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STYLESHEET *COGNITEXTES*

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CogniTextes is an on-line journal. The stylesheet is defined on the publication platform (LODEL) and determines how the journal is displayed. The formatting that you may provide in a document may thus not be the same as the eventual formatting on screen.

The text below gives more specific information on how to format your document in order to facilitate the on-line publication. We strongly encourage authors to read this document carefully **prior to** submitting their manuscript. Following the procedures below will considerably speed up the publication process, which is essentially a conversion process. The more the original document conforms to the style sheet, the smoother the conversion. Obviously, the editors are ready to help out wherever needed.

Problems or suggestions for improvement can be mailed to the editor-in-chief or the assistant editor.

Styles: an introduction

The basic principle is as simple as it is efficient: formatting of the document should be done as much as possible via **styles**, not via hard formatting. The latter is assigned to particular stretches of text via the Format menu or the formatting buttons in the toolbars (e.g., to change the size of characters or center paragraphs. In contrast, styles (“soft formatting”) are defined for the entire document.

If you change the formatting of a style, the formatting of **all** the paragraphs based on that style change, except for any hard formatting that you may have assigned to the paragraph overruling the formatting of the styles. Mostly, styles have a “functional” motivation: the reason why you want a certain paragraph to have a certain formatting is because it stands out as a heading or a subheading, an example, a quote block, etc.

Styles are actually very easy to use and mostly save you a lot of time, since you define a style only once and then apply it to all the paragraphs that you want to have that style. (If you do not know how to use or assign styles, the help function in your text editor will provide you with clear instructions on how to do so.) Styles can be conveniently stored in template files and automatically imported into any new document created from the template. Styles from templates can also be imported into



an existing document (you'll find the procedure below). In Microsoft Word, templates bear the extension ".dot"; in OpenOffice Writer, templates are ".ott" files. For your convenience, we provide you with a template for Word that contains all the styles that we recommend you use. If you have difficulty getting this template to work, please contact the assistant editor.

As much as possible, you should refrain from using other styles than the ones provided, and you should not assign any special hard formatting to text in these styles, such as font and character size (bold, italics, underlining, subscripts/superscripts and small caps are fine). **The more your text conforms to the required styles, the faster your article will be on line.**

NOTE: Any hard formatting in a paragraph can be (and usually is) erased by assigning a new style to it or by reassigning the same style. In Word, Ctrl-Q erases any hard paragraph formatting; Ctrl-SPACE erases all hard character formatting in selected text (Ctrl-M for both functions in OpenOffice).

If you cannot use the template and/or want to create your own styles, we recommend that you use a common and neutral font (like Times New Roman or Palatino Linotype), size 11 or 12, justified alignment, 1.5 line spacing and 3 cm margins. Some of the required styles are already in Word documents by default; others you will have to add yourself. Make sure that the style names match those listed in this document.

How to use the Word template ("cognitextes.dot")

Starting from scratch (recommended)

We recommend that you start writing your manuscript from the template.

- 1) Save the "cognitextes.dot" file to your computer.
- 2) Double-click the file; Word will open an empty document based on that template; all the styles will be there and you will see dummy text (inserted by us) to illustrate each style.
- 3) Replace the dummy text with your text (obviously) and apply the appropriate styles to it.
- 4) You can easily change the style of a paragraph via the styles selection box. Depending on the version of Word you're using, this box appears in different parts of the interface, so it is not possible to describe all cases here. Please refer to the software's documentation ("Help" menu) if you're not sure how proceed.



Starting from an existing document

If you already have your text written up, you can assign the template to it, so that the styles in "cognitextes.dot" overrule your original styles.

- 1) Save the "cognitextes.dot" file to your computer.
- 2) According to the version of Word you're using, the procedure for importing styles might be different from the one described here; if so, try to use the documentation to find out. In your document, click on "Tools", then "Templates and Add-Ins...", click on "Add" and choose the file "cognitextes.dot". Make sure you check the box "Automatically update the styles" (right underneath the file-box), otherwise the styles will not be updated.
- 3) Click OK. In principle, all your original formatting should now have been overruled. The disadvantage of this system is that your other styles that do not overlap with those in "cognitextes.dot" will remain.

Overview of styles

"Normal"	Basic style, for all regular paragraphs of the main text. Non-indented, white line before. For best readability, use Palatino Linotype or Times New Roman, size 11 or 12.
"Heading <n>"	Headings have as style names "Heading <n>" with <n> being the level at issue. There should not be more than 3 levels in the headings. Headings are numbered with Arabic numbers following the regular format (1, 1.2, 1.2.1).
"Citation"	Quotes longer than 5 lines of text are put in a separate block with this style. No quotation marks are to be used around quote blocks. Indented from the left and right by 0.5 cm, single line spacing, size 10.
"Legende Illustration"	Used for captioning figures and tables; the caption follows the figure/table. Insert "Figure/Table <n>." at the beginning of the caption, followed by a description (e.g., "Figure 1. A nice figure" / "Table 1. Some nice frequencies"). Centred, size 10, italics.
"Abstract"	Used for the English abstract, positioned below the title. Justified, indented from left and right with 1 cm, size 10, single line spacing.
"keywords"	Used for the English keywords, positioned below the title, separated by commas. Indented from left and right with 1 cm, size 10, single line spacing.
"Resume"	Used for the French abstract. Otherwise same as above.
"Mots Cles"	Used for the French keywords. Otherwise same as above.



