GLOW Word proceedings template

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**Abstract**: This document provides a Word template for GLOW proceedings and provides guidance for the style to use. Feel free to base your own submission on this document.

**Keywords**: *keyword 1*, *keyword 2*, *keyword 3*

# This template

If you are reading this file, you have downloaded the GLOW proceedings template for Word. We recommend that you use LaTeX for your submission, but if you do want to use Word, please simply base your submission **on this template**.

This file describes the template and serves as a style sheet for GLOW proceedings. Please

follow the guidelines stated here otherwise we might not be able to accept your submission. The editors will not correct submissions but only check them for adherence to the GLOW style. Authors will be given an opportunity to revise their submission, but non-adherence to the style sheet may lead to a contribution being excluded from the proceedings.

# Style guidelines

The easiest way to follow the style guidelines is simply to use this document and add your content. Again, we very much welcome submissions in LaTeX as they make editing much easier. Nevertheless, here are a few requirements for the proceedings:

* Paper size: A4
* Each paper has an abstract (below the title)
* Each paper has up to five keywords (below the abstract)
* For citations and the bibliography, follow the **Unified Style Sheet for Linguistics** (<https://clas.wayne.edu/linguistics/resources/style>)
* Typefaces (“fonts”): **Libertinus Serif** for text, **Libertinus Sans** for the title, author information, and headings[[1]](#footnote-1)

## Headings

Headings are set in **Libertinus Sans** (12pt, bold, upright). This template provides styles for top-level headings (“Heading 1”), as well as secondary and tertiary section headings (“Heading 2”, “Heading 3”). Please use them. Sections are numbered with a single number without a following dot (N), subsections have the section number, a dot (“.”), and the subsection number (N.M). Subsubsections have three numbers, divided by dots (N.M.O).

An optional list of abbreviations and the references have unnumbered headings. Use sentence case in headings, that is capitalise the first word as well as words which are generally capitalised such as proper names, but nothing else.

## Headers and footers

In headers, the left side features the last name of one or multiple authors. Separate author last names using “&” and use “X et al.” for more than two authors, in small capitals. The right side features the paper’s (short) title, in italic small capitals (e.g. *bárány*). The footer consists of the centered current page number.

Headers and footers use Libertinus Sans. Just edit the headers of this document.

## Bibliography

GLOW proceedings use the unified citation and bibliography style: <https://clas.wayne.edu/linguistics/resources/style>. The easiest way to adhere to this is to use a reference manager which supports this style. There are style sheets available for Mendeley (<http://csl.mendeley.com/cslEditorLib/external/csl-styles/unified-style-linguistics.csl>) and Zotero (<http://csl.mendeley.com/cslEditorLib/external/csl-styles/unified-style-linguistics.csl>), while Citavi should include it.

We will not correct your references for you, please take care to follow the guidelines.

## Examples

Number your examples. Specify the language of examples, either in the text, or as part of the example and provide sources where relevant. Provide glosses where they are needed and follow the Leipzig Glossing Rules (<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>). If you use glosses provide either a full list of abbreviations, or — if you only use abbreviations specified by them — a reference to the Leipzig Glossing Rules. (1) is an example of a numbered example from a language other than English.

1. Hungarian (adapted from É. Kiss 2008: 469)

A *pro*i diák-ja-it *minden tanár*i  szeret-i.

the students-poss.3sg-poss.pl-acc every teacher like-3sg.sbj>3.obj

‘Every teacher likes his/her students.’

Examples with multiple parts are numbered as shown in (2). Syntax trees should be numbered like examples rather than like figures.

1. Example with sub-examples.
   1. One
   2. Two

Abbreviations in glosses should be typeset using small capitals (as in (1)).

## Tables and figures

Tables and figures should also be numbered (e.g. “Table 3”) and they should have captions below the table of figure. An example is shown in **Table 1**. Do not use vertical bars in tables unless really necessary.

|  |  |
| --- | --- |
| Column 1 | Column 2 |
| One | Two |
| Three | Four |

**Table 1** This is a table

## Copyright statement

The copyright statement is placed at the bottom of the first page. It consists of your name and the bibliographical data of the current submission. Fill in as much as you can in the Unified style, leave the rest to us (the DOI for example).

# Using the Word template

This file specifies several styles. The easiest way to follow the style is to use them. The following lists all the styles and outlines where they should be used:

* **Title**: Use this only for the title on the first page.
* **Author**: Use this for the name(s) of the author(s), their affiliation(s) and their e-mail address(es).
* **Quote, Abstract**: Use this for the abstract underneath the information about the author(s); you can also use this style for long quotes.
* **Keywords**: Use this for up to five keywords between the abstract and the first heading.
* **Heading 1**: Use this style for section headings; this style provides a single number.
  + **Headings 2–3**: Use these styles for sub(sub)sections; if used in section 1, “Heading 2” will give you a heading of the style “1.M” where M is the number of the subsection etc.
  + **Heading 4**: Use this for any other sections; these headings are not numbered.
* **Body text after heading**: This style is chosen after headings. It does not have a first-line indentation. This should be used only after headings.
* **Normal**: This style is the normal paragraph style (except after headings, where “Body text after heading” should be used). It differs from “Body text after heading” by having an indented first line.
* **Numbered example**: Use this to create numbered examples with labels such as “(1)” and “(2)” (see above). You can also use this style to create examples with multiple lines. Just press enter after the first, numbered line of an example to create a new line, followed by backspace to remove the number on the second line. If you press tab instead, a alphabetical list will be started.
* **List paragraph**: This style is used in bulleted lists (such as this one).
* **Footnote Text**: This style is used in footnotes.
* **Caption**: This style is used in table captions (as in Table 1).
* **Header**: This is used in headers (on all but the first page).
* **Footer**: This is used for the page number in the footer.
* **First page footer**: This style is used for the copyright notice on the first page.

Abbreviations

1 = first person, 3 = third person, acc = accusative, obj = object, pl = plural, poss = possessive,

sbj = subject, sg = singular, WCO = weak crossover.

#### Acknowledgements

This is the place for acknowledgements.

References

É. Kiss, Katalin. 2008. Free word order, (non)configurationality, and phases. *Linguistic Inquiry* 39(3). 441–475. <https://doi.org/10.1162/ling.2008.39.3.441>

1. Why these typefaces? They are freely available open-source typefaces with very good support for Unicode characters. If you’re using a current version of LaTeX, you’ll have them installed already. If not, you can download them from https://github.com/alerque/libertinus/releases. [↑](#footnote-ref-1)