

# **Stylesheet for the publication series** *Language in Social Interaction (LSI) / Język w Interakcji Społecznej*

## **1. General points**

The language of the series is English or Polish.

Please check your material carefully for consistency of spelling throughout, hyphenation with prefixes (e.g., “non-essential” versus “nonessential”), consistent capitalization of concepts (“the spatialization of form hypothesis” versus “the Spatialization of Form Hypothesis” versus “the Spatialization of Form hypothesis”), and consistent use of phrases (“in the twentieth century” versus “in the 20th century”).

## **2. Type area, type sizes and page breaks**

- Font for the main text and page numbers: 12 pt Times New Roman, 1.5 pt interline.
- The text should be justified.
- Small type for notes, appendixes and index, in tables and figures: 10 pt Times New Roman single-spaced.
- Avoid leaving the first line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page.
- A section header should not be placed at the bottom of a page.

## **3. Page numbering**

- Place the page numbers at the outer margin, at the top to the left or right.

## **4. Headings and line spacing**

- Article title and author’s name should be placed flush left (i.e., starting at the left-hand margin) at the top of the text area.
- Do not give the academic affiliation of the author of an article.
- All other headings flush left.
- Do not put a period at the end of a heading.
- Capitalize only the first letter of the first word and of proper nouns and adjectives, e.g., “The capitalization of titles in English” not “The Capitalization of Titles in English”. Please also capitalize the first letter of the first word after a colon.

Headings and line spacing should be formatted as follows:

**Article title**            15 pt bold followed by 1 blank line  
*Author’s name*        15 pt italic followed by 3 blank lines

Section headings:

**1. First-grade heading**            12 pt bold  
1.1. Second-grade heading        12 pt roman  
1.1.1. Third-grade heading        12 pt roman

- Leave two blank lines before and one blank line after all section headings in the text.
- Leave one blank line before and after examples, lists, block quotations, tables, and figures.
- Aim to use no more than three levels of heading. However, if a fourth-grade heading is required, use the same format (i.e., 12 pt roman) as for the third-grade heading.

## 5. Paragraphing

- The first paragraph after a heading is not indented.
- All other paragraphs begin with a 1 cm indent.
- Do not leave a blank line between paragraphs.

## 6. Orthography

- Spelling and punctuation must be consistent throughout.
- Please note that in British English the “-ize” ending should be used in preference to “-ise” where both spellings are in use (e.g., “criticize”, “recognize”).

## 7. Quotations

- Short quotations (shorter than 3 lines) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations (3 lines and more) should appear as a separate block; indented by 1 cm left and right; in 12 pt Times New Roman. This also applies to lists.
- All quotations in languages other than English should be followed by the translation in square brackets.
- Omissions are indicated by ellipsis points in brackets (...).
- Any insertions by the author are to be enclosed in square brackets: [emphasis mine].

## 8. Citations

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

One author: (Bouissac 1985)  
 Two authors: (Smith and Jones 1995)  
 Three authors: (Uexküll, Geigges and Host 1993)  
 Four or more authors: (Smith et al. 1990: 38)  
 (but please list all authors in the reference entry)

Works by one author: (Bouissac 1987a, 1987b, 1994)  
 Works by different authors: (Bouissac 1985; Deakin 1993)

No dropped digits in inclusive page numbers: (Hockett 1964: 140–145)

volume number: (Balat and Dove 1992, 1: 210)

reprints: (Dickens [1854] 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 numbers for quotations.
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”.

## 9. Typeface, emphasis, and punctuation

*Italics* should be used for:

- words, phrases, and sentences treated as linguistic examples.
- foreign-language expressions.
- titles of books, published documents, newspapers, and journals.

*Italics* may also be used for:

- drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum.
- emphasizing a word or phrase in a quotation indicating [emphasis mine].

**Bold** may be used sparingly to draw attention to a particular linguistic feature in numbered examples (not in running text).

Underlining or CAPITAL LETTERS should not be used for emphasis.

Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’.
- Double quotation marks should be used in all other cases, i.e., direct quotations in running text.
- Use rounded quotation marks (“ . . .”) not “straight” ones.

Dashes:

- spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens. (Standard WORD shortcut on a PC: CTRL+- [hyphen key], on a Mac: Option+- [hyphen key].)
- unspaced EN dashes should be used between inclusive numbers, e.g., 153–159.
- please use EN dashes (not bullets) for lists without numbering.

