SOLE Word stylesheet
Guidelines for the proceedings of ConSOLE

ConSOLE Editorial Board

The purpose of this document is to enable contributors to the ConSOLE Proceedings to prepare their paper in accordance with the layout of the volume. Authors are asked to follow these guidelines as strictly as possible. Doing so makes the formatting 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.

1. General

1.1. Sizes and measurements

Please choose 12 pt Times New 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 and 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, including references.

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 2.5 cm
- bottom of page to bottom of footer 2.5 cm
- 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 centred.

Please do not put either acknowledgements or abbreviations for glosses in a note, but rather in a separate (unnumbered) section, immediately preceding the references (see final section for more details). 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 postal address.

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

Below the author’s/authors’ name(s), add six blank lines. At that point, please include an abstract of the paper, which 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 XXVII, starting and ending page numbers of your article (to be inserted into the final version), and the year of publication (2019), https://www.universiteitleiden.nl/en/events/series/sole 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 in the document set-up, 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.¹

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.

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; if you have a long title, use a shortened version in the header. Text in page headers is italicised. No (small or full) capitalisation please.

¹ This is a footnote. As you can see, there is an indent on the first line of the note. Please follow this example. Do not use spaces but tabs to indent the note.
Place page numbers in the headers, such that even numbers appear at the top left and odd numbers at the top right (set the alignment on ‘Outside’). In other words, it should be exactly as in the stylesheet. Page numbers are in 12 pt Times New Roman, not italicised.

Make sure the header and the 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 full stop after the section number. Section headers are printed in italics and centred. 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 immediately following it. 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, etc.). Be sure to save your document with all the special characters embedded.

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, followed 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 lowercase 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 on the first line of every entry.
Note, that both primary and secondary sources should be listed in the reference list. For example, if you use or refer to a particular text or corpus in your paper, it should appear in the reference list, e.g. Betts, G.G. & W.D Ashworth. (1971). Index to the Uppsala edition of Columella. Uppsala: Almqvist & Wiksells.

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 or three or more authors. Note that the year of publication is in parentheses and is always followed 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. After the title, the name of the publisher is entered, with the place of publication. The name of the publisher and the place of publication are separated by a comma.


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 full stop. 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 is a space after the comma but not after the colon here.


Titles of book chapters are treated in the same way as titles of journal articles: no quotation marks. 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 full stop. 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.


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, LOT 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, PhD thesis, 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 unpublished work you are citing is available online, include a hyperlink to that page after the entry.


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 revised 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...).

Avoid very informal style and contractions (e.g. can’t) 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 the 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 and use the conventions listed in Leipzig Glossing Rules. If a morpheme has multiple grammatical functions, use a full stop to separate the different functions: ‘run.PST.1SG’.

Avoid placing examples and respective glosses on different pages. 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. Introduce example numbers in running text and use a full stop at the end of the sentence rather than a colon, as in: as we can observe in example (1).

(1) kan-ka wasi-pi kawsa-nki-chu
   2SG-FOC house-LOC live-2SG-Q
   ‘Do you live in a house?’ (Adelaar 1972:65)

Or:

(2) Quechua (Adelaar 1972:65)
   kan-ka wasi-pi kawsa-nki-chu
   2SG-FOC house-LOC live-2SG-Q
   ‘Do you live in a house?’

Or:

(3) Locative marking (Adelaar 1972:65)
   kan-ka wasi-pi kawsa-nki-chu
   2SG-FOC house-LOC live-2SG-Q
   ‘Do you live in a house?’

3.4. Structures, figures, tables

Trees, charts and other graphics are best drawn separately and inserted into 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, centred and italicised.
4. Deadlines

See the SOLE submission guideline email for deadlines and information on the editing/reviewing process (https://www.universiteitleiden.nl/en/events/series/sole).

For questions or comments, you can contact us at: sole.leiden@gmail.com

Acknowledgements

We would like to thank our readers as well as the SOLE Board, both past and present for valuable comments on this stylesheet.

Abbreviations

| 2SG       | Second Person Singular          |
| LOC       | Locative                        |
| FOC       | Focus                           |
| Q         | Question                        |

If you have a long list of abbreviations please, create two columns, as follows:

| 2SG       | Second Person Singular          | LOC       | Locative                        |
| FOC       | Focus                           | 2SG       | Second Person Singular          |
| LOC       | Locative                        | Q         | Question                        |
| 2SG       | Second Person Singular          | FOC       | Focus                           |
| Q         | Question                        | LOC       | Locative                        |
| FOC       | Focus                           | Q         | Question                        |

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