (YEAR). Article title. *Journal title in italics followed by volume/issue number and page numbers XX, XX–XX.* DOI: XXXXX.

Surname, N., Surname2, N. & Surname3, N. (YEAR). Article title. *Journal title in italics followed by volume/issue number and page numbers XX, X–XX.* DOI: XXXXX.

[For book chapters/papers published in conference proceedings etc.]

Surname, N. (YEAR). Chapter/article title. In: N. Surname (ed.), *Book title in italics followed by page numbers (pp. XX–XX).* City: Publisher.

Surname, N. (YEAR). Chapter/article title. In: N. Surname1 & N. Surname2 (eds.), *Book title in italics followed by page numbers (pp. XX–XX).* City: Publisher.

Surname, N. (YEAR). Chapter/article title. In: N. Surname1 et al. (eds.), *Book title in italics followed by page numbers (pp. XX–XX).* City: Publisher.

[If an article has been downloaded from an internet source.]

Surname, N. (YEAR). Article title. *Journal title in italics followed by volume/issue number and page numbers XX, XX–XX.* Retrieved from www.whatevertheaddressis.com/ (accessed 1 January 2020).

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