

Style Sheet

1. General information

When writing your text please remember to:

- always use line spacing “exact” and never “single” in “Word”; line spacing should be 2 pt more than the text (for example: main text: 11 pt with 13 pt line spacing; footnotes and indented quotations: 9 pt with 11 pt spacing);
- number the pages progressively (collected papers: in the headings; monographs: at the bottom);
- indent paragraphs (1 cm); however, there should be no indentation after section headings, a blank line, a table, a graph or an indented quotation;
- insert notes at the foot of the relevant page.¹

We remind you that it is the author’s responsibility to obtain any permission required for the use of material owned by others. If applicable, credit lines should appear in a footnote at the beginning of the paper.

1 If footnotes are more than one line long, there should be a hanging indent. There should be no gap between footnotes. Within the text, the footnote reference number should follow the word in question or a punctuation mark, with no blank space. The indent should have the same measure than the paragraphs and the indents in the main text.

2. Type area

The type area is 110 x 170 mm. The type area remains the same throughout the book. It does not include the page number. On an A4 page, margins should be set as follows: upper margin: 6.3 cm; lower margin: 6.4 cm; left and right margins: 5 cm; heading: 5.3 cm; foot: 1.5 cm. The entire text, including bibliography and footnotes, must be justified with the exception of titles and headings, which should be ranged left.

3. Type size (font: Times New Roman)

- CONTRIBUTOR'S NAME: 11 pt (small capitals), ranged left.
- **Title of contribution:** 15 pt, ranged left with 13 pt in main text size above and 52 pt beneath.
- Main text: 11 pt (the same applies to blank lines).
- Footnotes, indented quotations, tables and captions: 9 pt.
- **Subheadings:** 13 pt, ranged left with 39 pt above and 26 pt beneath.
- Lower-order headings: 11 pt italic with 26 pt above and 13 pt beneath.
- Even lower-order headings: 11 pt italic with 13 pt above and 5.5 pt beneath.
- If one heading follows immediately after another, the 'space above' the second heading is omitted.
- Do not end a title or heading with a full stop. Capitalize only the first letter of the first word and of those words which the orthography of the language in use requires to begin with a capital letter. Never use justification for titles.

4. Quotations in the text

Short quotations (2-3 lines) are placed in the text between double quotation marks “ ”. E.g.:

Coates observes that: “At its strongest *should* takes on the meaning of moral obligation, or duty (defined in moral or legal terms). At its weakest, it merely offers advice, if subjective, or describes correct procedure, if objective” (1983: 59).

Please remember that quotation marks and apostrophes should be rounded, as in the example, not straight. For longer quotations leave 11 pt before and after the quotation and reduce left margin by 1 cm.; do not use quotation marks, underlined words or boldface. Omissions should be signalled with three dots between square brackets: [...]. Square brackets are also used to signal remarks by the author. E.g.:

Palmer (1988: 141-142), suggests that the deontic meaning of *shall* is permanently associated with a performative value:

SHALL is [...] different from deontic MAY and MUST in that it does not permit or oblige someone else, usually the addressee, to act, but guarantees that the speaker will act. But it is deontic in the essential characteristic that it influences or directs behaviour *and that* it is performative [my italics].

Both the text and the footnotes should be justified, so throughout the text word-breaks should be avoided. Meanings should be placed between single quotation marks, whereas highlighted items or items in languages different from the one of the paper are in italics. E.g.:

Concerning the semantic distinction between *wilfully* and *willingly*, we find that the *Oxford English Dictionary* provides the meaning of “deliberately [...] occasionally implying ‘maliciously’” for the former.

5. Citations

When referring to a text, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation. E.g.:

Malkiel (1959: 126) sees five types of semantic relationship [...]

Give page numbers in full, do not use 'f.' or 'ff.'; always give the full author-date citation – do not use 'op.cit.', 'loc.cit', or 'ibidem'.

When referring to several texts, please list them in chronological order. E.g:

Attention has been paid to the diachronic evolution of English medical writing (Taavitsainen/Pahta 1995, 2004; Tardy 2004; Hall 2005; Gotti 2008; Taavitsainen 2009; Tyrkkö/Hiltunen 2009).

6. Tables and graphs

Text within tables should be ranged left. Numbers should be centred on the decimal point. Do not use colour to indicate different values, but arrange the table and graph so that it is legible in black and white. Graphics may be submitted in all major graphic file formats, though it is advisable to contact the editors beforehand.

Tables and graphs are to be numbered consecutively and be given titles (captions). These should appear below the table/graph; e.g.

| <i>Central modal verbs</i> | <i>Occurrences</i> |
|----------------------------|--------------------|
| SHALL | 246 |
| MAY | 41 |
| WILL | 6 |
| MIGHT | 4 |
| CAN | 3 |
| SHOULD | 3 |
| MUST | 1 |
| COULD | 0 |
| WOULD | 0 |

Table 1. Number of occurrences of central modals in EModE statutes.

7. Examples and lists

All examples should be numbered progressively (do not re-start in each subsection); e.g.

(50) Wee Your Majesties most dutifull and loyall Subjects the Commons assembled in Parliament have *cheerfully and unanimously* given and granted and doe hereby give and grant unto Your Majesty (E3-S2)

(51) I would *gladly* see him, but (P. Henry's letter to his wife)

Items in lists should also be numbered or, alternatively, be preceded by a dot; e.g.:

In particular, students were assessed on their reading competencies with reference to:

- extracts from academic textbooks, including both British and American college-level economics textbooks;
- the business and financial press, represented by articles taken from business and finance sections of *The Economist*.

8. References

Bibliographical references are listed alphabetically at the end of the contribution. Please make sure entries correspond to the authors cited in your paper. Such entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples. E.g.:

i) books

- Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage*. Cambridge: Cambridge University Press. (If there is only one word on the left and on the right of a dash, there is no empty space: Brown/Levinson. If there are more words as in the example, there should be an empty space.)
- Dijk, Teun A. van (ed.) 1997. *Discourse Studies. A Multidisciplinary Introduction*. London: Sage.
- Hyland, Ken 1998. *Hedging in Scientific Research Articles*. Amsterdam: Benjamins.
- Palmer, Frank Robert 1990. *Modality and the English Modals*. London: Longman.

ii) articles in books:

- Görlach, Manfred 1992. Text-types and Language History: The Cookery Recipe. In Rissanen, Matti *et al.* (eds) *History of Englishes: New Methods and Interpretations in Historical Linguistics*, Berlin: Mouton, 736-761.
- Taavitsainen, Irma 1997. Genre Conventions: Personal Affect in Fiction and Non-fiction in Early Modern English. In Rissanen, Matti / Kytö, Merja / Heikkonen, Kirsi (eds) *English in Transition: Corpus-based Studies in Linguistic Variation and Genre Styles*. Berlin: Mouton, 185-266.

iii) articles in journals:

Hyland, Ken 1996a. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics* 17/4, 433-454.

Hyland, Ken 1996b. Talking to the Academy: Forms of Hedging in Science Research Articles. *Written Communication* 13/2, 251-281.

Taavitsainen, Irma Forthcoming. Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics* 2/1.

iv) internet addresses:

Please set internet-addresses into brackets:
<<http://www.unibg.it/cerlis>>.

Do not use abbreviations – also in the text and footnotes only the simplest and most common are acceptable ('etc.', 'i.e.', 'e.g.', 'et al.'). Appendices are placed at the end of the text, after the bibliographical references.

Please do not hesitate to contact the editors if you have any enquiries.