

# Style sheet for GESPIN 2017 Conference Proceedings

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## **Abstract**

The abstract should explain the main aims of the presented research, theoretical background, methods of data acquisition, annotation and analysis and results followed by a discussion of possible interpretation and application. The expected length of the abstract is between 500 and 1000 characters. The rules presented below are based on general rules for publication in scientific journals, especially in language and communication studies. The structure of this explanatory article illustrates the JMCS layout and should serve as an article template.

## **1. Introduction**

JMCS papers will be published on the JMCS website as PDF files. The expected format of a paper is as a Microsoft Word (\*.doc or \*.docx or \*.rtf) or Open Office (\*.odt) document, these being well-known and common formats. All kinds of text formatting are shown here and embedded in MS Word Styles (see the MS WORD manual or help for style usage and editing tools). This text should be treated as a template for an article. The maximum length of the article for GESPIN proceedings is 6 pages.

## **2. Methods of data acquisition, annotation and analysis**

### **Page format**

The traditional format of a scientific paper is A4 with dimensions of 210x297 mm. Portrait orientation is standard, but if wide tables or drawings are to be published a landscape orientation may be used. It is very helpful to insert section breaks before and after the page(s) with landscape orientation.

### **Margins**

The margins should be as in this template, i.e.:

- Right: 2.5 cm
- Top: 2.5 cm
- Bottom: 3 cm
- Left: 3 cm
- ZERO for binding
- Header and Footer: 1.25 cm

### **Article structure, section numbering and footnotes**

Sections in an article should be numbered as in this template, using SubSection Title style. Although it is possible to have more than three levels in the structure of the text, we do not recommend it. Footnotes should be at the bottom of the page with continuous numbering for the whole article (style: Footnote)<sup>1</sup>.

### **Format and fonts**

All styles used in this paper suggest *Times New Roman* as the main font. If you need to use any other font with special characters or writing systems and transcription or annotation coding not available in TNR, please attach the extra font to your paper and contact us before setting the paper.

### **Results: tables, figures and enumerations**

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<sup>1</sup>This is an example of a footnote at the bottom of the page.

Enumerations should be done as below with Bulleted style. You can use any signs you like, but please be consistent in itemization. For numbered enumeration use Enumeration Numbered style. The paragraph below shows an example of bulleting and explains the way tables and figures can be used with captions in the paper:

Tables, figures and equations should be ready for publication.

Tables and figures should be centred on the page.

Table caption goes above the table (style: Table Caption).

Figure caption goes below the figure (style: Figure Caption).

All figures and tables or charts should be captioned, and their authorship stated.

You may use hyperlinks in footnotes or references, but please state the access date with each web address.

## References

Please pay attention to the details of the reference coding system in the examples shown at the end. The system is based on APA style<sup>2</sup>. See general rules in References. When making a reference in the text, please give a name and year of publication in brackets as in these examples:

without page number – (Wallace, 1955).

with page number – (Wallace, 1995, p. 12).

with page numbers (Wallace, 1995, pp. 12-14)

Use of Citation Source Manager, available in MS Word 2010 (or later) or in any other citation software like ZOTERO, MENDELEY, CITAVI or ENDNOTE, is strongly recommended.

When longer parts of text are cited, AbstractText style may be used to distinguish the text.

Utterances should be marked with Quote style (enumerated italic text with indents of 1 cm):

*Thanks for your attention.*

## 3. Discussion

Should any questions or technical problems arise, please contact us at [jmcs@amu.edu.pl](mailto:jmcs@amu.edu.pl).

## References

Author, A., & Author, B. (Year). *Title of the work*. Place name: Publisher.

Author, A., & Author, B. (Year). *Title of the work*. Retrieved from <http://...> Author, A., & Author, B. (Year). *Title of the work*. <http://dx.doi.org/xx-xxxxxxx>

Author, A., & Author, B. (Year). Chapter title. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp.xx-xx). Place name: Publisher.

Author, A., & Author, B. (Year). Article title. *Title of Periodical*, x(x), pp-pp

Author, A., & Author, B. (Year). *Title of the webpage*. Retrieved from <http://...>

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<sup>2</sup> <http://www.apastyle.org>