

Follow these guidelines, please:

- use British English spelling
- abstract, keywords, main text and Works Cited should be justified
- use 1,5 spacing throughout
- do not indent the first paragraph of the text (or subsection if you use headings)
- indent subsequent paragraphs (standard 1,2 cm/tab) and do not add spaces between the paragraphs
- if you use headings, write them in bold; do not number them
- follow the latest [MLA rules](#) for in-text citations and the list of Works Cited and capitalise all main words in the entries
- for online sources, provide plain URLs, not links (= no https://)
- use block quotations sparingly – engage with the quotation rather than just report it; the indentation is the same as the indentation for a new paragraph but on both sides; the punctuation at the end of the block quotation goes before the citation, which is included on the last line of the block quotation
- when introducing quotations, follow [these rules](#)
- if the quotation contains a phrase in italics, indicate if it is original or added, e.g. (Smith 123; added emphasis) or (Smith 987; original emphasis)
- do not add sentence punctuation to the in-text quotations
- when using ellipsis, do not insert it into brackets
- try to avoid footnotes; if you use them, place the reference after the full stop ending the sentence
- use an en dash instead of a hyphen for page numbers and time limits and provide complete numbers, e.g. 111–128 (not 111–28 or 111-128; [more here](#))
- when formatting the first page, follow this layout:

Title of the essay:
Subtitle [TNR 14]

Name Surname
Affiliation [TNR 13]

Abstract [TNR 12]: up to 200 words [the focus of the research, rationale behind the study, how the research was done, findings & main conclusions]

Keywords: 5-7 words/phrases listed alphabetically

The main text starts here.