

Stylesheet *Neerlandica Wratislaviensia* based on the Modern Language Association Stylesheet, 8th edition (with minor modifications)

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In case of technical problems, articles can be sent by e-mail to the editorial secretary, dr. Joanna Skubisz, if necessary: joanna.skubisz@uwr.edu.pl or dr. Zuzanna Czerwonka-Wajda: zuzanna.czerwonka@uwr.edu.pl.

Each article has a set pattern and is preceded by an abstract.

I. Summary of the scientific article (abstract)

The abstract is written **in English**. The text contains **max. 1000 characters** (approx. 160 words) including spaces. Under the abstract, keywords related to the theme of the text are added (five to seven). The font for the abstract (as well as keywords) is **Times New Roman 10**. The font for the headline (“Abstract”) is **Times New Roman 16**.

II. Main text of the scientific article

The main text can contain a **maximum of 30,000 characters** / 5000 words (including spaces, **excluding** bibliography).

The main text font is **Times New Roman 12**.

The line spacing is 1.5.

The headings for chapters of the text have the font **Times New Roman 16**. They are provided with a serial number like “1.”

Note: Do not indent the first line below the numbered heading; **indent** subsequent lines with **one tab stop**.

The paragraphs and any sub-paragraphs are given the same numbers, followed by a full stop and a second or (in the case of a sub-paragraph) third number and so on (eg “1.1.”, “1.1.2.”). The two-digit paragraphs are in **Times New Roman 14 font**; the sub-paragraphs with three and more digits are in **Times New Roman 12 font**.

III. Title page of the article

The title page consists of numerous parts:

- author's first and last name
Times New Roman 12, the surname **in capital letters**
- ORCID number
Times New Roman 10
- affiliation
Times New Roman 10, in the language spoken at the university where the author is affiliated
- title of contribution
Times New Roman 18
- abstract
Times New Roman 10
- keywords
Times New Roman 10

IV. Title page of the article (sample):

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Public service interpreting:^b een globaal en lokaal overzicht van de recentste ontwikkelingen

Abstract

This article deals with the topic of public service interpreting (PSI) in a global, but also local context. Research on PSI is a rapidly developing and significant subdiscipline of translation and interpreting studies, which is getting more attention due to the recent situation in global migration and discussions about the human rights of refugees and minority communities. The first part of the article briefly introduces and defines the term PSI and analyses some distinctive features of this field of translatology. The following section describes, in short, the historical development in public service interpreting (PSI) research and mentions some current trends and the most frequent

^a The name of the affiliation in this case in Slovak.

^b Display terms in foreign languages **in italics**.

topics and contexts of the applied research. The last part presents the author's own research, focusing on the situation in PSI in Slovakia and on systematic problems in this area.

Keywords: public service interpreting, community interpreting, translatology, role of the interpreter.

1. Introduction

Anno 2020, in times of globally increasing migration and globalization, interpreting for public institutions concerned with integration and inclusion is receiving increasing attention (Wietman, 194)^c. This research is not limited to interpreting for exclusive communities such as minorities or asylum seekers, but rather focuses on the social and institutional communication aspects in public institutions. Particular emphasis is placed on the process of institutionalization and professionalization of public service interpreting (PSI). The research has evolved from the original static and prescriptive phase to a dynamic and interdisciplinary research with a focus on intercultural aspects (Ronson 65; Pieters 18-23).^d

According to Klaassen et al.^e does the average Dutchman base her opinion on prejudice (23-25).

(further division of the text into paragraphs and sub-paragraphs)

2.2. Public service interpreting in Dutch context

As for the Netherlands, there are...

2.2.1. Qualitative analysis: looking for the underlying values

At the Philosophical Faculty of the University of Prešov, under the direction of J. Opalková, from the year 2011, the project 'Social Interpreting in the New Social Situation in Slovakia' was carried out...

Rudvin (2005)^f mentions five basic factors in this regard, which cause this imbalance:

^c Body References: Author's last name and page number in parentheses. **Note: Place the footnote after the period.**

^d References in the main text (with two authors).

^e References in the main text: if the author (-s) is (were) already mentioned in the sentence, you only need to state the page number.

^f References in the main text: Display only the year of the quoted / paraphrased work in parentheses.

- I. An individual wants to use the services of a certain institution, and the representative of this institution decides whether and in what way these services will be provided to him/her.
- II. The representative of the public institution assumes the role of an expert, while the person, who requests the service, is usually a layman.
- III. The public body representative is a person who is practicing his/her profession, for which he/she gets paid.[§]

Moreover, the factors of majority and minority language and culture should also be mentioned, which only sharpens the unequal balance of power between the two sides in communication....

IV. Figures, graphs and tables

All figures, graphs and tables are numbered with Arabic numerals.

For figures, use the name “figure” / “fig.” or “image” / “img.” (followed by a number); for tables use the name "table" (followed by a number). **Do not end** the caption with a period.

