

FOLIO style sheet

Please make sure the final version sent to the assistant editor meets the following criteria:

- Word document attachment
- No page numbers
- Font: Times New Roman 12
- Space: 1,5
- Margins: 2,5 cm
- Main body: justified
- Quotation marks: double [“ ”]
- Referencing: MLA 2016
- TV/film quotations: followed by running times in brackets
- Works Cited: after the main body (on the same page)
- Images: make sure you have cleared the copyright before sending the images to us

Title

Name Surname
BA/MA student

Do not indent the first paragraph and do not add any additional spaces between the paragraphs.

Indent all the subsequent paragraphs. When quoting, paraphrasing or referring to someone else's work or idea, follow the 8th MLA style guide (2016) but do not format the whole paper according to its guidelines.¹ Do not give references in the form of footnotes and limit their number to minimum, providing only relevant additional information. Do not use endnotes, please.

List your bibliography as Works Cited – it should include all the works you cited, as the very name suggests.

¹ Click [here](#) to learn more about the MLA rules.