**STYLESHEET**

**For illustrative example of the stylesheet see the Chapter layout below.**

**PLEASE, TRY TO KEEP THE FORMATTING OF THE DOCUMENT AS SIMPLE AS POSSIBLE AND FOLLOW THE STYLESHEET. THE FINAL MANUSCRIPT WILL BE A COMBINATION OF TEXTS WRITTEN BY VARIOUS AUTHORS AND ANY SPECIAL FORMATTING WOULD MAKE THE WORK OF THE EDITORS MORE COMPLICATED. SHOULD YOU HAVE ANY FURTHER QUESTIONS IN THIS RESPECT, PLEASE GET IN TOUCH WITH LIVIA. LET ME ALSO REMIND YOU OF THE FACT THAT THE AUTHORS ARE RESPONSIBLE FOR THE PROOFREADING OF THEIR TEXTS BY A NATIVE SPEAKER.**

**Formatting your file:**

* Please submit your file as a **Microsoft** **Word** document (doc or docx).
* Please check that your file does not have visible editorial markups; that is, if you have edited your file with “track changes” or if you have made comments, be sure to remove those markings before submitting your file.
* Please do not “lock” your file.

**Formatting your document:**

* Font: Times New Roman, 12-point size. For the individual sections of your chapter (e.g. title, author’s name, etc.) use **bold**.
* Spacing of the text: 1.5
* Left-align all text. Use 2.54 cm margins all around, i.e. top and bottom as well as right and left.
* **Do not** place page numbers.
* **Do not change the headings suggested in this stylesheet**. They are uniform for the whole project. If you divide the chapters into smaller sections and if you use headings for them, **do not** exceed 3 levels of headings in the text (the title of the chapter excluding)

**Level 1 bold,** leave one free line above and below the heading

*Level 2 italics,* leave one free line above and below the heading

*Level 3 italics*, leave one free line above the heading

Do NOT number the headings.

For the chapter layout cf., the last page of this document. For the content of individual chapters cf., the file *Tasks*.

* Footnotes should be numbered consecutively and single spaced, 10-point size.
* Spelling, punctuation, use of decimals, and other conventions should follow UK standards.
* Number your examples and use *italics* for them. When glossing the examples, apply the Leipzig glossing rules (including the abbreviations) (https://www.eva.mpg.de/lingua/resources/glossing-rules.php). To identify an onomatopoeia in glosses, use the small cap o.
* to emphasize use **bold**.
* Tables and pictures: leave one empty line between a table and a text. Centre the table. Please, do not use any formatting with your tables and pictures. Number them manually. For their labelling use *Times New Roman 10* and *italics.* Place the table name under the table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Slovak | jeden | dva | tri | štyri | päť |
| Czech | jeden | dva | tři | čtyri | pět |
| Polish | jeden | dwa | trzy | cztery | pięć |

 Table 1 Numerals in Slavic languages

* All paragraphs should be indented.

**Citations and references**

* For citations and references use the **APA** style. All the information needed, including examples of various sort are available at <https://apastyle.apa.org/>
* Translate titles of referenced publications written in the languages other than French, German, Spanish and Italian into English.
* Full bibliographical details are given in the reference section at the end of the book or article.
* Avoid referring to a whole book: give exact page numbers whenever possible.
* Always give the page number with quotations.
* Always give the full author-date citation: do not use “op. cit.”, “loc. cit.” or “ibid.’.
* Quotations longer than three lines: 1. Indent such quotations by 0.5 from both left and right and use italics for them. Use 11-point size.

**TITLE OF THE CHAPTER**

(the title is the name of your language, e.g. **Onomatopoeias in Slovak**)

***Author’s name and affiliation***

(e.g. ***Lívia Körtvélyessy, P.J.Šafárik University, Košice***)

**Introduction**

text text text

**Position of onomatopoeia in the language system**

text text text

**Description of onomatopoeia**

text text text

*Phonology*

text text text

*Vowel and consonant inventory*

text text text

*Syllabic structure*

text text text

*Stress*

text text text

*Tone*

text text text

*Morphology and syntax*

text text text

*Word-formation*

text text text

*Word classes*

text text text

*Syntax*

text text text

*Semantics*

*Overview*

text text text

*Semantic relations*

text text text

**Conclusion**

text text text

**List of abbreviations** (if applicable. The list is not a part of the word count)

**References** (part of the word count)

**Appendix** (not part of the word count)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **onomatopoeia** | **meaning** | **English translation (if applicable)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| … |  |  |  |