The Title of Your Paper: 12pt Bold Times, Centered [“Title” Style]

First Author and A. Nother Author:
12 pt Times, Centered [“Author” Style]

1 Introduction

First paragraph after a heading: 10pt Times, justified, not indented [“First Paragraph” Style]. This is a sample document formatted according to the style sheet of the Penn Working Papers in Linguistics. Please make sure to consult our style sheet as well as this document! Do not include your institutional affiliation with your name (you can work it into your address at the end). Do not indent the first line of text after the title or a section heading.

Other paragraphs: 10pt Times, justified, indented 0.25 inches (“Normal Paragraph” Style). Paragraphs that are not immediately after a heading should be indented 0.25 inches. There are no blank lines between paragraphs within a section.

In Microsoft Word, using Styles can make the formatting of the text much easier (see section 2 below). Each of the different style names is named in square brackets (“[” and “]”) where used in this document.

2 First Level Heading: 12pt Bold Times, Left Aligned [“First Level Heading” Style]

2.1 Second Level Heading: 10pt Bold Times, Left Aligned [“Second Level Heading” Style]

The body of the text is in 10pt Times.¹ The same font size should be used for examples, legends, etc. (But note that references should be in 9pt Times font).

In order to have all papers within the volume look uniform, we ask that you follow several conventions. If you are using Word or another word processor, these conventions are probably selections in the “Autoformat”

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* You can place acknowledgements in a footnote to the title.

¹ Footnotes: 9pt Times, justified, with first line indented 0.25 inches (“Footnote Text” Style). Make sure they are justified on both sides, like the main text. (This sentence does not add anything useful, but makes the footnote long enough to make justification visible.)
menu. Turn on automatic hyphenation and use directed quotes (turn on “smart quotes” in Word) so your quotes won’t look “like this,” but “like this.” Use a solid dash instead of two hyphens (“—” rather than “–”). Finally, please place only ONE space after a period rather than two.

Numbered examples can be formatted like the following sentences. Leave a blank line above and below a block of examples, but do not leave extra space between examples.

(1) Begin the text of the example at the paragraph indentation, with the number in the margin to its left [“Numbered example” Style].

A second line for an example can be inserted using the [“Example; Following line” Style], which is 10pt Times, justified, indented 0.25 inches.

(This is useful for providing glosses).

(2) a. Subexamples are numbered like this, using the [“Numbered example” Style] to get the number, and then typing in the “a.” and a tab.

b. The second and following subexamples (numbered “b”, “c”, etc.) use the [“Subexample” Style].
c. *Do not use a smaller font size for example sentences!

Figures and tables can be “floated” to avoid leaving empty spaces when something does not fit on the remaining space in a page. Adjust the text so that there are no large empty areas where a figure or table does not fit at the bottom of a page. (You can “float” figures by placing them before or after the point where they are discussed). Table 1 indicates the correct margin settings for both U.S.-Letter paper and A4 paper.

Any appendices, etc. should appear after the text, but before the references.

2.2 Information about Style of Headings

It is important that all papers submitted follow the same style for headings. Note that there is no period after the number of the heading, and that after the number there are 2 spaces (not a tab!). In addition, content words must be capitalized in the title and in all levels of section headings.

3 Notes for Word Users

3.1 How to Use Styles

Styles define the appearance of the text in your document. In this document, we have defined styles for the different types of text, including the headings,
Table 1: Tables and figures should have a left-aligned legend in regular (not bold) 10pt text [“Legend” Style]. The legend should appear below the table or figure. This table indicates the specified margins.

<table>
<thead>
<tr>
<th></th>
<th>U.S. Letter</th>
<th>A4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top margin</td>
<td>1.0 inch</td>
<td>2.54 cm</td>
</tr>
<tr>
<td>Bottom margin</td>
<td>0.85 inches</td>
<td>1.60 cm</td>
</tr>
<tr>
<td>Left margin</td>
<td>0.85 inches</td>
<td>2.16 cm</td>
</tr>
<tr>
<td>Right margin</td>
<td>5.85 inches</td>
<td>16.64 cm</td>
</tr>
</tbody>
</table>

Pay attention when you cut and paste or move text that you haven’t also copied an incorrect style! After completing your paper, please print it out and verify that all of your text is in the proper style.

3.2 Headers and footers

If you are using the sample file in Word, edit the headers to include the proper author names and the title of the paper. Be sure that the names and the title do not exceed one line in the header. If the title is longer than the header allows on one line, create a shortened version of the title to be used in the header.

If you are not using the sample file in Word, please do not create your own headers; we will add the appropriate headers when we create the page numbering.

Do not create any additional headers or footers or add page numbering to your paper.

Appendix A (12pt Bold Times, [“Appendix Title” Style])

The text of the appendix is in the same format as the text of the paper, 10pt Times.
References (12pt Bold Times, [“Reference Title” Style])

References are in 9pt Times, Justified, with a hanging indent of 0.25 inches ([“Reference” Style]). There are two blank lines preceding the “References” heading.


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