

CHAPTER LAYOUT

Title of the chapter (the title is the name of your language, e.g. **Slovak**)

Author's name

The body of the chapter (max. 16.000 characters including spaces = max. 6 pages of text)

List of abbreviations (if applicable)

References

STYLESHEET

Formatting your file:

- Please submit your file as a Microsoft Word document (doc or docx).
- Please check that your file does not have visible editorial markups; that is, if you have edited your file with “track changes” or if you have made comments, be sure to remove those markings before submitting your file.
- Please do not “lock” your file.

Formatting your document:

- Font: Times New Roman, 12-point size. For the individual sections of your chapter (e.g. title, author's name, etc.) use **bold**.
- Spacing of the text: 1.5
- spacing of the quotations longer than three lines: 1. Indent such quotations by 0.5 from both left and right and use *italics* for them.
- Left-align all text. Use 2.54 cm margins all around, i.e. top and bottom as well as right and left.
- DO NOT place page numbers.
- Do not exceed 3 levels of headings in the text (the title of the chapter excluding)
 - Level 1 bold**, leave one free line above and below the heading
 - Level 2 italics*, leave one free line above and below the heading
 - Level 3 italics*, leave one free line above the headingDo NOT number the headings
- Footnotes should be numbered consecutively and single spaced, 10-point size.
- Spelling, punctuation, use of decimals, and other conventions should follow UK standards.
- Use *italics* for examples. When glossing the examples, apply the Leipzig glossing rules (including the abbreviations) (<https://www.eva.mpg.de/lingua/resources/glossing-rules.php>).
- to emphasize use **bold**.
- Any examples of DN's conditioned by the limits specified above (max. 6 pages).
- Tables: leave one empty line between a table and a text. Centre the table. Please, do not use any formatting with your pictures. Number them manually. For their labelling use *Times New Roman 10* and *italics*. Place the tablename under the table:

	1	2	3	4	5
Slovak	jeden	dva	tri	štyri	päť
Czech	jeden	dva	tři	čtyri	pět
Polish	jeden	dwa	trzy	cztery	pięć

Table 1 Numerals in Slavic languages

- For citations and references use the APA style. In the attached text the APA offered in the Word editor is used. Numerous examples of citations and references are available in Attachment 1.
- All paragraphs should start with a tabulator (→). There is no need to set the tab to a position.

Citations

- Full bibliographical details are given in the reference section at the end of the book or article. Brief citations are used in the text. Examples:

(Bouissac 1985)	one author
(Smith and Jones 1995)	two authors
(Uexküll, Geigges, and Host 1993)	three authors
(Smith et al. 1990: 38)	four or more authors (but give all the authors in the reference entry)
(Bouissac 1987a, 1987b, 1994)	works by one author
(Bouissac 1985; Deakin 1993)	works by different authors
(Hockett 1964: 140–145)	no dropped digits in inclusive numbers
(Balat and Dove 1992, 1: 210)	volume number
(Dickens [1854] 1987: 73)	reprints: with original date at first mention; in all subsequent citations “Dickens 1987: 73”

- The date is always given in brackets: “Bloomfield (1933: 123–125) introduced the term”; “In his (1922) article Sapir argued that . . .”.
- Give page numbers in full: do not use “f.”, “ff.”.
- Avoid referring to a whole book: give exact page numbers whenever possible.
- Always give the page number with quotations.
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.” or “ibid.’.

References

- Translate titles in languages other than French, German, Spanish and Italian into English.
- Please input all bibliographical entries in a consistent format: Author, tab (→), Year of publication, tab, Title etc., carriage return (¶). In other words, there are three fields of information, one for the author(s) or editor(s), one for the year of publication, and one for the rest. These fields are separated by tabulators. Each bibliographic entry is represented by a set of three fields, all sets are separated by, at least, two carriage returns. Input sample for the reference section:

Antilla, Raimo → 1972 → An Introduction to Historical and Comparative Linguistics. New York: Macmillan.¶

¶

Aristotle → [1973] → Peri hermeneias / On interpretation. In: Aristotle in Twenty Three Volumes, Volume 1. Cambridge, M.A.: Harvard University Press.¶

¶

Bulwer, John → 1974 → Chirologia or the Natural Language of the Hand, etc. Edited by James W. Cleary. Carbondale, IL: Southern Illinois University Press. First published London: R. Whitaker [1644].¶

¶

Devriendt, Betty, Louis Goossens and Johan van der Auwera (eds.) → 1996 → Complex Structures: A Functionalist Perspective. (Functional Grammar Series 17.) Berlin/New York: Mouton de Gruyter.¶

¶

Geiger, Richard A. and BrygidaRudzka-Ostyn (eds.) → 1993 → *Conceptualizations and Mental Processing in Language*. (Cognitive Linguistics Research 3.) Berlin/New York: Mouton de Gruyter.¶

¶

Kim, Yong-Jin → 1990 → *Register variation in Korean: A corpus-based study*. Ph.D. dissertation, Department of Linguistics, University of Southern Carolina.¶

¶

Koops, Aldrik → 1986 → *Gebruiksgevallen van de “onvoltooidtegenwoordigetijd”* [Uses of the “present progressive” tense]. *Forum der Letteren* 27: 122–128.¶

¶

Sinha, Chris → 1993 → *On representing and referring*. In: Richard A. Geiger and BrygidaRudzka-Ostyn (eds.), *Conceptualizations and Mental Processing in Language*, 227–246. (Cognitive Linguistics Research 3.) Berlin/New York: Mouton de Gruyter.¶

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