**TITLE OF JOURNAL ARTICLE [ALL CAPS, 16pt Cambria Bold, centered]**

**Abstract [First capital, 12pt Cambria Bold, centered]**

Concise and factual abstracts of 150 words are required for all manuscripts submitted. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References, literature citations and abbreviations should be avoided. The abstract should not include authors' names or other identifying information. [10pt Cambria, justified, line-spacing 1,5; Paragraph spacing - Before 0, After: Auto].

***Keywords*:** provide a maximum of 8 keywords separated by commas, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Keyword terms may differ from the actual text used in the title and abstract, but should accurately reflect what the article is about [10pt Cambria, line-spacing 1,5; Paragraph spacing - Before 0, After: Auto ]

**PAGE LAYOUT**

Paper size: A4,  
margins: 1” all sides,   
paragraph indentation: First line: 0,5”;  
text justified,  
line-spacing: 1,5;  
paragraph spacing: Before: 0, After: Auto.

**SECTION HEADINGS**

**Heading Level 1**  
[First capital, Bold, Centered, 12pt Cambria]

Section headings should be concise. Do not begin with “Introduction” as a section heading.

**Heading level 2** [Flush left, no indentation, Bold, 12pt Cambria]

***Heading level 3*** [Flush left, no indentation, Bold, Italic, 12pt Cambria]

**Heading level 4.** [Indent First line: 0,5”, Bold, Not italic, 12pt Cambria, period at the end]

***Heading level 5.*** [Indent First line: 0,5”, Bold, Italic, 12pt Cambria, period at the end]

**IN-TEXT CITATIONS**

In-text citations **shorter than 40 words** must be in single quotes. **Example:**

James himself praised their ‘closed vessel of authority, closed against sloppy leakage’ where her rigid prudishness was ‘one of the ways in which authority can be conveyed’ (Habegger, 2004, p. 235).

In-text citations **longer than 40 words are in a separate paragraph**. Example:

In short, meeting Robinson again had given me a shock, and I seemed to be falling sick again. With the misery painted all over his face, I felt he was bringing back abad dream that I'd been unable to get rid of all those years. (Céline, 2006, p. 232)

To ensure the manuscript is correctly prepared for double-blind peer review, please use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like “as we have shown before” with “… has been shown before [Anonymous, 2007]”.

**TABLES AND FIGURES**

**Tables and figures must be incorporated in the text** and must bear descriptive titles. Figures must be in PNG or JPG file formats with 300dpi and **embedded** in the text from **Insert->Picture**.

**INCLUSIVE AND BIAS-FREE LANGUAGE**

**The singular “they” or “their” is endorsed as a gender-neutral pronoun. E.g.:**

APA 6 ✘ A researcher’s career depends on how often he or she is cited.

APA 7 ✔ A researcher’s career depends on how often they are cited.

**Instead of using adjectives as nouns to label groups of people, descriptive phrases are preferred. E.g.:**

APA 6 ✘ The poor <-label

APA 7 ✔ People living in poverty <-descriptive phrase

**Instead of broad categories, you should use exact age ranges that are more relevant and specific. E.g.:**

APA 6 ✘ People over 65 years old  
APA 7 ✔ People in the age range of 65 to 75 years old

**Use only one space after a period at the end of a sentence.**

**References [First capital, 12pt Cambria Bold, centered]**

**The References listing**

* must be in A-Z alphabetical order by author’s family name and without numbering.
* Text align: Left,
* line-spacing 1.0,
* paragraph spacing: Before 0, After: Auto.

**DOIs are formatted the same as URLs. The label “DOI:” is no longer necessary in APA 7. E.g.:**

APA 6 ✘ doi: 10.33919/esnbu.19.2.0

APA 7 ✔ <https://doi.org/10.33919/esnbu.19.2.0>

**URLs are no longer preceded by “Retrieved from,” unless a retrieval date is needed. The website name is included (unless it’s the same as the author), and web page titles are italicized. E.g.:**

APA 6 ✘ Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. Retrieved from <https://www.bbc.com/news/business-50419127>

APA 7 ✔ Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. BBC News. [https://www.bbc.com/news/business-5041912](https://www.bbc.com/news/business-50419127)

**For ebooks, the format, platform, or device (e.g. Kindle) is no longer included in the reference, and the publisher is included. E.g.:**

APA 6 ✘ Brück, M. (2009). Women in early British and Irish astronomy: Stars and satellites ['Kindle version']. <https://doi.org/10.1007/978-90-481-2473-2>

APA 7 ✔ Brück, M. (2009). Women in early British and Irish astronomy: Stars and satellites. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

Consult **APA 7** for instructions how to list the references, including references in non-Latin script. A short example is found below:

**References**

[Anonymous 2007] Details omitted for double-blind reviewing.

Artstein, R. & Poesio, M. (2008). Inter-Coder Agreement for Computational Linguistics. *Computational Linguistics*, *34*(4), 555–596.

Kobrina, N.A., Boldyrev, N.N. & Hudiakov, A.A. (2007). Teoreticheskaia grammatika sovremennogo angliiskogo iazyka: Uchebnoe posobie [Theoretical Grammar of Modern English: A Study Guide]. Moscow: Vysshaia shkola.

Neubert, A. (2000). Competence in Language, in Languages, and in Translation. In Schäffner, C. & Adab, B. (Eds.), *Developing Translation Competence*. John Benjamins (pp. 3-17). <http://www.benjamins.com/cgi-bin/t_bookview.cgi?bookid=BTL%2038>

Tulloch, H. (2006). *The Routledge Companion to the American Civil War Era*. Routledge.

**APPENDICES (as appropriate)**

Document last revision: 5 January 2024