**ASP stylessheet**

This document defines the standards used in *Acta Sueco-Polonica*.

**NAME OF AUTHOR (14 pt bold)**

Author’s affiliation 12 pt.

The title of your paper(18 pt, bold)

**The subtitle (16 pt, bold)**

Abstract title

*Abstract of your paper* (*100-150 words, Times New Roman, 12 pt, 1,15 spacing and justified.)*

1. Heading 16 pt bold

The first paragraph under the heading should be unindented and aligned to the left and to the right. Choose 12-pt Times New Roman.

When writing the following paragraphs (starting from the second one), choose a 0.5 cm indention. Keep using this style for all the new paragraphs that follow the first one.

1.1 Heading 14 pt bold

Continue as above: the first paragraph without indention, justified and written in 12-pt Times New Roman, and the following ones with a 0.5 cm indention.

Tables and Figures

Your Tables and Figures should be styled according to the following instructions.

Having inserted a table, insert a table title or a figure title by choosing INSERT, then REFERENCE and CAPTION (description). It is there the title of the table or figure should be written. The titles of tables and figures should always be placed **underneath.**

|  |
| --- |
| Example of a Table |
|  |  |  |  |  |
|  |  |  |  |  |

Table 1. This is the style we use for tables.

The first paragraph following a table should be unindented.

All the paragraphs after that should have a 0.5 cm indention.

Place the numbers and titles of the figures **under** the figure itself, see the example below.

Figure 1. Nordic countries.

The same style applies to tables: the first paragraph should be unindented, all the remaining paragraphs should be written with a 0.5 cm indention.

**Examples**

When giving examples, make sure to number and indent them. Numbering and indentions will appear automatically.

1. First example.
2. Second example.
3. Third example

The first paragraph following an example should not be indented, the remaining paragraphs as above.

**Quotations**

Style your quotations as followed:

The medieval ballad in Scandinavia is a genre of orally transmitted song that is defined by its form (sometimes couplets with one or two burdens, sometimes quatrains with one burden), by its narrative content, and by the objective stile, the latter characterized not least by the frequent use of formulaic expressions. TSB 1978: 14

The text following a quotation should start with an unindented paragraph. Place the reference accompanying a quotation both in parentheses in the body text and in the reference list.

References

* Books:

Hofvendahl, J. 2006. *Riskabla samtal: en analys av potentiella faror i skolans kvarts- och utvecklingssamtal.* Diss. Linköping: Linköpings universitet. Tillgänglig på internet: <http://urn.kb.se/resolve?urn=urn:nbn:se:liu:diva-6219> (hämtad 30 september 2012)

Törnqvist, E. 1999. *Ibsen, Strindberg and the Intimate Theatre: Studies in TV Presentation*. Amsterdam: Amsterdam University Press

Tranströmer, T. 2011. *Dikter och prosa 1954–2004*. Stockholm: Albert Bonniers förlag.

Tranströmer, T. 2012. *Wiersze i proza 1954–2004*. Przekł. L. Neuger, M. Wasilewska-Chmura. Kraków: Wydawnictwo a5.

TSB 1978: *The types of the Scandinavian medieval ballad. A descriptive catalogue*. Edited by Jonsson, B. R., Solheim, S. and Danielson, E., in cooperation with Nolsøe, M., and Richmond, W. E. Oslo-Bergen-Tromsø: Universitetsforlaget

In case you refer to more than one works of a certain author that were published in the same year, place letters a, b, c… after the year of publishing

* Articles in journals:

Bergman, I. 1963, Det är TV’s: „Drömspel” också, som äntligen kan göras!, *Röster i Radio och TV*, no. 17.

Lakoff, R.T., Tannen, D., 1984. Conversational strategy and metastrategy in a pragmatic theory: The example of Scenes from a marriage. *Semiotica* 49:3/4.