"Title"	Used for the title of the article.
"Auteur"	Used for the author's name. (to be added in the accepted version only, under the title)
"Description auteur"	Used for the author's affiliation. (to be added in the accepted version only, under the author's name)
"Bibliographie"	Used for the bibliographical references in the reference section.

General formatting instructions

Page numbers

When you submit your manuscript for review, please add page numbers, to facilitate references to it by the reviewers.

Headings

Headings should be numbered manually (not automatically) with Arabic numbers; please refrain from using more than three levels:

1 Section of level 1 (Style: "Heading 1")

1.1 Section of level 2 (Style: "Heading 2")

1.1.2 Section of level 3 (Style: "Heading 3")

Orphans headings must be avoided: for each subsection, there must be at least one other subsection at the same level of embedding. For instance, heading 1.1.1 cannot exist if there is no heading 1.1.2.

Footnotes

There are only footnotes, no endnotes.

Tables and figures

Within tables, the style to be used should be "Normal". Figures and tables are numbered consecutively with Arabic numbers throughout the document and are referred to in the text as "Figure 1" or "Table 1".

References

References in the text should be made by using the author's name and putting the year of publication in parentheses, as follows: "As Hornblower (1951) has shown ...". When page numbers are added: "As Hornblower (1951: 45) has shown ..." (non-breaking space after the colon). No parentheses are used for a reference inside parentheses, e.g., "(for more details, see Hornblower 1951: 54ff)".

In the case of publications by two authors, you use the ampersand (&), e.g. Hornblower & Whistlepiper (1952). If there are more than two authors, use *et al.*, e.g.



Hornblower *et al.* (1955). If multiple publications by the same author(s) are cited, the years should be separated by commas; if works from the same year are cited, they should be distinguished by letters (a, b, etc.): "Hornblower (1951, 1983a, 1983b)". If different authors are cited in references inside parentheses, they should be separated by semicolons: "(Hornblower 1951; Whistlepiper 1965, 1966)".

No initials are used for references within the text, unless this is needed to disambiguate two authors with the same surname quoted within one and the same text (e.g., R. Lakoff vs. G. Lakoff).

References to your own work should be anonymous; use "AUTHOR (year)" in the text; you do not put **any** information on these in the reference section, but will obviously provide them in the final version.

Reference section

For the reference section, manuscripts should follow the *Unified style sheet for linguistics* (<http://www.linguisticsociety.org/sites/default/files/UnifiedStyleSheet.pdf>). A few examples of bibliography entries are shown below; please consult the link above for full details.

The reference section should be formatted using the "Bibliographie" style, as indicated above.

1) Books and dissertations

- Blevins, Juliette. 2004. *Evolutionary phonology*. Cambridge: Cambridge University Press.
Yu, Alan C. L. 2003. *The morphology and phonology of infixation*. Berkeley, CA: University of California dissertation.
Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

2) Chapters in edited books

- McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological theory: The essential readings*, 238-288. Malden, MA & Oxford: Blackwell.

3) Articles in journals

- Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3). 514-528.
Pedersen, Johan. 2005. The Spanish impersonal *se*-construction: Constructional variation and change. *Constructions* 1, <http://www.constructions-online.de>. (3 April, 2007.)

Examples

Do not use automatically numbered paragraphs for examples, insert the numbers manually (or you can use the SEQ field to facilitate numbering and cross-referencing). There are two types of examples: standard examples that have numbers only and those that have numbers and letters. Authors can use those at their own discretion; however, the latter type is more appropriate when consecutive examples are contrasted or paralleled (for instance when a minimal change in form result in a change in acceptability), or if a group of examples are used to exemplify some category discussed in the main text. In both cases, the example number is put between brackets; letters are in smaller case (a, b, etc.) and followed by a period ("."). References to examples in the main text are to be written as "(1), (2)" or "(1a), (1b)" (letter inside the brackets).

There is no separate style for examples (they should be in the "Normal" style). However, for correct conversion to on-line formatting, we ask that authors put the examples in a table where number, letter (if any), and example text are put in different columns; an illustration is provided below. For glossed examples, alignment is done via different columns for each aligned element. Glosses have no quotation marks nor do they have any punctuation; ultimate (freer) translation is enclosed in single quotation marks, has normal punctuation, and is put in a single merged cell. We recommend using the Leipzig glossing rules (cf. <https://www.eva.mpg.de/lingua/resources/glossing-rules.php> for details).

Note that in the examples below, table gridlines have been marked with solid lines to better visualize the table structure. However, this should not be the case in your submission.

(1)	This is a numbered example.
(2)	This is another numbered example on two lines, so as to show that the second line is aligned with the first and not with the example number.

(3)	a.	This is a lettered example on two lines, so as to show that the second line is aligned with the first and not with the example number.
	b.	This is another lettered example.

(4)	a.	Dit	is	een	voorbeeld	-je	met	een	gloss
		DEM	be.PRES.3SG	ART.INDEF.SG	example	DIM	with	ART.INDEF.SG	gloss
		'This is an small example with a gloss.'							