Title: 15 pt bold (centered)

Authors’ Name: 12 pt bold (Centered)

Author’s affiliation: 12 pt

*Email address: 12 pt*

Leave one 15-point blank line after the title. Leave two 12-point blank lines before and after the abstract. Indent the abstract 1.27 cm from margins on both sides. Do not include the label, ‘abstract’ before the body of the abstract. The abstract must be 10-point and must not include any coloured fonts. The abstract must not exceed 300 words. The left, right and bottom margins for the entire document must be set at 4.44cm. The top margin must be set at 3.00cm. The entire document must be in Times New Roman.

*Keywords: Italicized; semicolon to separate keywords*

1. Section headings: 11 pt bold

Leave a blank line before and after each heading and subheading.[[1]](#footnote-1) All headings must be in Times New Roman.

* 1. Subsection headings: 11 pt bold

Start the first paragraph after a section or subjection heading with no indentation. The main text must be in Times New Roman and 11 point. Do not leave a blank line between paragraphs.

Indent each paragraph following the first by 1.00cm. Section and subsection labels must be indented 1.00cm from the left margin, so that they are aligned with the indentation of the paragraph.

* + 1. Sub-subsection headings: 11 pt italicized

The footer that includes publication information must be in italicized 10 point Times New Roman. Type your name in the footer below. The footer will not appear on the first page of your paper.

1. Examples

Put all examples in tables with invisible lines. Each example must have its own table, even if it is the second part of a previous example. Do not use tabs. Examples must be in 11 point Times New Roman. Between each example there must be an 11 point space. Included in your table must be the example number in its own column. All gloss elements must be in italics and the English translation will be in single quotes and not italicized. Tables will be separated from the preceding paragraph or table by a single blank line.

Examples that are more than one line long are to be split into rows to ensure that they remain inside the given margins. There must not be any blank rows between separate rows of the same example. The translation will be in a single merged cell as the last row in the table.

The first column of the table must be 1.00cm wide and only contain the reference number of the example. If your example is divided into two or more parts the identifying numerals or letters will appear in the second column that must have a width of 0.64cm.

1. References and acknowledgements

References must be 11 point. The label ‘References’ must be centered 11 point bold as with the other labels. Leave two blank lines after the last line of the text. References must follow MLA citation guidelines including proper indenting of each line that follows the first. If you would like to include a section for Acknowledgements, label it similarly and include it before the References section.

References

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication.

**Appendix A**

The Appendix section must be Times New Roman and 11 point. The label ‘Appendix A’ will be centered and in boldface. All appendices should follow the References section. The appendices section will be consecutively labelled following the alphabet. Start with ‘Appendix A,’ followed by ‘Appendix B,’ etc.

1. Footnotes should be avoided. If they are used, they must be in 10 point Times New Roman and numbered with Arabic numerals. Follow MLA guidelines on footnotes and endnotes. [↑](#footnote-ref-1)