

CECIL'S Style Sheet

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The aim of this style sheet is to establish formatting guidelines for revised papers submitted to the Proceedings of the Second Central European Conference in Linguistics for postgraduate Students (CECIL'S 2). The present style sheet accords with norms for published work in general linguistics, but imposes slightly less specific formatting requirements than usual.

Keywords: *proceedings, formatting, paper submission, style sheet*

1 The submission

Your paper should be sent by email to CECIL'S 2 email address cecils2.gradconf@gmail.com no later than 15 October 2012. This deadline should be strictly observed. The submission must be sent as two files. The first file must be an MS-Word document file (preferably doc, i.e., the document format of versions of MS-Word from Word 97 to Word 2000; or else rtf or docx).¹ This must be accompanied by a second file, which contains a pdf printout of the paper. A convenient way to produce a pdf printout is to use a virtual pdf printer, such as PDFCreator.² If the manuscript contains special fonts, they must be included with the submission as separate files.

Submissions must contain a brief abstract, and up to five keywords (or brief phrases) listed in alphabetical order. The abstract should not exceed 150 words.

2 General guidelines

2.1 Copyright issues

When you publish your paper in CECIL'S 2, the copyright of your work remains with you, the author(s). In case your paper is partly based on your previous work, please contact us before making a final submission. Authors must obtain written permission for the use of material (e.g., figures, pictures) for which the copyright is owned by others.

2.2 Language

Papers can be written (consistently) following either the conventions of British English or those of American English. Examples from all languages other than English must be carefully glossed, as explained in Section 3 below. Authors who are not native speakers of English are advised to have their contribution carefully checked by a native speaker.

¹ If you insist of writing and formatting the revised version of your paper in (La)TeX, your first file may be a (La)TeX file (tex).

² For information on virtual pdf printers, you may visit the following webpage:
<http://www.freewaregenius.com/2011/06/16/the-best-freeware-virtual-pdf-printer-a-comparison/>

3 Formatting guidelines

The formatting of the present Style Sheet document can be viewed as an exemplification of the formatting specifications provided in this section. For questions not dealt with in the present style sheet, authors are encouraged to consult *The Chicago Manual of Style (CMS)*.

3.1 Page layout

Paper size should be A4, with 1.25 inch (or 3.17 cm) margins on all four sides. No page numbers should be inserted. (They will be inserted immediately before publication.)

3.2 Fonts and typefaces

The font used throughout your paper should be Garamond. Font size should be 12 pts throughout the main text (including section headings), and 10.5 pts for footnotes, for entries of bibliographic references, and for any block quotations (several lines of text that you quote from another work).

Use italics for a letter, word, phrase, or sentence cited as a linguistic example or subject of discussion. Please use italics for emphasis.

4.3 Headings, indents, alignment, and spacing

All section headings begin flush left and should employ the following numbering system: 1. First-level heading, 1.1 Second-level heading, 1.1.1 Third-level heading. Do not use more than three levels of embedding.

First- and second-level headings should be typed in boldface, while third-level headings should be in italics. Two lines should be skipped before a first-level heading. One line should be skipped after first- and second-level headings. There is no line skip after a third-level heading.

Except for the first paragraph after a heading, the first line of each paragraph should be indented by 1 cm. The first line of each note should also be indented by 1 cm.

Headings should be left-aligned, while the rest of the main text should be justified (both left- and right-aligned). Block quotations should be indented by 1 cm on both sides.

The title and author names at the beginning of the paper should be centered. Bibliographic references should be justified (both left- and right-aligned).

Single spacing should be applied throughout the whole document.

3.4 Linguistic examples and numbering

Linguistic examples (examples sentences) should be presented in the following form. There should be three lines with no skip in between: original example in italics, morpheme-by-morpheme gloss, and an English translation between inverted commas. Each example should be numbered in an ascending order. When using examples from several languages other than English, indicate the language in brackets after each example unless it is obvious from the main text. (2a–b) provides an example.