Upload all images separately on the OJS-platform in jpg format (resolution at least 300 dpi; size at least 1 MB).

When using image material, send a copyright statement (permission from rights holders to publish the image material) to the editorial board by e-mail.

[§] Indent a list with one tab stop. Indent the next line **as well (one tab stop)**.

Figures, graphs and tables (sample):

Respondents from both countries were asked to provide some personal information in the last section of the research survey. In addition to their age and education, they also provided information about their knowledge of foreign languages (Table 1).

Dutch respondents		Polish respondents	
Age		Age	
<20	5	<20	15
21-30	75	21-30	47
31-40	28	31-40	33
41-50	22	41-50	25
>50	77	>50	14
Education		Education	
HBO/WO	188	higher education	101
no-HBO/WO ¹	19	average education	28
Foreign languages (skills)		only basic education	5
0	1	Foreign languages (skills)	
1	29	0	4
2	65	1	29
3	70	2	39
4	30	3	42
more	12	more	20
below knowledge of a Slavic language there	10		

Table 1. The Dutch (N=207) and Polish (N=134) respondents

¹ This category includes respondents who completed only HAVO/VWO and (V)MBO. Such a categorization also makes it easier to further compare Dutch respondents with Polish respondents, because this level of education corresponds to high school education in Poland (*wykształcenie średnie*).

V. Quotes

For short quotations (shorter than **four** lines of prose text and **three** lines of strophic text) use double quotation marks; the quote is then followed by **the reference to the author and page of the quoted book**.

When referring to several articles / books by one author, place **the abbreviated title and page number (-s) of the cited work in addition to the reference to the author**. Example:

A good thesis has a head and a tail, with a body that contains a well-reasoned argument (Klaassen, “Scriptie” 1-12; Klaassen, *Jouw Scriptiecoach* 233).

Note: Do not put a comma between title (resp. author) and pages.

If no author is known, please include the first word (or words) of the title (in the original title style). Example: This is a paraphrase (“Trouble” 22).

Place punctuation marks (periods, commas, question marks, etc.) **after** the round brackets.

Example:

About Voskuil, Vaessens notes, “But he himself takes a somewhat different view [...]. The elite targeted by the modernists Ter Braak and Du Perron no longer have any say” (Vaessens 19). With this he clearly sets Voskuil against the great examples that are both heroes of Forum...

For short quotations of a verse text (shorter than three lines), **mark the end of the verse with a slash “/”**.

For long quotations (longer than four lines of prose text or three lines of strophic text), place a quote **in a separate text block without quotation marks**; indent the entire long quote with one tab stop. The font for a block quote is **Times New Roman 10**. Example:

The image of skating and the game of colf also appeared in literature. In *Lof Van 't Landt-leven, aen Martijn Snouckaert van Schauwenburgh*, Johan van Heemskerck (1622) writes:

So bind hy met een stout bestaen
Zijn vlugge schaetsen kunstigh aen,
En schijnt de lucht in 't ryen
Met vleugels te door-snyen.
Of soo 't hem lust, den bal hy slaet
En met zijn maets uyt kolven gaet,
Elck trachtend' in 't genaecken
Het paeltjen eerst te raecken:
Dus spelen zy vast in 't gelagh
Tot dat verlopen is den dagh, (...) (308)^a.

^a For works cited directly before the citation, indicate only the page number.

When omitting parts of a quote, use the ellipsis “(...)” preceded and followed by a space.

In the absence of literature reference, place the period **after** the quotation marks after the end of a quote. Example:

“Presidential control reached its zenith under Andrew Jackson (. . .). For a time, the *United States Telegraph* and the *Washington Globe* were almost equally favored as party organs, and there were fifty-seven journalists on the government payroll”.

When adding parts of text within the quote, **use square brackets, followed by a long dash and the author’s initials**. Example:

... defeating the Turks at the Battle of Chotyn [in Polish *Chocim* – PH].

When using the word “sic” (when moving away from any part of the quote), **place the word in square brackets**.

VI. Footnotes

Make minimal use of notes and then mainly for literature references (with three source references or more).

The notes (shown in Arabic numerals) are always **after the punctuation mark**. Example:

A factional struggle between ‘Valckenaerists’ and ‘Beymanists’ in Friesland,¹ unrest and riots in the United States or the partitions of Poland testified to a sickening atmosphere also in Europe that was the cause of moral, cultural and political decay.

By placing the Batavian Republic in a broad (real or imaginary) European framework, the author warned by way of comparison of dangers occurring elsewhere. All this was colored satirically.⁷

VII. Literature list

Always use the term “**Bibliography**” for bibliography. The heading “Bibliography” has **Times New Roman 16 font**; the main text within this paragraph: **Times New Roman 10**. The headings of the further division of the paragraph such as “Primary literature”, “Internet resources”, etc. are in **Times New Roman 14 font**.

