**Stylesheet for the Proceedings of the 2023**

**Western Conference on Linguistics (WECOL)** \*

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This is a stylesheet for the proceedings of the 2023 Western Conference on Linguistics (WECOL). To ensure that the manuscript meets formatting guidelines, we recommend the authors to replace the text of the stylesheet with the content of your paper and download a second copy of the stylesheet for reference. The manuscript should include a 100-250 word abstract. Please submit your manuscript as a doc(x) and a pdf file using the Google Form on the Proceedings submission portal ([HERE](https://docs.google.com/forms/d/e/1FAIpQLSf-62UX6uaoL_Mw35tkWTX47ti3OXHRO8yl7cgEe7yyRBEk5A/viewform)).

*Keywords*: at least three keywords should be provided

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Set your document to US letter paper size (8.5" x 11"). Top and bottom margins should be 1", and left and right margins should be 1.25". No items on your page except the header and footer should project beyond these margins.

**2 Page limit**

Papers should be no longer than 12 pages, including references. PDF documents longer than 12 pages will be rejected. There is no minimum paper length.

3 First page

**3.1** *Title, author, and affiliation* The title of your paper must be 18-point bold Times or Times New Roman. The title, author, and affiliation lines must be centered. Capitalize all title words except for function words, and words cited as linguistic examples. After the title, skip a line, put the authors’ name(s), all on a single line, followed by the names of the institution or affiliation of the author(s), in the same order as the authors’ names, and on a single line. If all authors are from the same institution, only write the institution’s name once. If there are fewer institutions than authors, use superscript numerals after each author’s name and before each affiliation to specify. Authors’ names should be 14-point Times or Times New Roman, centered, and affiliation should be 10-point italic Times or Times New Roman, centered. Skip two lines before the start of your text. All blank lines (lines you skip) should be in 10 point font.

**3.2** *Copyright footer* At the bottom of the first page, include a footer in 10-point font, consisting of three lines, all left-justified. The first line should contain the copyright symbol (©) followed by a single space, then the year in which your paper was completed (2023), again followed by a space, and then the names of the authors. The second line should read ‘Proceedings of *WECOL 2023*’ with only the phrase ‘*WECOL 2023’*  in italics. Note that none of the lines in the footer should end with a period.

**4 Fonts**

The text of your paper should be 10-point Times or Times New Roman throughout, including body text, examples, diagrams, etc. Please do not include figures, tables etc. in which the text is smaller than 10-point (take care when importing from other programs such as Excel or R). **References and footnotes must be 9-point.** Make sure to embed ALL fonts when you create the PDF of your paper. Take special care with phonetic character fonts.

5 Line spacing

Everything must be single-spaced, not double-spaced.

**5.1** *Optional* If you want your paper to look its best, you should set the line spacing for the body of your paper (which is in 10-point type) to ‘exactly 12 point’ instead of ‘at least 12 point’ or single spacing. Similarly, you should set the line spacing for your references and footnotes (which are in 9-point type) to ‘exactly 11 point’. This will provide a readable line spacing that is very close to single spacing and will prevent the line spacing from looking uneven when you have font or style changes within a paragraph. If you do set exact line spacing, make sure that your title and author lines, as well as any figures or tables, are still set to single spacing so the title and author lines don’t get too squeezed together and figures don’t get cut off.

6 Indents and justification

1. Indent the first line of each paragraph 0.25 inches (0.64 cm).

2. Do not skip a line between paragraphs.

3. Text, footnotes, and references must be fully justified.

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Each page should have a header, consisting of the names of the author(s), left-justified, and the title of the paper, in italics, right-justified. Add beneath the header a horizontal rule with a thickness of 0.4 point. The header should be separated from the body of the text by two blank lines (total 24pt of white space).

8 Examples

Examples should be numbered consecutively throughout the paper, independently from figure/table numbers or section numbers. Begin example numbering at (1). Please skip one line before and after examples, and use parentheses around the example number. Example numbers should be left-justified, and example text should be the same font and font size as the rest of the paper.

(1) This is an example

The paragraph following the example should generally not be indented.

**8.1** *Glosses* Functional affixes in glosses must be in small caps and words must be spaced using tabs, not spaces.

(2) This is an example

 dem cop.3s indef example

 ‘This is an example’

Whenever possible, all glosses should follow the Leipzig glossing rules, available here:

<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>

9 Headings and subheadings

**9.1** *Headings* Number all of your section headings and subheadings (including the introduction), starting with 1. After the section number, use a tab of 0.25 inches. Section headings must be 12-point bold, with a single empty line with 10-point font size (or exactly 12-point line spacing) before and after them. This avoids extra blank lines at the start or end of a page. All headings must be written in sentence case.

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Tables and figures should be in their actual positions in the paper, not placed at the end or on separate pages. Please make sure graphics are not blurry when viewed on screen or when printed. Charts and graphs should be vector graphics (such as EPS files) whenever possible, rather than bitmaps (such as JPG, GIR, PNG, or TIFF). Although bitmaps are sometimes necessary, they increase the file size and are not searchable.

11 Appendices

Appendices should come after all material except for the references, and should have section headings just like the sections of your paper.

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Footnotes must be in 9-point type, rather than the 10-point used in the text. They must be single- spaced, and must be fully justified. Do not use endnotes.

**12.1** *Acknowledgements footnote* Include a first footnote acknowledging grant support, previous presentations of the work, or helpful comments from audiences and readers. Use an asterisk (\*) at the beginning of this footnote, but do not include an asterisk after the authors/title. (This can be achieved by changing the font colour of the footnote marker to white to make it invisible, as has been done in the MS Word version of this document.) After the acknowledgements footnote, start your footnote numbering at 1.

13 References

After your text and after any appendices, skip one line and type ‘References’ (in 12-point bold, left-justified). Then skip one more line and start the references. Do not skip lines between references. The reference section is not numbered like the rest of the sections.

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Each reference must use a hanging indent of 0.25 inches (0.63 cm). This means that the first line of each reference must start at the left margin, and each subsequent line of that reference must start 0.25 inches indented from the left margin. This is the opposite of a normal text paragraph, where only the first line is indented. Do not use returns and tabs in the middle of a reference to create hanging indents. Instead, set the left margin or indentation for the references to 0.25 inches, and set the first line indentation to –0.25 inches.

You may use any common format (LSA, MLA, APA, etc.) for the references, as long as you use that format for all of your references. If your preferred format requires first initials instead of full first names, we require one change to that format: You must include full first names for all authors and editors in your references unless they published the original work using only initials. For example, you must use ‘Chomsky, Noam’ rather than ‘Chomsky, N.’.

14 Page numbers

The first page of your paper should be page 1, but do not include a page number on that page. Numbers on subsequent pages should be located at the bottom right of the page, in a footer which is separated from the bottom of the text by a single blank line. Do not use any horizontal line or rule.

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