**FORMATTING STANDARDS INCLUDING REFERENCES FOR COMPARATIVE LEGILINGUISTICS**

1. **Paper size:**

width: 15 cm

height: 22,5 cm

1. **Margins:**

Top 2 cm

Bottom 2 cm

Right 2 cm

Left 2 cm

1. **Title** in capital letters,, bolded font: Times New Roman, size 15, justified (use PARAGRAPH dialog box to set spacing before: 52 points; spacing after: 52 points; Line spacing: exactly 17 points.
2. **Author’s personal data**: Under the title place your **first name and surname** in capital letters, bolded, then after a comma place your **scholarly degree** in small letters. Font: Times New Roman, size 12, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 14 points. Below your name and surname place your **affiliation** (if you have one), **address for correspondence** and your **email address, ORCID number**. Please remember that also a **COUNTRY** must be added (see sample paper).
3. The policy of the journal is that each article should have title, abstract and keywords in English, the language of the article and the native language of the author. If the author discusses more than one language in his or her paper the titles, abstracts and keywords should be in all discussed languages.
4. **Abstracts and key words**: Leave one empty line of text. Next place an **abstract** in English (100-200 words). Font Times New Roman, size 10, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

**Key words**: Leave one empty line of text. Next place **key words** (about 5-8 words). Font Times New Roman, size 10, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place **the title** in capital letters in your native language (Font Times New Roman, size 10, centered (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place **abstract** in your native language (100-200 words). Font Times New Roman, size 10, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Next place **key words** in your native language (about 5-8 words). Font Times New Roman, size 10, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 12 points.)

Leave one empty line of text. Place the **main text of the article**:

1. **Headings**: Font Times New Roman, size 13, aligned to left (Choose Left to align text to the left with a ragged right edge (or use the keyboard shortcut, CTRL+L).). Use PARAGRAPH dialog box to set spacing before: 32 points; spacing after: 22 points; Line spacing: exactly 15 points.)
2. **Main text**: Font Times New Roman, size 11, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 13 points, paragraph indentation of first line of 1.25 cm).

First paragraph not indented, second paragraph indented 1.25cm, spacing between lines exactly 13 points.

Enumerations should be done by using enumeration dialog box.

1. **Tables, graphs, charts and pictures** must be in black and white (possibly also grey). In case of pictures make sure they are of high quality enabling their printing. Font Times New Roman, size 10, spacing before: 0 points; spacing after: 0 points; HEADING Font Times New Roman, size 10, spacing before: 0 points; spacing after: 0 points
2. **Quotations** always in quotation marks. If longer than three lines of text as a separate paragraph in font Times New Roman, size 9, justified (use PARAGRAPH dialog box to set spacing before: 12 points; spacing after: 12 points; Line spacing: exactly 11 points, paragraph indentation of all line of 1 cm).
3. **Examples** should be numbered; Font Times New Roman, size 10, indentation of 1.25 cm left; Line spacing: exactly 12 points; one space between examples
4. **Footnotes**: should be used to insert additional comments but not for bibliographical references. Font Times New Roman, size 9, justified, single spacing
5. **Bibliography**:

Font Times New Roman, size 11, justified (use PARAGRAPH dialog box to set spacing before: 0 points; spacing after: 0 points; Line spacing: exactly 13 points, paragraph indentation the so-called *hanging indent* of 1.25 cm). Sort out the bibliography using the automatic dialog box

You can quickly and easily sort the text of a one-level bulleted or numbered list so that the text is in alphabetical order.

1. Select the text for sorting.
2. On the Home tab, in the Paragraph group, click Sort.



1. In the Sort Text dialog box, under Sort by, click Paragraphs and Text, and then click either Ascending.

DO not use multiple SPACEs in the text. Use the RULER dialog box instead.

**REFERENCES in the main text and BIBLIOGRAPHY (only works cited or referred to in the text):**

When referring in text, please give a name and year of publication in brackets as in the examples marked with “T:”.

In Bibliography use the standard shown under “B:”.

**Book (book title in italics)**

**One author**

T: (Doniger 1999: 65)

B: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

**Two authors**

T: (Cowlishaw and Dunbar 2000: 104–7)

B: Cowlishaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

**Three authors**

T: (Cowlishaw, Smith and Dunbar 2000: 104–7)

B: Cowlishaw, Guy, John Smith and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

**Four or more authors**

T: (Laumann et al. 1994: 262)

B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

**Editor, translator, or compiler instead of author**

T: (Lattimore 1951: 91–92)

B: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

T: (Bonnefoy 1995: 22)

B: Bonnefoy, Yves. 1995. *New and selected poems*. Eds. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

**Chapter or other part of a book**

T: (Wiese 2006: 101–2)

B: Wiese, Andrew. 2006. “The house I live in”: Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, eds. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

**Chapter of an edited volume originally published elsewhere (as in primary sources)**

T: (Cicero 1986: 35)

B: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of University of Chicago readings in western civilization, eds. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., The letters of Cicero, vol. 1 (London: George Bell & Sons, 1908).

**Preface, foreword, introduction, or similar part of a book**

T: (Rieger 1982: xx–xxi)

B: Rieger, James. 1982. *Introduction to Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

**Book published electronically**

T: (Kurland and Lerner 1987)

B: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders’ Constitution*. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

**Journal article**

**Article in a print journal (*journal title in italics*)**

T: (Smith 1998: 639)

B: Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

**Article in an online journal**

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the example below.

T: (Hlatky et al. 2002)

B: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association 287*, no. 5 (February 6), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).

**Popular magazine/newspaper article**

T: (Martin 2002: 84)

B: Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

**Book review**

T: (Gorman 2002:16)

B: Gorman, James. 2002. Endangered species. Review of The last American man, by Elizabeth Gilbert. *New York Timess Book Review*, June 2.

**Thesis or dissertation**

T: (Amundin 1991: 22–29, 35)

B: Amundin, M. 1991. *Click repetition rate patterns in communicative sounds from the harbour porpoise, Phocoena phocoena*. PhD diss., Stockholm University.

**Paper presented at a meeting or conference**

T: (Doyle 2002)

B: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19– 22, in Berlin, Germany.

**Web site**

T: (Evanston Public Library Board of Trustees)

B: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).

**Weblog entry or comment**

T: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

B: Becker-Posner blog, The. http://www.becker-posner-blog.com/.