

**SOLE Word stylesheet**  
Guidelines for the proceedings of ConSOLE

SOLE Editorial Board

The purpose of these directions is to enable contributors to the ConSOLE Proceedings to prepare their paper in accordance with the lay-out of the volume. Authors are asked to follow these guidelines as strictly as possible. Doing so makes the typesetting and editing job easier, and will speed up the production of the volume. Papers which differ greatly from these guidelines may be rejected.

These instructions are presented in the desired format. Your paper should look similar. This is version 2.2, updated on the 28<sup>th</sup> of December, 2005.

*1. General*

*1.1. Sizes and measurements*

Please choose 12 pt Times Roman for the main text. The line spacing should be set at 'single'. The notes and references are to be set in 10 pt Times Roman. The paper size for submitting the manuscript is European A4 (20.99 cm × 29.70 cm). Margins are to be set at 2.5 cm (bottom, left and right), the top margin at 3.36 cm. The distance between the top of the page and the top of header, as well as from the bottom of the page to the bottom of the footer should be set at 2.5 cm. The main text should be fully justified (aligned left + right). The first tab position in the main text and in the notes is at 0.5 cm, consecutive tab stops are spaced 0.5 cm apart. Submissions should **not** be longer than **25 pages**.

Summary of sizes and measurements:

- main text font: 12 pt (proportional)
- notes font: 10 pt (proportional)
- paper size: A4 (20.99 cm × 29.70 cm)
- top margin 3.36 cm
- bottom, left and right margins: 2.5 cm
- top of page to top of header 2.5cm
- bottom of page to bottom of footer 2.5cm
- tab intervals: 0.5 cm
- **all-inclusive paper length: 25 pages**

### 1.2. Title page

The title appears on the first line; it is boldfaced but not enlarged. Put the subtitle (if present) immediately below the main title, neither boldfaced nor enlarged. The author's/authors' name(s) appear(s) separated from the title (or subtitle) by one blank line. Titles and the author's/authors' name(s) are centered.

Please do not put acknowledgements in a note, but rather in a separate (unnumbered) section, immediately preceding the references. Also, do not specify your affiliation on the title page, but at the end of the article (after the acknowledgements and before the references), in the following format: name, affiliation, e-mail address, website (if applicable), all in separate lines, left aligned, in 12 pt Times New Roman. Do *not* include your snail-mail address.

No capitals are used in the titles, except for the first word and other standardly capitalized words. The same applies to headers and subheaders.

Below the author's/authors' name, add six blank lines. At that point, please include an abstract of the paper. Make sure that the abstract is not too long: it should not be longer than 100 words.

Leave six blank lines between the abstract and the main text.

Define the following footer for the first page (italicised, in 8 pt Times New Roman): *Proceedings of ConSOLE XIV*, starting and ending page numbers of your article, and the year of publication, <http://www.sole.leidenuniv.nl> in a new line, followed by © *Your Name* in a new line.

### 1.3. Notes

Notes are footnotes, and are set in 10 pt Times New Roman; use a tab before the note number in each note. Notes are anchored in the main text by means of superscript Arabic numerals. Use continuous note numbering throughout the paper. Footnotes should also be justified (you have to specify this separately, justifying the main text does not affect footnotes). There are no blank lines above and below linguistic examples in notes. Please refrain from using tree structures in notes. Note numbers in the text follow the full stop of the sentence the note belongs to.

Keep the number and size of your notes limited. As a rule of thumb, there should not be more notes than pages, and the total amount of space occupied by notes on any page should not be more than one third of the page.<sup>1</sup>

### 1.4. Page headers

The left-hand (even-numbered) page header contains the author's/authors' name(s) aligned right. The right-hand (odd-numbered) page header contains the short title (max. 50 characters) of the article aligned left (so, if you have a long title, use a shortened version in the header). Text in page headers is italicised. No (small or full) capitalization please.

Do *not* define page numbers in the headers, but define alternating page numbers in the main text, such that even numbers appear top left and odd numbers top right. Page numbers are in 12 pt Times New Roman, not italicised.

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<sup>1</sup> This is a footnote without problems. As you can see, only for the first line of the note is an indent used. Please follow this example. Do not use spaces but tabs to indent the note.

Make sure the header and page number do not appear on the first page.

### *1.5. Section headers; paragraphs*

Section headers are separated from the text above by two lines, and from the text below by one line. The first section (introduction) is numbered 1, not 0. Enter a period after the section number. Section headers are printed in italics and centered. The acknowledgement and reference sections are not numbered. Handle subsection headers in the same manner as section headers. Sub-subsections are allowed, but add only one blank line between the preceding text and the header. Avoid any lower divisions.

