

## STYLE SHEET

Papers must comply with the following specifications. See the example below.

### Fonts

Use 12 point Times for all text and headings, 10 point for footnotes. Doulos SIL should be used for phonetic symbols, and IPA conventions should be used in all phonetic transcriptions. Doulos SIL can be downloaded free from [www.sil.org](http://www.sil.org)

### Margins

Top and bottom – 2.54cm; left and right – 3.17cm (= standard A4 paper size).

### Title

Centred, bold capital, 12 point Times.

### Author name

Centred, 12 point Times.

### Abstract

Provide a short abstract of 200-300 words between the author's name and the main text. Justify both margins, and do not indent lines.

### Text

Justify left and right margins. Indent the first line of each paragraph by 0.5cm. Do not leave lines between paragraphs. Use single spacing with line spacing set to 'Exactly' and 14pt throughout. Use a minimum of style settings.

### Section and subsection headings

Times 12 point bold, lower-case except for initial letter of first word, left-aligned and numbered using Arabic numerals. Do not indent headings. Do not use more than three section-layers, e.g. **2.2.3 Relative clauses**.

### Tables and figures

Position tables and figures at the appropriate place in the text, making sure they are not split across page-breaks. Number consecutively using Arabic numerals as Table 1. Figure 1. etc with the caption in 12 point Times, not italic. Place the number and caption above the table/figure indented 1cm, leaving no blank line between it and the table/figure.

Table/figure to be centred.

Leave one blank line between text and figure/table above and below.

### Spacing

Leave single lines between sections; between title and name; name and abstract; abstract and text. Leave two lines between main text and references. Do not leave lines between headings and text. Leave one character space after a full stop before the next sentence.

### **Examples**

Examples should be numbered from (1), (2) etc and indented by 1cm. Leave one line between text and examples, both above and below.

### **Footnotes**

Use footnotes which will appear at the bottom of the page. Justify both margins, use single spacing and no indentation. Use 10pt Times.

### **Citations**

Cite all authors' last names followed by date and, where relevant, page number/range in the format (Name, date: page/s).

### **References**

Begin two lines after main text, formatted as below. **Please ensure that typeface, capitalisation and punctuation are followed exactly as in the examples.** The first line of each reference should be left aligned, with subsequent lines indented by 1cm. Justify the left margin only.

### **Author's affiliation**

Two lines after the references, give your name, affiliation address and e-mail, left aligned and in italics.

### **Appendices**

Use sparingly for raw data, transcripts, etc. Number appendices in Arabic numerals.

### **Headers and footers**

Do not include any headers, footers or page numbers, but please supply a short running title when you submit the manuscript.

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EXAMPLE

## THIS IS YOUR TITLE

Firstname Lastname

### Abstract

Start typing from the left margin with no indents. Summarise the paper's contents and justify both margins. Avoid footnotes in the abstract.

### 1. Introduction

Indent this and subsequent paragraphs by 0.5cm. Do not leave lines between paragraphs. Justify both margins. The first example can be seen in (1), with IPA symbols in Doulos SIL font.

(1) *example one* [ɪgzɑ:mpɫ wʌn]

Return to the text after a blank line.

Table 1. Caption.


Return to the text after a blank line. Leave two lines after the end of the main text before the references. Ensure you follow the capitalisation, typeface and punctuation shown. Use a hanging indent of 1cm.

### References

- Chambers, J.K. (1995) *Sociolinguistic Theory*. Oxford: Blackwell.
- Goldstein, L. M., I. Chitoran & E. Selkirk (2007) Syllable structure as coupled oscillator modes: evidence from Georgian vs. Tashlhiyt Berber. In Trouvain, J. & Barry, W. *Proceedings of the 16th International Congress of Phonetic Sciences*. Saarbrücken, Germany. Pp.241-4.
- Hulme, H.M. (1941) Derbyshire dialect in the seventeenth century. From the Bakewell Parish records. *Journal of the Derbyshire Archæological and Natural History Society* **62**, 88-103.
- Pitts, A.H. (1989) Is urban influence varb-able? In Fasold, R.W. & Schiffrin, D. (eds.) *Language Change and Variation*. Amsterdam: John Benjamins. Pp. 95-106.
- Torgersen, E. (1997) *Some Phonological Innovations in Southeastern British English*. Unpublished MA dissertation, University of Bergen.

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