{Title} Title of Paper Goes Here: Not over There

{Author} Name Surname

{Affiliation} Georgetown University

{Abstract} Every article must have an abstract of 200-250 words. You should write your abstract in {Abstract} style (10 point font, block indent). Bear in mind that every time we use the {...} brackets in this document, that indicates the style that you are to type in. If you haven't noticed yet, the {...} brackets also indicates the style the particular text you are reading is written in. You can select that style by using the pull-down menu on the toolbar located to the left of the font menu. You can also select styles by going to Format >> Styles and Formatting, or Style tab on the Home Ribbon in Word 2007. The formatting box will then appear on the right of your screen. You are encouraged to use the document you are currently reading as a template while you write your paper. To do this, open this document, go to 'Save as…', enter the name you want to give your article, and then overwrite the style sheet text with your text in the appropriate sections. Unless we indicate otherwise, don't hit Enter/Return more than once when changing styles. Go to the next line, select the indicated style, and the proper spacing will be automatically applied. Alternatively – and if you already have your paper written – copy it, paste it into this document, and then reformat accordingly. If you have any formatting questions, please contact Vitaly Nikolaev (vvn2@georgetown.edu) or Corinne Seals (cas257@georgetown.edu).

{INTRODUCTION} INTRODUCTION

{First Paragraph} Every paragraph except the first paragraph should be indented a half-inch. The first paragraph should not be indented. Please use Times New Roman, 12-point font, single-spaced and left-aligned (not full-justified). Page margins are 1" for top and bottom, and 1" for left and right. Use one space between sentences. There should be no blank lines between paragraphs, except to avoid splitting an example or excerpt between two pages. In this case, add blank lines at the bottom of the first of the two pages. Examples and excerpts longer than three lines are permitted to lie on two (or more) pages. Shorter examples and excerpts should not be split.

{SECTION HEADING} TITLE

{Normal} Capitalization of the title should adhere to the following rules:
1. Always capitalize the first and the last word.
2. Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions ("as", "because", "although").
3. Lowercase all articles, coordinate conjunctions ("and", "or", "nor"), and prepositions regardless of length, when they are other than the first or last word.
4. Lowercase the "to" in an infinitive.
5. While prepositions are to always be lowercased, particles in phrasal verbs should be capitalized. E.g., **Looking For UG**. Vs. **UG for ESL Instructors**.

{SECTION HEADING} EXAMPLES AND EXCERPTS

{Normal}You can add examples whenever you want. Below are several different formats that could be used for examples, depending on the type of paper you are writing and the nature of your data, e.g. a morpho-syntactic analysis versus narrative excerpts.

The following example includes a line for a gloss and a line for a translation.

(1)   {Example} First Example
        {Gloss } Gloss
        {Translation} 'Translation'

{Normal} If glossing morphemes (e.g., agreement, case markers), use CAPS preceded by a period, with a dash separating multiple elements: Gloss.SG-ACC for singular accusative. If you have pieces of discourse, you may want to use a format such as the following.

(1) {Excerpt} Excerpt 1 'Name of excerpt if appropriate' (citation)
        1   {Lines}Lines of
        2   discourse from the
        3   excerpt go here.
        4   You can play around with the format
        5   to suit your needs.
     {Normal}
     {Normal}When exiting the style {Lines} and returning to style {Normal}, you'll need to hit 'Enter'/'Return' after you've switched styles. Hit 'Enter'/'Return' once to exit {Lines}, switch to {Normal}, hit 'Enter'/'Return' again, and resume typing.

If you are working with discourse from a language other than English, you'll want to provide an English translation. Though not required, one possibility is to show the translation next to the original data, as below. This style is easy for the reader to follow, but may be cumbersome for longer pieces of discourse. As such, you are free to develop your own formatting for English translations (or for multi-lingual translations, if you dare).

To show the translation alongside the original text, proceed as for Excerpt 1 above, using {Excerpt} for the header and {Lines} for the data. To move from the original data to the translation, hit the 'Tab' key when the cursor is at the end of the line of discourse you want to translate. Don't use spaces to switch from the left column to the write. Feel free to play with the type of fonts you use, as the characters of Times New Roman may not be sufficient for your needs. Regardless of the font you use for the original data, choose a different font for the translation in order to clarify the separation between the two.

(2) {Excerpt}Excerpt 2
        1   {Lines} Si vous   If you
        2   avez un exemple   have an example
        3   en une autre langue,   in another language,
        4   il faut que vous   you'll need to show
        5   montrez la traduction.   the translation.
     {Normal}
     {Normal} Choose the format that works best for your data. The above are simply examples that may be helpful if you are not already committed to a particular format for representing your data. Once you choose a format, be consistent throughout the paper.

{SECTION HEADING} CAPTIONS

{Normal} Be consistent with the format of your captions making sure that the caption stays next to the figure/table/graph (e.g., across page breaks). Here's an example:
{Normal Bold} Figure 1. {Normal} How to format a caption.