Make sure your section title stays on the same page as the text following it by selecting the title and the row below it, and checking the **Keep with next** box in the **Format/Paragraph/Line and page breaks** menu. Also check the **Widow/orphan control** box in the same menu.

Only paragraphs that are immediately preceded by another paragraph are indented (by one tab). That is, no paragraph indentation after (sub)section titles, examples or at the top of pages. Do not separate paragraphs by blank lines.

### *1.6. Non-standard characters*

Linguistics texts often contain non-standard characters (phonetic symbols, mathematic symbols, diacritics, and the like).

Be sure to save your document with all special characters included, and attach all special fonts to the revised version of the paper.

## *2. References*

References to the literature in the running text should be entered as in the following examples: Kaisse (1986); Fagan (1988:190); (as argued in Lapointe & Feinstein 1982:103); Hoekstra (1984, 1993a,b), (see Kaye et al. 1990; Harris 1994, 1995; Scheer 2000). Please note the following. If the reference itself is in parentheses, the year must not be put in parentheses again. When referring to page numbers (or chapters, etc.) in the text, there should be no space between the colon following the year and the page number. For works with three or more authors, only the name of the first author should be cited in the text, preceded by *et al.* and the year. References to works by different authors are separated by a semicolon; those by the same author(s) and different years are separated by a comma; those by the same author(s) in the same year are marked with lower-case letters separated by a comma with no space. For co-authored work, use the ampersand (&) instead of the word 'and'.

All and only the works referred to in the article are to be entered in the bibliography, which should be titled *References* and be in 10 pt Times New Roman. Each reference is indented by one tab, except for the first line.

Names in the reference list should appear as follows: Scheer, T. (2005) for single-authored work, Harris, J. & G. Lindsey (1995) in the case of two authors, and Kaye, J., J. Lowenstamm & J.-C. Vergnaud (1990) in the case of three or more authors. Note that the year of publication is in parentheses and is always preceded by a full stop. Always include the

names of all authors in the reference list (i. e., no *et al.*). Works by the same author(s) in the same year are to be listed in alphabetical order of the title.

### 2.1. Books

In the case of reference to books, the year of publication is followed by the title, which is printed in italics. No capitalization is used (except for the first character and other standardly capitalized words). A subtitle is separated from the main title by a colon, and does not begin with a capital.

After the title, the name of the publisher is entered, with the place of publication. Name of publisher and place of publication are separated by a comma.

Kaisse, E. (1986). *Connected speech: the interaction of syntax and phonology*. Academic Press, New York.

### 2.2. Articles in journals and in books

In the case of journal articles, the title of the article is entered after the year of publication, not italicised, without quotation marks, and followed by a period. Then comes the name of the journal, in italics. The name of the journal is followed by the volume, a colon, the number, a comma, and the page references preceded by *pp.* Note that there's a space after the comma but not after the colon here.

Davis, S. (1988). Syllable onsets as a factor in stress rules. *Phonology* 5:1, pp. 1-19.

Titles of book articles are treated in the same way as titles of journal articles: no quotation marks, no capitalization but for the first character of title and subtitle. The description of the volume in which the article appears is given as follows: first the name(s) of the editor(s) (in the same format as authors' names) followed immediately by (*eds.*); then the title, in italics; following these, and again separated by a comma, the publisher and place of publication. Finally, the page references are provided, preceded by *pp.* and followed by a period. Extra information, such as the volume number for a multi-volume work, is entered immediately preceding the name of the publisher. Articles in conference proceedings volumes are treated in the same way.

van Heuven, V. J. & A. M. C. Sluijter (1996). Notes of the phonetics of word prosody. Goedemans, R. W. N., E. A. M. Visch & H.G. van der Hulst (eds.), *Stress patterns of the world: Part 1, Background*. HIL Publications 2. Holland Academic Graphics, The Hague, pp. 233-269.

Fry, D. B. (1965). The dependence of stress judgements on vowel formant structure. Zwirner, E. & W. Bethge (eds.), *Proceedings of the 5th International Conference for the Phonetic Sciences*. S. Karger, Basel/ New York, pp. 306-311.

