**Paper size:**

width: 15 cm

height: 22,5 cm

**Margins:**

Top 2 cm

Bottom 2 cm

Right 2 cm

Left 2 cm

**Title** in capital letters, font: Times New Roman, size 15, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 52 points; Line spacing: exactly 17 points.

Under the title place your **first name and surname** in capital letters, then after a comma place your **scholarly degree** in small letters. Font: Times New Roman, size 12, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 15 points. Below your name and surname, place your affiliation (if you have one), correspondence address, and **email address**.

Leave one empty line of text. Next place an ORCID iD.

Leave one empty line of text. Next place an **abstract** in English (100-200 words). Font Time New Roman, size 10, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place **keywords** (about 5-8 words). Font Times New Roman, size 10, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place the title in capital letters in Korean (Font Times New Roman, size 10, centered (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place the **abstract** in Korean (100-200 words). Font Times New Roman, size 10, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place **keywords** in Korean (about 5-8 words). Font Times New Roman, size 10, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

**Poles should also provide the title, abstract and keywords in Polish.**

Leave one empty line of text. Place the **main text of the article**:

**Headings**: Font Time New Roman, size 13, aligned to the left (Choose Left to align text to the left with a ragged right edge (or use the keyboard shortcut, CTRL+L).). Use the PARAGRAPH dialog box to set spacing before: 32 points; spacing after: 22 points; Line spacing: exactly 15 points.)

**Main text**: Font Time New Roman, size 11, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 13 points, paragraph indentation of the first line of 1.25 cm)

Enumerations should be done by using the enumeration dialog box.

**Quotations:** All quotations are always in quotation marks.Please, if the quotation is longer than three lines, remember to place the text as a separate paragraph: font Times New Roman, size 9, right indentation 1 cm, left indentation 1 cm, justified (use the PARAGRAPH dialog box to set spacing before: 12 points; spacing after: 12 points; Line spacing: exactly 11 points)

**Tables, graphs, charts, and pictures** must be in black and white (possibly also grey). In the case of pictures make sure they are of high quality (300 DPI), enabling their printing. Title of the table above, source below: spacing before: 0 points; spacing after: 0 points; Line spacing: single.

**Bibliography**:

Font Time New Roman, size 11, justified (use the PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 13 points, paragraph indentation the so-called *hanging indent* of 1.25 cm). Sort out the bibliography using the automatic dialog box

You can quickly and easily sort the text of a one-level bulleted or numbered list so that the text is in alphabetical order.

1. Select the text for sorting.
2. On the Home tab, in the Paragraph group, click Sort.



1. In the Sort Text dialog box, under Sort by, click Paragraphs and Text, and then click either Ascending.

DO not use multiple SPACEs in the text. Use the RULER dialog box instead.

**REFERENCES in the main text and BIBLIOGRAPHY (only works cited or referred to in the text):**

When referring to the text, please give a name and year of publication in brackets as in the examples marked with “T:”.

In Bibliography use the standard shown under “B:”.

**Book (book title in italics)**

**One author**

T: (Doniger 1999: 65)

B: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

**Two authors**

T: (Cowlishaw and Dunbar 2000: 104–7)

B: Cowlishaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

**Three authors**

T: (Cowlishaw, Smith and Dunbar 2000: 104–7)

B: Cowlishaw, Guy, John Smith and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

**Four or more authors**

T: (Laumann et al. 1994: 262)

B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

**Editor, translator, or compiler instead of author**

T: (Lattimore 1951: 91–92)

B: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

T: (Bonnefoy 1995: 22)

B: Bonnefoy, Yves. 1995. *New and selected poems*. Eds. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

**Chapter or other part of a book**

T: (Wiese 2006: 101–2)

B: Wiese, Andrew. 2006. “The house I live in”: Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, eds. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

**Chapter of an edited volume originally published elsewhere (as in primary sources)**

T: (Cicero 1986: 35)

B: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, eds. Walter Emil Kaegi Jr. and Peter White. Vol. 2 of University of Chicago readings in western civilization, eds. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., The letters of Cicero, Vol. 1 (London: George Bell & Sons, 1908).

**Preface, foreword, introduction, or similar part of a book**

T: (Rieger 1982: xx–xxi)

B: Rieger, James. 1982. *Introduction to Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

**Book published electronically**

T: (Kurland and Lerner 1987)

B: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders’ Constitution*. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

**Journal article**

**Article in a print journal (*journal title in italics*)**

T: (Smith 1998: 639)

B: Smith, John Maynard. 1998. The origin of altruism. In *Nature* 393: 639–40.

**Article in an online journal**

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the example below.

T: (Hlatky et al. 2002)

B: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. In *Journal of the American Medical Association 287*, No. 5 (February 6), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).

**Popular magazine/newspaper article**

T: (Martin 2002: 84)

B: Martin, Steve. 2002. Sports-interview shocker. In *New Yorker*, May 6.

**Book review**

T: (Gorman 2002:16)

B: Gorman, James. 2002. Endangered species. Review of The last American man, by Elizabeth Gilbert. In *New York Timess Book Review*, June 2.

**Thesis or dissertation**

T: (Amundin 1991: 22–29, 35)

B: Amundin, M. 1991. *Click repetition rate patterns in communicative sounds from the harbour porpoise, Phocoena phocoena*. PhD diss., Stockholm University.

**Paper presented at a meeting or conference**

T: (Doyle 2002)

B: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19– 22, in Berlin, Germany.

**Web site**

T: (Evanston Public Library Board of Trustees)

B: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).

**Weblog entry or comment**

T: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

B: Becker-Posner blog, The. http://www.becker-posner-blog.com/.