Corpora and Language in Use
Presses Universitaires de Louvain

Style sheet (edited volume/monograph)

Our editorial assistant will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

Please use a minimum of page settings. The preferred setting is 11 pt Times New Roman, single line spacing, on 13 x 22 cm text area.

The editors should provide a table of contents. All chapters need to be numbered (introduction included)

Every chapter starts with a main title, followed by author(s) and affiliation.

Author and affiliation: The author's affiliation must contain the name of the university. Several authors should be separated by a comma.

Running heads: In case of a long title please suggest a short one for the running head (max. 60 characters) on the title page of your manuscript.

Chapters and headings: Articles should be reasonably divided into sections and, if necessary, into subsections (do not use more than 3 levels of sections). Within every article, all sections should be numbered throughout (e.g., 1.; 1.1.; 1.1.1..

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Symbols and special characters: Please use Unicode fonts!

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Listings: Should not be indented. If numbered, please number as follows:
1. .... or a. ....
2. .... or b. ....
Listings that run on with the main text should be numbered in parentheses: (1).............., (2)............., etc.

Examples and glosses: All examples in a language other than English should be translated and/or glossed into English. All examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented. Every next level in the example (a), (b) gets one indent.

Notes should be kept to a minimum and appear as footnotes. Note indicators in the text should appear at the end of sentences and follow punctuation marks.

Figures, tables and images: Please take great care of the readability. They should appear in black & white, be centered, numbered and comprise a caption. In addition, a separate file containing the figures, and images (always in black and white and in a good resolution -at least 300x300 dpi-) should be joined to the article.

Cross-references – within the paper – should follow this format:
(Dupont 2004: 5-10).
(Dupont & Janssens 2004: 5-10).
(Dupont 2004: 5-10; Janssens 2005: 7-14).
Dupont (2004: 5) claims that…
Dupont & Janssens (2004: 5-10) demonstrate that

The **bibliographical references** should appear at the very end of the document under a non-numbered section called "References".

Use capitalization of all lexical words for journal titles and book titles. Capitalize only the first word (plus proper names and the first word after a colon) for dissertation titles and article/chapter titles.

For a book:

Blevins, J. (2004). *Evolutionary Phonology*. Cambridge: Cambridge University Press.

For an edited volume:

Lahiri, A. & Smith, J. (eds). (2000). *Analogy, Leveling, Markedness: Principles of Change in Phonology and Morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

For a dissertation/thesis:

Yu, A. (2003). *The morphology and phonology of infixation*. Doctoral dissertation, University of California.

For a contribution to an edited volume:

McCarthy, J. & Alan, S. (1999). Prosodic morphology. In J. Goldsmith (ed.) *Phonological Theory: The Essential Readings*. Malden, MA & Oxford: Blackwell, 238-288.

For an article in a journal:

Iverson, G.A. (1983). Korean /s/. *Journal of Phonetics* 11, 191-200.

Johnson, K., Baker, M. & Roberts, J. (1989). Passive arguments raised. *Linguistic Inquiry* 20, 219-251.

Murray, R. & Vennemann, T. (1983). Sound change and syllable structure in Germanic phonology. *Language* 59(3), 514-528.

For a conference paper:

Not published

Wulff, S. & Gries, S.Th. (2011). A multifactorial study of the genitive alternation in L2 English. Paper presented at the *Second Tri-Annual Conference of the International Society for the Linguistics of English,* Boston University, 17-21 June, 2011.

Published, editors specified

Dickinson, M., Israel, R. & Lee, S. (2010). Building a Korean web corpus for analyzing learner language. In J. Pomikalek (ed.) *Proceedings of the 6th Workshop on the Web as Corpus,* Los Angeles CA, 5 June, 2010*,* 8-16.

Published, no editors specified

Gong, S. & Ahrens, K. (2011). The role of prior knowledge in vague text comprehension. In *Proceedings of the 23rd Conference on Computational Linguistics and Speech Processing (ROCLING 2011)*, Taipei, 8-9 September, 2011, 252-264.

For an article in an online journal:

Pedersen, J. (2005). The Spanish impersonal *se*-construction: Constructional variation and change. *Constructions* 1, http://www.constructions-online.de (last accessed on 3 April, 2007).

For online material (papers):

Franks, S. (2005). Bulgarian clitics are positioned in the syntax. http://www.cogs.indiana.edu/people/homepages/franks/Bg_clitics_remark_dense.pdf (last accessed on 17 May, 2006).

In case of **translation or reprint**, write the date of the edition you used first, then write the date of the first edition between square brackets.

Dupont, P. (2004 [1999]). *Les connecteurs en français*. Louvain-la-Neuve: Presses universitaires de Louvain.