

Author's full name *Title of the paper with
asterisked acknowledgements**

1. Level 1 heading (style = E.Head 1)

Please use the predefined styles embedded in this template. These styles have names beginning 'E...' (e.g. E.Normal). They are designed to make it easy to conform to the style requirements of the EYB.

For example, the paragraph following a heading will automatically be 'E.First', which has the first line not indented. Automatically following an E.First paragraph is 'E. Normal' which does have the first line indented.

1.1. Level 2 heading (style = E.Head 2)

The numbering of headings and sub-headings is done automatically by selecting the style.

As text paragraphs are justified, use hyphenation to avoid large gaps. If you do not hyphenate words automatically, use optional hyphens (Ctrl + -), not explicit ones.

Leave an empty line between the running text and displays as shown in (1).

(1) This is the first display (style = E.Display)

A display is probably easiest to create as a borderless table. Note that you can use tables within tables, like in (2).

If you need a paragraph to not have its first line indented, after a display for example, you can either alter the indent settings for that particular paragraph, or select the E.First style for it.

So here is display number (2):

(2) This is the second display

column 1	column 2
this is column one of the table	and this is column two of the table
This table is one cell of the bigger table that contains the whole display (with its number and caption)	

* This is where you put the acknowledgements and disclaimers (everything is my fault, etc.)

You can simply copy and paste the displays above to create your further displays.

The volume uses footnotes, not endnotes.¹

2. Page set-up and fonts etc.

For those who cannot use the built in styles, for which fonts, font sizes and page layout is defined, the following information will be useful:

The paper size is A4, with 1.5in margins on all four sides

The font is Times New Roman throughout.

The title is italic and size 20. There is a gap of 0.2in (14.5pt) above and below the title. Author's name is in 12pt and bold.

The top level headings are set in 13pt bold, second level in 12pt bold. Make sure that you never have a heading at the bottom of a page with the body of the section following on the next page (use keep with next). There is a 12pt space above headings and 6pt space below.

Body text is 12pt and normal paragraphs have the first line indented at 0.3in.

References are set in 10pt. The hanging paragraph is indented at 0.3in.

The running head is set in 10pt italics, the footer in 9pt italics.

3. Headers and Footers

After the first page, the running headers and footers are the same on every page, apart from the page number, which is generated automatically. Fill in the title of your paper (or an abbreviated version if it is very long) in the header and your name in the footer, where indicated.

4. On references

The references list should include *all and only* the works referred to. The list should be arranged alphabetically. Author's full names should be given when possible. Give the following data for reference types:

(3) Reference types, and data to be given for them

a. book:

author's name, dot, year of publication, dot, title, dot, city of publication, colon, publisher, dot

b. article in journal:

author's name, dot, year of publication, dot, title, dot, journal, volume,

¹ Like this.

- (3) Reference types, and data to be given for them
colon, page numbers
c. article in book:
author's name, dot, year of publication, dot, title, dot, *In*, colon, editor's name, (*ed.*) or (*eds.*), dot, title of book, dot, city of publication, colon, publisher, dot, page numbers
d. dissertation:
author's name, dot, year of publication, dot, title, dot, *PhD* or *MA dissertation*, dot, university's name

Do not italicize anything in the reference data. If you mention several names divide them by commas and use *and* before the last one. Invert only the first name of the entry, all other names should be in the standard given name–family name order. In the text refer to items of the reference list with the family name of the author, the year of publication, and the optional, but preferred colon+page numbers string, as is the convention in linguistics (cf. Chomsky 1986: 234–245). For any detail not covered here, consult *The Even Yearbook 6* (2004).

The items of the references list should be set in paragraphs with hanging indentation, that is, where the first line is not indented, but all the others are.

References

- Name, Author's. 1999. Title of the article under consideration. Name of Journal 18: 987–123.
Family, Given. 2004. A very recent book written on an important and particularly topical issue. Cambridge, Mass.: The MIT Press.
Whoever, Whoever. 1956. Title, title, title, title, title, title, title, title, title, title, title, title, title and title. In: Editor Editorsson and Coeditor Coeditorsson (eds.). The handbook of important theories. Cambridge: Cambridge University Press. 103–239.

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