Title of Article (use the style “Title”)

Second Line of Title if Necessary

First Name Last Name (use the style “Author”)

This template uses different styles to format the text. Use the style “First para” for the first paragraph of your text, and the first paragraph after each heading, table and figure.

Use the style “Para” for the rest of the text. Notice that this text has an indentation at the first line, but not the rest of the lines.

Please do not add double line breaks anywhere in your document; the text is formatted so that there is sufficient space between paragraphs, headings and other text with only the use of a single line break.

# Header first level (style “Heading 1”)

First use the style “First para”. After the first paragraph, use the style “Para”. This should change automatically as you hit “enter”.

Also note that you can use the style Italics for emphasis; you can find this option in the styles pane. Do not use underlining on any of your text, and please avoid other formatting like adding tabulators. Instead, use the built-in styles. [[1]](#footnote-1)

## Header second level (“Heading 2”)

Poljarnyj vestnik uses headings on two levels only.

## Transliterations

Please use the Library of Congress transliteration system. For linguistic articles, the scientific transliteration system is preferred. Geographical names with Anglicized spellings should be rendered using their common appellation, i.e. Moscow, Warsaw etc.

# Tables and figures

## Tables

Please use the style “Table heading” for the top row of your table, and “Table text” for the rest (this is aligned to the right). Note that there is a style called “Table text left” for text that should be left aligned. The style “Caption” is used for the table caption. Note that there should not be a full stop at the end of the caption.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Column text | Column text | Column text |
| Row text | 495 | 330 | 825 |
| Row text | 142 | 111 | 184 |

Table 1: Caption text (no full stop at end!)

The first paragraph after a table or figure should use the style “First para”.

## Figures

Please add figures using the style “Normal”. For the figure caption text, use the style “Caption”. Note that there should not be a full stop at the end of the caption.



Figure 1: Caption text (no full stop at the end!)

# Numbered text and poems

For numbered text, like below, use the style “List Number”. To add a line without a number, press shift+enter. If needed, you can also make a bulleted list using the style “List Paragraph”.

1. On prišël domoj.  
   ‘He came home.’
2. On prišël domoj eščë raz.  
   ‘He came home again.’

The next paragraph should use the style “First para”. For long quotations, use the style “Quote”:

This is an example quotation that is four lines or more. Please do not use quotation marks for quotes of this length. Note that this quote is indented, however, do not add this indentation yourself; rather use the style “Quote” to get the formatting right. For quotations inside another quotation, please use single quotation marks, like ‘this example’ of a shorter quote.

The paragraph after a long quotation should again use the style “First para”. For shorter, stand-alone quotations, use double quotation marks like “this example” of a shorter quote.

# Conclusion

The last section before your reference list should be your conclusions. Follow the styles used in the previous sections (“First para”, then “Para”) also here.

For your bibliographic reference list, remember to include DOIs in the form of clickable URLs/hyperlinks where available. You can find DOIs here by pasting your entire reference list in the text box. Make sure to double-check that the DOIs work and point to the correct source. For your reference list, use the Word style “References”. Please follow The Chicago Manual of Style and use the Author-date system for bibliographic references. The next section contains an example reference list.

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# Abstract: [English Title of Article]

For papers in Russian: provide a short abstract in English here.

For all papers (regardless of language), provide the following information at the end (use the style “Author info”):

author: First Name Last Name

affiliation: Name of University, City

email: email@email.com

1. Use footnotes, not endnotes. [↑](#footnote-ref-1)