Stylesheet for abstracts for UCCTS4

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| First Author | Second Author |
| Affiliation | Affiliation |
| email@domain | email@domain |

1. Introduction and Credits

This document both contains instructions, and exemplifies the format to be used, for extended abstract submissions to the *UCCTS4* conference.

We have provided versions of this template in the various Word formats (.doc, .docx and .rtf). These are, unfortunately, the only formats we can accept – for reasons indicated below.

This document is a much-simplified derivative of the template used for conference papers by the *Association for Computational Linguistics*. Credits for the original template can be found on the ACL’s website.[[1]](#footnote-1) This stylesheet was first used for the *Corpus Linguistics 2013* conference, and then lightly adapted for the fourth conferenceon *Using Corpora in Contrastive and Translation Studies*.

1. Why these instructions?

We plan to generate the conference abstract book directly from the accepted abstracts as submitted for review. Using a rich-format stylesheet both permits the inclusion of formatted headings, tables and figures, and helps minimise editorial work.

For these two reasons, we ask that abstracts be submitted as formatted word-processor files, formatted according to the model presented here. The formatting instructions are lengthy, so the easiest thing to do is simply to format your abstract using the automatic styles embedded in this document and/or to copy-paste your own text into a copy of this document, preserving the target format.

1. General instructions

Abstracts must be in two-column format. Please use the column widths exemplified in this document. Very large figures or tables may span both columns, if necessary (see also below). **Type single-spaced**.

Do not leave additional **blank lines** around headings, paragraphs and page breaks – except for the default margins. The abstract book will be printed on **A4** paper.

Do not include **page numbers**.

1. Layout

As well as using the two-column format, you must set the correct margin widths.

The correct margin sizes are:

* Left and right margins: 2cm
* Top margin: 2cm
* Bottom margin: 2cm
* (and this is, by the way, an example of how to lay out any bullet point lists you include)

The first paragraph under each heading should not be indented, but all subsequent paragraphs should have a first-line indent of 0.4 cm.

All paragraphs should be **justified** (on both sides). Again, this style is exemplified by this document.

1. Fonts and text size

For reasons of uniformity, **Times New Roman** font should be used.

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| --- | --- | --- |
| Type of Text | Font Size | Style |
| paper title | 14 pt | bold |
| author names | 12 pt | bold |
| author affiliation | 12 pt |  |
| section titles | 12 pt | bold |
| document text | 11 pt |  |
| captions | 11 pt |  |
| references | 10 pt |  |
| footnotes | 9 pt |  |

Table1: Font guide

Use size 11 points for text; 12 points for section headings; and 14 points for the title. (For a complete guide to font sizes and styles, see Table 1.) Again, if you make use of the styles built into this document, your abstract will be correctly formatted automatically.

1. Sections

It is not compulsory to divide your abstract into sections with headings, but you can if you wish. Use the heading styles from this document. Use numbered sections, in Arabic numerals. *However*, please do not use subsections.

1. The first page

Centre the title, authors’ name(s) and affiliation(s) in the first column, as illustrated above. Do not use footnotes for affiliations or email addresses.

**Title:** Place the title centred at the top of the first page, in Times New Roman 14-point bold. A very long title should be typed on two lines without a blank line intervening.

Then give the name(s) of the **author**(s), and each author’s affiliation on the following line. Put author names in bold. Do not use only initials for given names (middle initials are allowed). Do not format surnames in all-capitals. Please include an email address for each author (using Courier New, 10 point).

You can use a table, as in this example document, to lay out one or more authors. Simply delete one column for a single author; or, copy-and-paste the table to add additional authors after the first two.

Note that abstract reviewing is single-blinded only: you do not need to conceal the identity of the author(s).

1. Citations

Citations within the text should be placed in parentheses as (Smith 2003) or, if the author’s name appears in the text itself, as Smith (2003). Append lowercase letters to the year in cases of ambiguities.

*Two authors*: as in (Bloggs and Brown 2004). *More than two*: as in (Green et al. 2005).

Separate multiple citations by semi-colons as in (Smith 2003; Bloggs and Brown 2004, 2007a).

Gather the full set of references together under the heading **References**. Arrange the references alphabetically by surname first author. Provide as complete a citation as possible, using a consistent format, e.g. following the models at the end of this template. Titles should *italicised* (books) or placed in “double quote marks” (papers and chapters). Use of initials for authors (in the format “Bloggs, J.F.”), rather than full given names, is preferred.

1. Web addresses

Please only include URLs in the references list (where appropriate) or in footnotes to the main text. All web addresses should have normal text formatting – please avoid the “blue underlined” style of hyperlink as these look odd in print.

1. Presenting examples of corpus data

Please only include examples of corpus data where absolutely necessary for an understanding of the material in the abstract. Also note, all such examples count towards your word limit for the abstract.

Concordances are best presented within in plainly-formatted tables, or as normal paragraphs using a monospace font (such as Courier New).

Do not present concordances as screenshots unless your specific intention is to show the *concordance* *software itself*, as opposed to the *language exemplified* in the concordance.

1. Footnotes

Footnotes should be used *sparingly*.

Put footnotes at the bottom of the page. They should be numbered.[[2]](#footnote-2) Footnotes should be separated from the text by a line.[[3]](#footnote-3) Footnotes should be in 9 point Times New Roman.

1. Figures and tables

If your abstract contains **figures** or **tables**, place them near where they are first discussed, rather than at the end of the document. If absolutely necessary, wide figures may run across both columns. Colour figures are discouraged, unless you have verified that they will be comprehensible when printed in greyscale-only.

**Captions:** Provide a caption for every table or figure; number each one sequentially in the form: “Figure 1. Caption of the Figure.” “Table 1. Caption of the Table.” Enter the captions of the figures and tables below the body, using 11 point text. Important: in text referring to tables and figures, do say “see table 1 / see figure 1”. Do not say “see the table below / the figure below” as the precise location of tables and figures may change in the editorial process.

1. Length of Submission

Paper submissions should be around 750 words in length (excluding any references, but including tables).

Note that this instruction document is approximately 1,200 words in length.

1. Publication

Extended abstracts which are accepted to the conference will be printed in the conference abstract book, which will also be published online on the conference website.

References

Bloggs, J.F. and Brown, Q.V. 2004. *The very complicated nature of corpus linguistics*. Anytown: Anytown University Press.

Green, N., Frodnow, S.P.V. and Klopps, A.B. 2005. “How to think of a title for a journal article”. *International Journal of Nonexistent Papers* 24 (11): 503-512.

Hat, H.H. 2006. *A classic research thesis with a very long title: and a subtitle*. Unpublished PhD thesis, University of Anytown. Available online at http://www.anytown.edu/hat/archive/thesis.pdf

Smith, X. 2003. “Some thoughts on submitting abstracts to conferences”. In J. Jones and F. Farmer (eds.) *All about conferences*. London: Example Press.

1. See http://www.acl2012.org . [↑](#footnote-ref-1)
2. This is how a footnote should appear. [↑](#footnote-ref-2)
3. Note the line separating the footnotes from the text. [↑](#footnote-ref-3)