### 2.3. Unpublished material

In many cases, it is not possible to decide exactly what counts as published. Also, within some categories, some items are published while others are not (for instance, HIL publishes its dissertations, but MIT does not). Therefore, we make no distinction between published and unpublished work in principle. The only difference is that an indication of the nature of the work is added, between square brackets. The following abbreviations and formulas should be used: *Ms*, *Diss*, *MA thesis*, *Gen. paper*, *Paper presented at Conference, City, Month*.

Work to be published may be referred to as *to appear*, but only if the publisher or journal is known. Otherwise, treat such works as manuscripts. You may also use *in prep.*, *forth.*, and *in press* where appropriate.

Whenever the work you are citing is available on-line, include a hyperlink to that page after the entry.

McCarthy, J.J. & A. Prince (1993). Generalized alignment. Ms, University of Massachusetts, Amherst, and Rutgers University. <http://roa.rutgers.edu>

## 3. Some further details

### 3.1. Spelling and style

We accept both standard British and American English spelling, as long as it is consistent. If you are not proficient in English, please make sure your paper is reviewed by someone who is. If the English is unacceptable, the paper might be rejected.

When referring to yourself, use the singular pronoun (*I argue that...*); only use the plural for co-authored work or when including the reader (*as we saw in section 2...*).

*Unlike* this stylesheet, avoid very informal style and contractions in your paper.

### 3.2. Punctuation

Please only use single quotation marks except if a quotation is itself part of a chunk of text included in quotation marks, in which case double quotation marks should be used for the quotation within the larger quotation. Make a distinction between opening ('...') and closing (...') quotation marks.

Also make a distinction between the hyphen (-), n-dash (–) and m-dash (—). When using m-dashes, leave a space before and after them, except when they're immediately followed by a punctuation mark. You are also encouraged to make use of non-breaking spaces and non-breaking hyphens.

All spaces are to be the same length: do not use bigger (or double) spaces after punctuation marks.

### 3.3. Examples

Linguistic data referred to in the running text should be italicised and, if from languages other than English, be followed by a gloss enclosed in single quotation marks: *huis* 'house'. When

the pronunciation is relevant, IPA transcription is preferred to spelling. Please do not use any other type of transcription than IPA.

For example sentences outside running text, use tab stops to line up examples with glosses. Supply glosses as well as translations for all non-English examples. Put the translations between single quotation marks, and make a distinction between opening ‘ and closing ’ quotation marks.

If you’re glossing whole sentences, include the sentence-final punctuation mark within the quotation mark. If you’re glossing phrases, no punctuation mark is required.

When using signs indicating grammaticality judgements (\*, ?, #, etc.), the first character of the sentence (and not the sign) should be aligned with the first character of the gloss.

When indicating grammatical information (GEN, MASC), use small caps. If a morpheme has multiple grammatical functions, use a period: ‘run 1ST.SG’.

Avoid placing examples and respective glosses on different pages (use the **Keep with next** feature). Examples are preceded and followed by a blank line. No blank lines are used between sentences within an individual example, but there is a line between examples.

Use the following numbering for the different levels of examples: ‘(1)’, ‘(2)’, ‘(3)’ ... for the first level, ‘a.’, ‘b.’, ‘c.’... for the second level, and ‘i.’, ‘ii.’, ‘iii.’ ... for the third level. Avoid lower-level divisions in examples.

(1) C = (a<sub>1</sub>, ..., a<sub>n</sub>)

(2) John-ni eigo-a dekir-u  
 John-DAT English-ACC can do-PRES  
 ‘John can speak English.’

(3) a. Jan moet dat boek lezen.  
 Jan must that book read  
 ‘Jan is obliged to read that book.’  
 b. Jan moet zeer intelligent zijn.  
 Jan must very intelligent be  
 ‘It must be the case that Jan is very intelligent.’

### 3.4. Structures, figures, tables

Trees, charts and other graphics are best drawn separately and included in the document as a graphic file (EPS, JPG, etc.).

Tables can be created with the table editor or by using tab stops. **Do not use spaces.**

**Make sure that all trees, diagrams and figures fit the specified margins.** Large tables or figures can be typeset in a smaller font (10 or 11) if necessary.

You can choose to use the same numbering for examples, figures and tables, or to number them separately. In the latter case, use *Figure 1*, *Figure 2*, ... and *Table 1*, *Table 2*, ... under the figure/table, centered and italicised.

#### *4. Deadlines and submission information*

See the **SOLE guidelines** for deadlines and information on the editing/reviewing process (<http://www.sole.leidenuniv.nl>).

For questions or comments, you can contact us at: [sole@let.leidenuniv.nl](mailto:sole@let.leidenuniv.nl)

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