{SECTION HEADING} FOOTNOTES AND ACKNOWLEDGMENTS

{Normal}Your footnotes[1] should be at the bottom of the page. To insert a footnote, in Word below 2007 select Insert, Reference, then Footnote; in Word 2007, select References, Insert Footnote; on a Mac: Insert, then Footnote.[2] Note that the font size of the text in footnotes should be 10 pt.

The acknowledgments are a bit trickier. Acknowledgements go at the bottom of the first page. To insert acknowledgments, click at the end of your Title, select Insert, click on Footnote. This time, choose the "Custom mark" option and enter a * in the table. The next step is to select the * in your text, by the Title, and make it white. To do this, select Format, click on Font, and change the "Font color" to white. This will ensure that the asterisk does not show up in the title of your piece. To finish, go to the actual acknowledgments in the bottom of the page and select the *. Select Format, click on Font and remove the Superscript option. Then type your acknowledgements.

{SECTION HEADING} MISCELLANEOUS DETAILS

{First Sub-Heading}Use This Style for All Sub-Headings Located Immediately beneath Headings.

{Normal} Please use CAPITALIZATION for SECTION HEADINGS and *Italics* for *Sub-Headings*. Please avoid using Sub-Sub-Headings.

If you choose subheadings, please include at least two. That is, if you are dividing a section into sub-sections, you should end up with at least two notable sub-sections to justify the choice to make the division.

{First Sub-Heading}Block Quote

{Normal} The block quote is to be used when:

{Block Quote} the text you are quoting contains 4 or more lines of text. Lorem

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[1] This is a new footnote.
[2] Notes should appear at the bottom of pages, rather than at the end of the document.

ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

{ Sub-Heading} Citations

{Normal} Citations should be noted internally in parentheses (Smith 1988). Cite a text within prose like this: "According to Smith (2000)."

In-text citations should identify the year of publication and the page number separated by a colon, e.g., Smith (2000:72).

See formatting for references on the next page.

Please refer to the Unified Style Sheet for Linguists (available from the eVox editors) for further guidance on citation and reference formatting.

{References} References

{Reference Text}

Author, Name. 1985. *This is the book title in italics*. City: Publisher.
Author, Name & Other Author. 2000. An article in a renowned journal: And so forth. *Journal in Italics* 19(1). 35-125.
Author, Name, Second Author, & Third Author. 2001. Chapter in book. In John Smith (ed.), *Title of book*, 32-45. Boulder: University of Colorado Press.
Author, Name. 2002, February 1. Name of periodical article: Such as a newspaper article. *New York Times*, 10-15.
Author, Name. 2002, February 1. Name of periodical article. *New York Times*. Retrieved from World Wide Web: http://www.nytimes.com/art.htm.
Author, Name. 2002, February 1. Name of periodical article. *New York Times*. Retrieved from Lexis Nexis: http://web.lexis-nexis.com/universe/document.
Author, Name. 2002, May. Name of magazine article. *The Economist*, 33-55.

To get the references, use {Reference Text}
This formatting is based on the recently adopted Unified Style Sheet for Linguists, which is available from the eVox editors and should be the basis for the formatting of your references. However, if a particular formatting is required of your paper for future publication somewhere else, feel free to use that. Please be consistent, though, and let eVox know what specifications you are using when submitting your paper. The rest of the paper will still need to be formatted according to the common eVox style.
Below are some more examples.

Bucholtz, Mary & Kira Hall. 2004. Language and identity. In Alessandro Duranti (ed.), *A companion to linguistic anthropology*. Malden, MA: Blackwell.
Bumiller, Elisabeth. 2002, September 7. Traces of terror: The strategy; Bush aides set strategy to sell policy on Iraq." *New York Times*. Retrieved from Lexis Nexis: http://web.lexis-nexis.com/universe/document?_m=2eea1df8f484a5d5dff401c82a523496&_docnum=1&wchp=dGLbVtz-zSkVA&_md5=d2 508c766b785e5ddb5fe507bf9523f3.
Chomsky, Noam. 1981. *Lectures on government and binding*. Dordrecht: Foris.
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Said, Edward. 1979. *Orientalism*. New York: Vintage Books.
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Strobel, Warren P., Jonathan S. Landay, & John Walcott. 2004, March 2. Doubts cast on efforts to link Saddam, al-Qaida. *The Monterrey Herald* (Knight-Ridder Newspapers). Retrieved from World Wide Web:

http://www.montereyherald.com/mld/montereyherald/news/special_packages/iraq/8089829.htm?template=contentModules/printstory.jsp.

Suleiman, Yasir. 2003. *The Arabic language and national identity*. Washington: Georgetown University Press.

Takayasu, Hideki, Misako Takayasu, Mitsuhiro P. Okazaki, & Tokiko Shimizu. 2000. Fractal properties in economics. In Miroslav Novak (ed.), *Paradigms of complexity: Fractals and structures in the sciences*, 243-58. Singapore: World Scientific Publishing Company.

Thomas, David. 1995. The 'Q' word. *Socialist Review* 25(1): 69-93.

{Appendix} Appendices

{Normal}Select style {Normal} for the body text, unless you have a justified reason for using another style. All the line spacings will automatically be there since they are defined as part of the paragraph format or style.

If you have more than one appendix, then label them A, B, etc. Each appendix should start on a new page.