

## **SUBMISSION PROCEDURE**

To submit your paper, please respect the following rules.

The paper must be submitted on-line at:

<http://conf-lgc.univ-mlv.fr/openconf.php>

The paper must be sent as a PDF document named *author1.pdf* or *author1-author2.pdf*

If your paper includes special characters such as phonetic signs, please use the Doulos SIL font, available at [www.sil.org](http://www.sil.org)

The paper must contain the following elements:

- Abstract (max. 100 words): English +French if the paper is written in French
- up to 5 keywords

**DO NOT INCLUDE INFORMATION ABOUT THE AUTHORS.**

## **STYLE SHEET FOR ARENA ROMANISTICA**

### **1. GENERAL**

**Language** : Romance languages and English.

**Size** : Max. 20 pages or 10 000 words (approx. 50 000 characters, notes non included).

**File format** : .doc or .rtf

**Police** : Times New Roman size 12 (TNR 12) in the running text.

**Margins** : Fixed. Upper, lower, left and right hand margins: 2.5 cm.

**Line spacing**: 1.5 in the running text.

**Alignment** : Justified.

### **2. LAY OUT**

#### **a) First page**

Start with two blank lines.

### **b) Title and sub-titles/ chapter and sub-chapters**

Two lines between the main title and the name of the author. Police TNR 12. Neither the title nor the sub-titles should be indented or in capital letters. The chapters and sub-chapters should not exceed three levels: 1, 1.1, 1.1.1, 1.2, etc. Remember to also include the introduction and the conclusion within these levels.

The format of the different chapter titles and sub-titles should be as follows:

#### **1 Title, first level, bold, TNR 12**

1.1 Title, second level, normal, TNR 12

*1.1.1 Title, third level, italic, TNR 12*

### **c) Paragraphs**

No indentation of the first line that follows a title. Indentation however of the first line if there is no indication of a new paragraph.

### **d) Page numbering**

None and no reference to the article pages in the text.

### **e) Citations**

Short citations (less than 3 lines): Should be marked by quotation marks and inserted directly in the text. The reference follows the citation as in

« ... » (Rastier 2001 : 121)

Longer citations (3 lines or more) : Indented to the right by 1 indentation. Paragraphs with single line spacing. Gaps in the citations should be indicated by [...].The reference follows the citation.

Citations of a characteristic shape should be submitted in a separate document along with the article. Their place in the article should be clearly indicated in the text.

### **f) Examples**

Numbering par Roman numerals: (i), (ii), (iii), etc. Do not use the automatic numbering in Word. Example numbering should be indented to the right by 1 indentation. Also, the first line in the example should be indented by 1 indentation. Single line spacing. Underline the passages that should be highlighted, as in:

- (i) Underline the passages that should be highlighted.

**g) Table(s), figure(s), map(s)**

Are to be submitted in a separate document along with the article. Their place in the article should be clearly indicated in the text. Numbering below the tables and figures (table 1, 2, 3 etc. ; fig.1, 2, 3 etc.).

**h) References**

References should follow the information in brackets. References should include: the name of the author (or the names of the authors), the year of publication, colon (:), la the reference page. If the reference concerns an entire book, the pages are not indicated.

... *comme le signale (G. Kleiber 1998 : 221), ...*

...*selon (Rastier 2001)*

If two books are mentionned (by one or more authors) they should be separated by a semicolon:

... *comme l'a proposé (H. Andersen 1989 : 220 ; 2001 : 32), ...*

Two authors or more: Be sure to use "and" and not "&" between the names or the authors and the last two authors.

... *comme l'ont proposé (C. Baylon et P. Fabre 2002 :55)...*

... *comme l'ont proposé (J.-J. Carré, P. Dubois et E. Malinvaud 1973 : 39)...*

Reference deriving from a secondary source:

*Selon (G. Dupond 1998, cité d'après (Marineau 2002 : 12-14)), il est clair que...*

Reference to a news paper, a weekly magazine or a general magazine (ex. *Le Monde*, *L'Express*, etc.) : Indicate the name in italic and the date (and page number if it is a weekly magazine).

