

## FORMATTING GUIDELINES

**Document setup:** The full physical page size including all margins will be 148mm x 210mm  
The five sets of margins

Header: 15mm, Top of main body: 25mm

Bottom: 15mm

Left: 21mm

Right: 21mm

Footer: 0

### **Headings:**

Begin a chapter with the word entire title, centred, font size: 16pt, small caps with no full stop at the end. Add three empty lines (font size: 10pt) before the first line of text or the subheading.

Subheadings within chapters: For A-level subheadings, use 12pts, in bold. Leave two empty lines before, and one empty line after the subheading. For B-level subheadings, use 11pts in bold (same as remainder of the text). Again, leave two empty lines before and one empty line after the subheading. Make sure all empty lines are 10pt. Please numerate all subheadings.

### **Text:**

Use Times New Roman: 10 pts fonts for the main text and all additional parts except endnotes where you should use 9pts, and chapter headings where you should use 16pts.

All text should be single-spaced.

Indent the first line of each paragraph by 5mm.

Indent quoted texts of greater than 2 lines or other texts which you think should stand out by 5 millimetres from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 9 pts for all such text.

Use double quotation marks for all cases (including single words) except for quotes within quotes.

Embed all non-standard fonts. To do this, open the file in which you want to embed fonts; click File, then Save As, then either click Tools and Embed TrueType Fonts or click General Options and Embed TrueType Fonts.

When using m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be—assuming it works—some kind of nobility... Also, do not use m-dashes with other sorts of dashes.

### **Images:**

It is recommended that you use TIFF files for producing images or photographs, and EPS files for vector graphics (illustrations). All images including photographs must be included in the main Word or other files submitted.

Images for printing should always have at least a resolution of 300 dpi at the size in which they are going to be printed.

Color images for printing should always be saved in the CMYK mode (not in the RGB mode).

### **Tables**

It is recommended that you use some sort of background colour like light grey for the title row or column of a table, and ensure that the text of titles is in bold. This can be achieved by clicking on the relevant cells of your table, and then clicking on Table, Table Properties, Borders and Shading, and then selecting a colour (preferably 20%-grey). The result should be as below.

<b>Title1</b>	<b>Title2</b>
Text	Text

### **Examples:**

When using examples make sure to numerate them. The example itself should be indented by one tab stop (1,25 cm). For examples in languages other than English, please, use glosses before giving the translation in italics. The beginning of any gloss should be aligned with the beginning of the glossed word.

E.g:

- (10) Le dernier qu' on a fait (SLI 11;8)  
The last that one has made  
*The last one we made*

### **Notes:**

Notes are to be positioned at the end of the text.

### **References:**

The referencing system you use should comply with the author-date system of the Chicago Manual of Style. Please check the following examples when creating the references for your contribution:

#### *Monographs*

Last Name, First Name (Year of Publication), *Title*. Place of Publication: Publisher.

Example:

O'Grady, William (2005), *How Children Learn Language*. Cambridge: Cambridge University Press.

### *Journal articles*

Last Name, First Name (Year of Publication), "Title," *Title of the Periodical* Number of Issue for Periodicals, Pages.

Example:

Gibson, Edward (1998), "Linguistic Complexity: Locality of Syntactic Dependencies," *Cognition* 68, 1-76.

### *Chapter in a book*

Last Name, First Name (Year of Publication), "Title," in: First and Last Name of Editor and optional First Name(s) and Last Name(s) of Co-Editors (Ed./Eds.), *Title*, Pages, Place of Publication: Publisher.

Example:

Rizzi, Luigi (2000), "Remarks on Early Null Subjects," in: Marc-Ariel Friedeman and Luigi Rizzi (Eds.), *The Acquisition of Syntax*, 269-292. London: Addison-Wesley Longman.

### *Chapter in a collection*

Last Name, First Name (Year of Publication), "Title," in: First and last Name of Editor and optional First Name(s) and Last Name(s) of Co-Editors (Ed./Eds.), *Title of the collection and Number of Issue*, Pages, Place of Publication: Publisher.

Lambrecht, Knud (1988), "Presentational cleft constructions in spoken French," in: John Haiman and Sandra Thompson (Eds.), *Clause Combining in Grammar and Discourse, Typological Studies in Language*, 18, 135-179, Amsterdam-Philadelphia.

### *Two or more authors*

Last name, First name, and First name Last name [Continuation according to reference type]

Example:

Ward, Geoffrey C., and Ken Burns (2007), *The War: An Intimate History, 1941–1945*. New York: Knopf.

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* ("and others"):

(Barnes et al. 2010)