- (2) a. *Pekka rakasti Merjaa.* (Finnish)
 Pekka loved Merja-PRT
 ‘Pekka loved Merja.’
 b. **Pekka rakasti Merja-n.*
 Pekka loved Merja-ACC

Supply full morpheme-by-morpheme glosses only for those elements that are relevant to the matter at hand, avoid glossing everything. In the gloss line, separate morphemes by hyphens. Grammatical morphemes should be glossed with SMALL CAPS. If a morpheme encodes more than one grammatical feature, separate the features by periods (for example, the word *writes* could be glossed as write-PRES.3SG, where PRES stands for present tense). Each abbreviation that you use in a gloss that may not be obvious should be resolved in a separate footnote at the beginning of the article.

Words of the example line should be vertically aligned with their glosses using 0.5-cm tabs. One easy way of using 0.5-cm tabs in examples is to set default tab stops to 0.5 cm.

3.5 Tables and figures

Tables and figures should be numbered. The numbering of tables and the numbering of figures should follow their own independent ascending orders (independent of each other, and independent of the numbering of linguistic examples).

3.6 Notes

Notes should appear as footnotes at the bottom of each page and should be numbered by arabic numerals.

3.7 Citations

CECIL’S 2 adopts the citation or in-text reference conventions used in most linguistics publications. Cite the last name(s) and the year, and if you wish to refer to specific page numbers, add them after the year. In an in-text reference the date of the work is normally enclosed in parentheses. However, if the citation itself appears between parentheses, no parentheses are added to the year. The following examples serve as illustrations.

- (3) a. ...as Vainikka (1989) shows...
 b. ...in Estonian (see Erelt & Metslang 2006, and especially Erelt 2009, 20–22).

3.8 Bibliographic references

References cited in the paper should be collected in an alphabetic order at the end of the paper under a first-level heading ‘References.’ The bibliographic reference entries must employ a consistent format in providing the bibliographic details of the cited works. Please use the format illustrated by the sample reference entries below (which are based

on the Unified Style Sheet for linguistics).³ Each entry is indented by a 1-cm hanging indent (indenting all lines of the entry except for the first).

Book (authored work):

Chomsky, Noam. 1986. *Knowledge of language: Its nature, origin, and use*. New York: Praeger.

Book (edited work):

Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. *Essentials of language documentation*. Berlin & New York: Mouton de Gruyter.

Contribution (article, chapter) in an edited work:

Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller & Marya Teutsch-Dwyer (eds.), *Multilingualism, second language learning, and gender*, 257–282. Berlin & New York: Mouton de Gruyter.

Manuscript accessed electronically:

Smith, John. 2004. Glossary of transcript symbols with an introduction. University of South Texas. <http://www.liso.ust.edu/Smith/Transcript.pdf> (accessed 24 June 2008).

Journal article:

Neuman, Yair, Yotam Lurie & Michele Rosenthal. 2001. A watermelon without seeds: A case study in rhetorical rationality. *Text* 21. 543–565.

Thesis/dissertation:

Jacq, Pascale. 2001. A description of Jruq (Loven): A Mon-Khmer language of the Lao PDR. Australian National University, MA thesis.

Kim, Yong-Jin. 1990. Register variation in Korean: A corpus-based study. University of South Carolina, PhD dissertation.

Translated title:⁴

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

Paper presented at a meeting or conference:

Sarangi, Srikant & Celia Roberts. 2000. Uptake of discourse research in inter-professional settings: Reporting from medical consultancy. Paper presented at the International Conference on Text and Talk at Work, University of Gent, 16–19 August.

Several works by one author/editor with the same publication date:⁵

Vennemann, Theo. 2000a. From quantity to syllable cuts: On so-called lengthening in the Germanic languages. *Rivista di Linguistica* 12. 251–282.

Vennemann, Theo. 2000b. Triple-cluster reduction in Germanic: Etymology without sound laws? *Historische Sprachwissenschaft* 113. 239–258.

³ The Unified Style Sheet can be downloaded, among others, from the following LSA webpage: <http://www.lsadc.org/info/style-sheet.cfm>

⁴ Observe that the English translation of the title is not capitalized.

⁵ Accordingly, these should be cited in the text as Vennemann (2000a) and Vennemann (2000b), respectively.