

## **Title in Times New Roman (TNR) 12 Bold: Capitalize Content Words**

Forename Surname

Include an abstract of a maximum of 100 words in TNR 9 here, indented on both sides by ½ of an inch. (If your ruler is in centimetres, you can change it to inches: go to File>Options>Advanced, scroll down to the Display heading, and change “Show measurements in units of” to inches.) There should be two line spaces at TNR 12 both preceding and following your abstract. The abstract should briefly contextualize your topic, state the aims of your research, and provide some indication of your findings.

### **1 First-level Heading in TNR 12 Bold: As in the Title**

Number your headings and leave two spaces between the number and the heading. Do not end the number with a full stop/period. Capitalize all content words in all levels of headings. Follow a colon with a capital letter.

#### **1.1 Second-level Heading in TNR 10 Bold**

Note that this and the subsequent level of heading are in smaller font, i.e., TNR 10. For all headings, please leave a single line between them and the body text which follows.

##### **1.1.1 Third-level Heading in TNR 10 Bold**

The only difference between this and the above level heading is in the numbering. Please note that it may not be necessary to use three levels of heading. Generally speaking, the fewer the levels of heading, the better. Do not go beyond three levels of heading.

## **2 Layout**

The margins should be set at 1 inch all around, which may be the default setting (Page Layout>Margins>Normal). Do not include page numbering or any headers or footers (but see Section 3.1 on footnotes).

### **2.1 Paragraph Formatting**

The first paragraph following a heading is not indented. The body text of your article should be in TNR 10 throughout (except for when you need to use other fonts for linguistic purposes). Justify all of your paragraph text.

The following paragraphs of a section are indented by ¼ of an inch. Again, if your ruler is in centimetres, you can change it to inches: go to File>Options>Advanced, scroll down to the Display heading, and change “Show measurements in units of” to inches.

## **3 Style**

### **3.1 Footnotes**

Try to avoid footnotes where possible and do not use them to provide referencing details (which should all be given in the end references, including website addresses). If you feel that it is necessary to include a footnote, then please ensure that you insert the superscript number following any punctuation. Preferably, the footnote should come at the end of a sentence, as here.<sup>1</sup> Please do not use endnotes.

### **3.2 American and British English**

You can opt for either of these, but please run a spell check for whichever one you choose to ensure for consistency throughout your document.

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<sup>1</sup> For footnotes, please ensure they are numbered continuously through your document. Use TNR 9, as here.

### 3.3 Other Style Conventions

For lists, please indent them at ½ of an inch. If you wish to number them, then do so between brackets, as below. Please further note the following conventions which are standardized for the journal.

- (1) Use an en dash, and not a hyphen, between ranges of numbers, e.g., 2–9 (no spaces between). Please also bear this in mind for the page ranges of articles and chapters in your end references.
- (2) Follow e.g., i.e., and etc., with commas.
- (3) Use the Oxford (serial) comma for lists, e.g., sex, drugs, and rock and roll. Please note that the comma precedes the final item (or collocation) on the list and is followed by “and” (or “n/or”).
- (4) Use double quotation marks (also for any scare quotes). Single quotation marks should only be used for translations (or where they might otherwise be conventionally used in linguistics).
- (5) Set your quotation marks within punctuation marks, including commas and full stops/periods, e.g., according to X, “blah blah”, which contradicts Y’s theory that “meh meh”. (However, please note that referencing details must also be given, as below.)

## 4 In-text Citation

For in-text citation of other people’s work, make use of brackets, quotations marks, and page references where needed, according to the following format:

- Bell (2001:147) argues that “x”.
- “X is x” (Bell 2001:147).
- Bell (2001) discusses x (in your own words).

For multiple citations in brackets, separate with a comma, e.g., (Crist 1997, Rogers et al. 2000). For more than two authors use “et al.” in the in-text citation (but provide all author names in the end references), e.g., Podesva et al. (2002:187). Use a full stop/period after et al. and no space between the colon and page numbers.

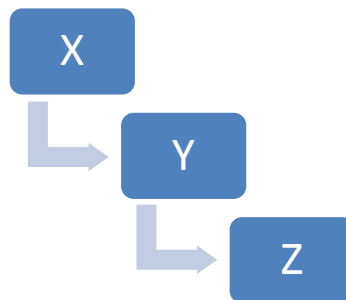
## 5 Tables and Figures

Your tables should be numbered consecutively, centered, and referred to in the body of your text, e.g., “Table 1 shows X”. The table can be formatted as you like (TNR 10); however, the heading should be positioned above the table, centered, and formatted as follows.

**Table 1:** Heading in sentence case: Except following a colon

City or Town	Point A	Point B	Point C	Point D
Point A	—			
Point B	87	—		
Point C	64	56	—	
Point D	37	32	91	—

For your figures, please ensure that the images are of high resolution (300 DPI or better). To avoid copyright issues, please do not copy-paste images from other sources. The figures should be numbered consecutively, centered, and referred to in the body of your text, e.g., “Figure 1 shows X”. The caption is positioned at the bottom of the figure, centered, and formatted as follows.



**Figure 1:** Caption in sentence case ending in a full stop/period.

## 6 Referencing

Please insert two line spaces between the end of your writing and the end references (as below). The references should be in TNR 9 with a hanging indent of ¼ of an inch (with the top overlapping the bottom). Please consult the Reference Guidelines to ensure that you have adopted the appropriate referencing conventions for the relevant source types. Finally, after the reference section, please insert two further line spaces and include your email address in italics (also TNR 9).

## Acknowledgements

These are not necessary, but if you wish to express any thankfulness, e.g., to participants (safeguarding their anonymity), tutors/supervisors, institutions, funding agencies, your dog, intelligent design and the universe, etc., please add some words to such effect in an unnumbered section preceding the end references (also unnumbered).

## References

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