

## **STYLE SHEET**

Submissions to *Token* should be sent electronically as both Word documents and PDF files, and they should not contain authors' names and affiliations. Personal information including authors' names, affiliations, ORCID codes, and email and postal addresses should be sent in cover emails.

Authors should prepare papers according to the guidelines below.

### **1. Format**

1.1 Delimit the paper to 10-20 pages including tables, notes, references, and appendices. A typical manuscript will run between 5,000 and 8,000 words.

1.2 Use Times New Roman font 12 and single-space the text.

1.3 Set top-bottom and left-right margins at 2.5 cm, and justify the text.

1.4 Provide an abstract of approximately 150 words before the main body of the paper; use Times New Roman font 10, single-space and justify the text of the abstract, and center and capitalize the word 'ABSTRACT' above its text.

1.5 Provide a list of 5-7 keywords which will reflect the content of the paper.

### **2. Orthography, translation, and transliteration**

2.1 Observe British or American English spelling conventions consistently throughout the paper.

2.2 Translate language examples not readily understood by the majority of those in the field of English linguistics.

2.3 Frame word and short phrase translations (up to 5 words) in single inverted commas (single quotation marks); frame long phrase, sentence, title, and passage translations in square brackets.

2.4 Transliterate language examples and references not originally written in Latin script.

### **3. Title and sub-headings**

3.1 Use Times New Roman font 16 for the title of the paper; center and bold the title.

3.2 Indicate any sections and subsections of the paper with sub-headings.

3.3 Capitalize the first letter of the first word and the first letters of proper nouns, proper adjectives, and words immediately following colons in the title and sub-headings (sentence-style capitalization).

3.4 Number subheadings in this manner: 1. , 1.1 , 1.1.1 , etc.; bold sub-headings and their numerals.

3.5 Type sub-headings on lines separated from general text; do not terminate them in full stops (periods); place them flush left.

3.6 Set off level-one sub-headings (1.) two blank lines from the text above and one blank line from the text below; set off level-two and further sub-headings (1.1 , 1.1.1 , etc.) one blank line from the texts above and below.

3.7 Begin paragraphs below sub-headings flush left, but subsequent paragraphs within the section or subsection indented one tab.

#### **4. Quotations and citations**

4.1 Quote sources verbatim and include any commentary or ellipsis dots within square brackets: [sic], [...].

4.2 Follow specifications of authors, brief quotations (shorter than five lines), and paraphrases by parenthetical citations on these models:

Work by one author: (Serjeantson 1935: 90)

Work by two authors: (Hopper – Traugott 1993: 104)

Work by more than three authors: (Quirk et al. 1985)

One volume of a multi-volume work by one author: (Labov 1994, 1: 422-424)

Work which has been re-published (e.g. as a translation): (Jordan 1925 [1974: 71])

Two works by one author (chronologically ordered): (Görlach 1978, 2001)

Two works by two authors: (Fisiak 1968: 73; Weřna 1996: 84)

4.3 Indent two tabs quotations which are five lines or longer; set off these block quotations by single blank lines above and below.

#### **5. Notes**

5.1 Avoid the abbreviations “op. cit.,” “loc. cit.,” and “ibid.”.

5.2 Use foot-style notes (footnotes) only.

5.3 Incorporate material into the text of the paper whenever possible. (Minimize the use of footnotes.)

## **6. Tables and figures**

6.1 Submit tables on separate pages following the list of references and any appendices. Place table captions above tables.

6.2 Submit figures on separate pages following the list of references and any appendices. Place figure captions below figures.

6.3 Indicate preferred sites where tables and figures may be inserted within the body of the text; place caption wordings within square brackets thus “[ Table 1. Forms of the verb in the five texts examined ]”; set off these bracketed caption wordings by additional single blank lines above and below.

## **7. Language examples**

7.1 Number language examples consecutively and continuously throughout the paper; frame numerals in round brackets (parentheses) and place them flush left; indent language examples one tab from closing round brackets, thus:

(1) Her seȝþ hu se æþela lareow wæs sprecende.

7.2 Terminate sentence examples in a full stop (period).

7.3 Separate components (i.e. words, phrases, etc.) of a single example by a semicolon; do not terminate a multi-component example in a full stop.

7.4 Set off language examples by single blank lines above and below.

## **8. Abbreviation**

8.1 Use only common Latinate abbreviations such as e.g., i.e., cf., et al., etc., and so on.

8.2 Use abbreviations for stages in the history of English only when accompanied by a language example (e.g. OE *hwæl* ‘whale’).

8.3 Use conventional linguistic abbreviations when appropriate (e. g. MS ‘manuscript’, NP ‘noun phrase’, ww. ‘words’, etc.)

8.4 Use “Fig.” (with a numeral) in running text to abbreviate “Figure”.

8.5 Use “c.” within parentheses to abbreviate “century”.

## **9. Italics and double inverted commas**

9.1 Use italics to emphasize special examples; and non-English, unassimilated (or semi-assimilated) expressions; as well as titles of books, journals, etc.

9.2 Use double inverted commas (double quotation marks) to frame terms used in a special way, in brief intra-text quotations, and in titles of book chapters, articles, etc.

## **10. Punctuation**

10.1 Follow full stops (periods) with single spaces.

10.2 Precede and follow dashes with single spaces.

10.3 Place commas immediately after closing inverted commas (quotation marks).

10.4 Place footnote numerals immediately after punctuation.

## **11. References and appendices**

11.1 Provide a list of references cited in the text of the paper (including only the works cited in the paper).

11.2 Use the term “REFERENCES”, completely capitalized and without a numeral, to head the list; place the term flush left.

11.3 Set off the heading “REFERENCES” two blank lines from the text above and one blank line from the list below.

11.4 Divide the list of references into primary sources and secondary sources if primary sources are used; bold and capitalize these headings thus “Primary sources” and “Secondary sources”, and place them flush left. If only secondary sources are used, no division is needed and only the main heading “REFERENCES” is required.

11.5 Capitalize book titles, journal titles, dissertation titles, etc. using headline-style (capitalizing the first letter of all words except articles, prepositions, conjunctions, and the infinitive particle “to” [unless these words are initial]).

11.6 Capitalize book chapter titles, article titles, etc. using sentence-style (capitalizing the first letter of only initial words, proper nouns, and proper adjectives); as a rule, capitalize non-English titles using sentence-style.

11.7 Provide full forms of author surnames and initial forms of author given names, middle names, and other names; place author names flush left; one line below, indent years of publication one tab and titles, etc. one additional tab.

11.8 Provide any appendices after the list of references; order appendices numerically under the centered and completely capitalized headings “APPENDIX 1”, “APPENDIX 2”, etc.

11.9 When referring to a website, provide the date of latest access.

## 12. Sample reference listings

### REFERENCES

#### Primary sources

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