Periods should be placed before superscript note numbers, e.g., . . . word.<sup>7</sup>

Spacing: Type one space (not two) after periods, commas, and colons.

Brackets: Do not use double round brackets: brackets within brackets should be square brackets.

## 10. Abbreviations

- Use only the most common abbreviations.
- Periods should be used after abbreviations, but not in acronyms.

Common abbreviations: cf. Dr. ed. eds. e.g. et al. etc. i.e. no. trans. vol. vols.

Example acronyms: ELT ICLA USA.

- Initials require periods and have a space between them, e.g., Ronald W. Langacker.
- Acronyms common in linguistics (NP, V, ACC) may be used in numbered examples, but the terms should be written out in full in the text.
- Write out names of theories, titles of books, or names of publishers: “the Spatialization of Form Hypothesis”, not “the SFH”; “Oxford University Press”, not “OUP”.

## 11. Examples

- All examples should be numbered consecutively throughout the article.
- Foreign-language examples should be presented as follows. Use tabs (not the space bar) to align examples and glosses. Please also use italics for examples in English, see (2b):

(1) *Original language in italics.*

Word-for-word gloss in roman (plain) type with correct alignment.

‘Idiomatic translation in single quotation marks.’

(2) a. *Mampianatra*    *anglisy*            *an-d Rabe*        *aho.*  
Cause-learn    English            ACC-Rabe        I  
‘I am teaching Rabe English.’

b. *I sent the artefacts to an anthropologist.*

- References to examples in the text should take the form “see (1a) and (1b)” with both number and letter in brackets.

## 12. Tables, figures and illustrations

- Font in tables and figures: 10 pt Times New Roman.
- Tables and figures should be numbered consecutively throughout the article.
- Titles of tables and figures are to be placed flush left below the tables and figures.
- In tables use the full width of the type area and a minimum of two fine horizontal lines (no vertical lines).
- Avoid using tints as this can affect legibility.

Example table:

	<i>for to</i>	<i>to a</i>	<i>to</i> -forms (%)	other forms (%)
Rolls 2	3	12	80	20
Rolls 3	2	41	57	43
Rolls 4a	2	30	94	6
Rolls 4b	2	12	86	14

Table 1. Infinitive suffixes.

[Please note that captions of more than one line should be formatted with a hanging indent, as shown in this example.]

### 13. Maps

If you decide to use a map, please bear in mind the following:

- all maps should be enclosed in an outer frame;
- all labels must remain legible when the maps are reduced to fit the page;
- avoid using tints as this can affect legibility.

### 14. Appendixes and notes

- Font: 10 pt Times New Roman.
- Appendix is placed at the end of the text (after the references section).
- Notes should be placed at the bottom of a page, and they should be numbered consecutively throughout the text.
- Note numbers in the text should be superscript (small raised) numbers<sup>1</sup> without punctuation or brackets.
- The note number should directly follow the word in question or a punctuation mark, with no blank space.<sup>2</sup>
- In the notes sections, the notes should be printed with a hanging indent. The note number should NOT be raised and should be followed by a period, e.g.:

1. Example of note 1 at the bottom of a page.

2. Example of note 2 at the bottom of a page.

### 15. References

- Font: 12 pt Times New Roman.
- The reference section should contain all works cited and only those.
- All works must be listed in alphabetical order.
- Whenever possible give the full first names of authors and editors.
- Initials require periods and have a space between them, e.g., Ronald W. Langacker.
- Arrange all works under a particular author's name in chronological order. All authored works should be listed first under a name followed by any other categories arranged alphabetically (e.g., edited, translated).
- Give the full title and subtitle of each work.
- Titles of published books and journals are italicized. Unpublished works, such as Ph.D. dissertations, and titles of articles in

journals or edited works are not italicized.

- Give the inclusive page numbers of articles in journals or edited works. Do not drop digits in inclusive page numbers.
- Give both the place of publication and the name of the publisher.
- Do not use abbreviations for names of journals, book series, publishers or conferences.
- Do not use “et al.” but list all author/editor names.
- Use tabs, not the space bar, to position dates of publication and titles.

Example entries: [DOA = date of access in the case of Internet sites]

*A Midwife's Tale timeline*

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