Style Sheet for the Proceedings of SICOGG 19

The Manuscript

1. Manuscripts have to be submitted in electronic format: **doc file** AND **pdf file**. Special fonts must accompany the file. **Send both doc and pdf files no later than July 14th, Friday, 2017 to the e-mail address below:**

    Prof. Changguk Yim (cy37@cau.ac.kr)

2. Include the title of the work and your name and your institutional affiliation on the first page of the manuscript. You may include at the end of the reference section the address where you wish to receive correspondence from readers. If you wish to publish your e-mail address, it should follow your letter mail address.
3. For works written by more than one person, list the author's names alphabetically.
4. Please keep in mind that the typesetter's job is to follow what is on the manuscript page, without need for interpretation. This means that all elements (especially stress, other diagrams, lists, linguistic examples, derivations, and so forth) must be prepared accurately and consistently, and that anything out of the ordinary (say, a typewritten character substituted for an unavailable phonetic symbol) should be noted on the manuscript.

Page limit

The general page should be **12 to 20** pages, including appendices and references. Don't feel obliged to use all the allotted pages, but definitely do not exceed the limit.

Margins (on A4 paper)

Margins must be exactly as follows: left and right margins 2 inches, top and bottom margins 2.50 inches. No material may go beyond these margins under any circumstances.

Title and author

The first line of your paper should be the title. For the title, capitalize the first word, and then capitalize all words except determiners (*the, a, an*), conjunctions (*and, or, if, because*), and prepositions (*about, through*, etc.). After the title, skip a line, put your name, and then put the name of your institution or affiliation (without your department) on the following line. These lines should be center-embedded. Skip two lines before the start of your text.

Line spacing, indents, and justification

Text should be single-spaced. Do not skip a space between paragraphs. Each paragraph should be indented 0.25 inch. Words from examples referred to in the text should be in italics (this applies to such words in the title as well). Skip a line between text and examples. Examples should not be indented. Text, footnotes, and references should be fully justified. The title and author lines should be center-embedded. Skip one line between text and section headings.

Footnotes

Footnotes should be at the bottom of each page. Footnotes should be single-spaced. Start at the left margin, type the number for the footnote (or let the word processor enter it) followed by a period, type a tab set for 1/4", and start the text of the footnote. The footnote number should not be superscripted in the footnote. Do not skip lines between footnotes. Use a * (an asterisk without a period) for your first footnote for acknowledgments (but do not put a corresponding * anywhere in the text or title). If you are using automatic footnotes and cannot get rid of the * in the text, put the * by itself on the line between the title and the author, select that *, and change the text color to white. Footnotes should only be content notes, not reference notes.

References

After the text and any appendices, skip two lines and type References (in bold, left-justified). Then skip one line, and start the references. References should be single-spaced. Do not skip lines between references. Second and successive lines for each reference should be indented 0.25 inch. References should be fully justified, and in 9-point.You can use any common format for the references, as long as you don't switch from one format to another in the middle. We ask you to make one exception to whatever standard format you use: please include full first names for authors who use first names. This makes it easier for readers to find your references.

Font and font sizes

The font should be Times New Roman 10-point in the main text. Footnotes and references should be 9-point, as should all superscripted and subscripted material. (You may need to override your word processor's defaults for items like footnote numbers, which are sometimes set to smaller than 9-point.)The title should be 14-point bold. The author line should be 12-point and should not be bold. The affiliation line should be 10-point italic. All section headings, including the References heading, should be 10-point bold. All blank lines should be 10-point, except for blank lines directly between section and subsection headings and blank lines within clusters of examples where you want to save some space. Those blank lines should be 5-point. If you absolutely cannot use Times or Times New Roman, you should use something of an equivalent size. (Note: Times is available for TeX; if you don't know how to get it, ask your local computer guru to help.) The proceedings look much better if all the papers have a consistent appearance. For any other fonts used in the paper, such as phonetic fonts, you should make sure that you have purchased the font if it isn't freeware, and that there is no restriction on embedding the font. When we produce the pdf files, we cannot use fonts which do not allow themselves to be embedded. Postscript fonts work better in pdf files than TrueType fonts, so please use Postscript fonts if you have a choice.

Page numbers and running headers

On every page except the first page, you need to put headers containing the page numbers. The header should be set to 1.65 inches from the top of the page, and should be different for even and odd pages. For even pages, put the page number on the left margin and put the title of the paper in the center (use a center tab set to 2.125 inches from the left margin). For odd pages, put the author's full name in the center (again use a center tab set to 2.125 inches from the left margin), and put the page number on the right margin (use a right tab set to 4.25 inches from the left margin). This running header should be in 10-point. For two authors, use "and" (not "&") between the last names. For three or more authors, use commas after every name: "Name1, Name2, and Name3". If there are too many authors to fit in the header

without running into the page number, use just the first author's last name followed by "et al.". Start your page numbers at page 101. Once we have all the papers, we'll tell you what to change the page numbers to.

Fractional widths and double spaces

If your word processor allows you to turn fractional widths on or off, please turn fractional widths on. This will improve the appearance of your printed paper. You should not use double spaces unless you are pushing words apart within an example. After colons and periods you should only use one space. If you are used to typing two spaces, the easiest thing to do is to wait until you are done preparing your paper, then do a "search and replace" to replace all double spaces with single spaces.

If you have any questions, please contact Prof. Changguk Yim at <u>cy37@cau.ac.kr</u>, and please remember to proofread!

Notes:

- We will not be able to handle an awkward format, pictures, figures, notations, or trees. It will be returned to you immediately for editing. Please understand that we will only have to be editorially strict.

- Sample Page is attached.