Abbreviations:

n.d. - no date

n.p. - no place

et al. - and others (when published by more than two authors or editors)

ed. - editor

eds. - editors

trans. – translation

Note: When a work is published without an author's name, begin the works-cited-list entry with the title of the work.

Book by one author

Surname, First name. *Title*. Publisher, year of release.

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*. Oxford UP, 2011.

Sturkenboom, Dorothee. *Spectators van hartstocht. Sekse en emotionele cultuur in de achttiende eeuw*. Verloren, 1998.

Book by two authors

Surname, First name, **and** First name Last name. *Book title: Subtitle*. Publisher, year of release.

Panofsky, Erwin, en Fritz Saxl. *Dürer's "Melencolia I." Eine quellen- und typengeschichtliche Untersuchung*. Teubner (Studien der Bibliothek Warburg), 1923.

Leemans, Inger, en Gert-Jan Johannes. *Worm en donder. Geschiedenis van de Nederlandse literatuur 1700-1800: de Republiek*. Bert Bakker, 2013.

Book by more than two authors

Surname, First Name, et al. *Book Title*. Publisher, year of release.

Klibansky, Raymond, et al. *Saturn and Melancholy*. Kraus Reprint, 1979.

Book composed by an editor

Surname, First name, editor. *Title: Subtitle*. Publisher, year of release.

Greenblatt, Stephen J., editor. *Allegory and Representation: Selected Papers from the English Institute of Johns Hopkins University 1979-1980*. Johns Hopkins UP, 1981.

Chapter from a volume

Surname, First name. "Title of the chapter". *Title of the book: Subtitle of the book*, edited by First name Last name of the author of the book. Publisher, year of release, pp. start and end page of the article.

Gorz, André. "The Conditions of Post-Marxist Man". *Postmodernism: A Reader*, edited by Thomas Docherty. Columbia University Press, 1993, pp. 344-354.

Kolfin, Elmer. "Slotbeschouwing: over nieuwsprenten, propaganda en prentgebruik". *Stadhouder in beeld. Beeldvorming van de stadhouders van Oranje-Nassau in contemporaine grafiek 1570-1700 (Themanummer van het Jaarboek Oranje-Nassau Museum 2006)*, edited by Sabine Craft-Giepmans et al. Barjesteh van Waalwijk van Doorn & Co., 2007, pp. 193-212.

Versions

If there is more than one version of a source, you must state which version you used. The version comes immediately after the title and before the publisher. Example:

Porter, Michael E. *Competitive Strategy: Techniques for Analyzing Industries and Competitors*. 2e ed., Simon & Schuster, 1998.

Multiple works by one author

Use "---" in your reference list to indicate that the work is by the same author as above.

Davies, Robert R. *Domination and Conquest: The Experience of Ireland, Scotland and Wales, 1100-1300*. Cambridge UP, 1990.

---. "'Keeping the Natives in Order': The English King and the 'Celtic' Rulers, 1066-1216". *Peritia*, vol. 10, 1996, pp. 212-224.

Article in magazine or newspaper

Surname, First name. "Title of the article". *Journal name*, volume (vol.), issue (no.), year of publication, pp. start and end page.

Stanford Friedman, Susan. "Definitional Excursions: The Meanings of Modern/Modernity/Modernism". *Modernism / Modernity*, vol. 8, no. 3, 2001, pp. 493-513.

Pole, Steven. "Big Fish, Little Fish". *New Statesman*, 5 March 2007, pp. 57-58.

Electronic publication

Surname author, First name. "Title of publication". *Name of the magazine*, volume, pp. start and end page, URL. Date you visited the site: "Accesed 2 August 2010".

Shaviro, Steven. "Post-Cinematic Affect: On Grace Jones, Boarding Gate, and Southland Tales". *Film-Philosophy*, vol. 14, no. 1, 2010, pp. 1-102, www.film-philosophy.com/index.php/f-p/article/viewArticle/220. Accessed 2 August 2010.

Song, music album

Artist name. "Title of the song". *Album title*, Publisher name, Release year. Source, URL.

Rae Morris. "Skin". *Cold*, Atlantic Records, 2014. *Spotify*, open.spotify.com/track/0OPES3Tw5r86O6fudK8gxi.

Doe Maar. "Doe maar net alsof". *Symphonica in Rosso*, Universal Records, 2012. *Spotify*, open.spotify.com/playlist/0s7MnmffGph2Fj5ndyVgBj.

Podcast

"Title of the podcast". *Series title from source name*, URL. Date you visited the site.

"Best of Not My Job Musicians". *Wait Wait...Don't Tell Me!* of NPR, www.npr.org/podcasts/344098539/wait-wait-don-t-tell-me. Accessed 4 July 2017.

Youtube video

Surname author, First name. "Title production". *Source*, uploaded by Name, date of upload, URL.

McGonigal, Jane. "Gaming and Productivity". *YouTube*, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

For a more detailed explanation of how to use the MLA style, see https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html.