*(Le Monde, 21.4. 2008)*

*(Géo, n° 147, 1991, p. 90)*

If the name of the author of the article is known, the reference note should start with this.

Dictionary reference: Reference according to the word entry (not the page number).

Word entry in a dictionary should be indicated by *s.v.* (= *sub voce*).

(*Petit Robert, s.v. laisser*)

If one refers to the same book several times consecutively, it is possible (but not mandatory) to use the Latin abbreviations in *italic*: (*ibid.*) (= same book, same page), (*id.*, p. 34) (= même book, p. 34).

### **i) Notes**

Footnotes and numbering in a consecutive order, TNR size 10. Place the note directly after the word of the topic that it concerns.

### **j) Linguistic elements in the text**

Linguistic elements like words, concepts, word groups, proper nouns, affixes etc. that the article deals with and that are discussed in the article, should be indicated by *italic*. The meaning of a word should be marked by single quotation marks ('...').

« Le verbe *supporter* s'emploie ici dans le sens de 'soutenir'. »

« Le préfixe *in-*, exprimant une négation, prend les formes *in-*, *im-* ou *il-* selon l'entourage phonétique dans lequel il se trouve. »

## **3. BIBLIOGRAPHY**

Page break between the article text and la bibliography.

Single spacing.

### **a) Books\_**

#### **Single author**

Johnson, P. 1997. *Society and Culture 1*. Oslo : Universitetsforlaget

#### **Two authors**

Johnson, P. & S. Olson (Eds.) 1999. *Society and Culture 3*. Oslo : Universitetsforlaget.

#### **Three authors or more**

Johnson, P. et al. 1998. *Society and Culture 2*. Oslo : Universitetsforlaget

**Public institution/ organisation as author**

Secrétariat d'État, Bureau des Traductions, Direction de l'information. 1987. *Guide du rédacteur de l'administration fédérale*. Ottawa : Approvisionnements et Services Canada.

**Editor as author**

Auroux, S. (éd.) 2000. *Histoire des idées linguistiques*. Tome 3. Liège Bruxelles : Mardaga.

**Publication, other than the first one**

Tesnière, L. 1988 [1959]. *Éléments de syntaxe structurale*. Paris : Klincksieck.

**A translated book**

Vásquez Montalbán, M. 1989. *La joyeuse bande d'Atzavara*. Paris : Seuil.  
[Traduction de l'espagnol par Bernard Cohen.]

**Several volumes**

Givón, T. 2001. *Syntax. An Introduction*. Vol. I et II. Amsterdam / Philadelphia : Benjamins.

**b) Articles**

**Articles in a periodical:**

Johnson, P. 1997. Discourse Analysis 1. *Journal of linguistics* 2, 6-16

**Article in a book as an article collection**

Johnson, P. 1999. Discourse Analysis 2. Johnson, P. & S. Olson (Eds.) *Discourse Today*. Oslo : Universitetsforlaget, 5-20

**Article in a conference proceeding**

Schøsler, L. 2000. « Permanence et variation de la valence verbale : réflexions sur la construction des verbes en latin, en ancien français, en moyen français et en français moderne », in : *Actes du XXIIe Congrès International de Linguistique et de*

*Philologie Romanes, Bruxelles, 23-29 juillet 1998*, vol. 2, eds. Annick Englebert, Michel Pierrard, Laurence Rosier et Dan Van Raemdonck. Tübingen : Niemeyer, 407-18.

**c) Master or Ph.d. thesis (not published)**

Bertrand, G.1988. *Récit et actions : situations textuelles et narratives du roman d'aventures*. Montréal : Université du Québec à Montréal. [Thèse de doctorat]

**d) Internet**

If the name of the author is not known:

<<http://atilf.atilf.fr/tlf.htm>> 25.4.2008.

If the name of the author is known:

Dupond, M. 2004. <<http://atilf.atilf.fr/tlf.htm>> 25.4.2008.