Corpora and Language in Use
Presses Universitaires de Louvain

Style sheet (edited volume/monograph)

Our editorial assistant will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

Please use a minimum of page settings. The preferred setting is 11 pt Times New Roman, single line spacing, on 13 x 22 cm text area.

The editors should provide a table of contents. All chapters need to be numbered (introduction included)

Every chapter starts with a main title, followed by author(s) and affiliation.

Author and affiliation: The author’s affiliation must contain the name of the university. Several authors should be separated by a comma.

Running heads: In case of a long title please suggest a short one for the running head (max. 60 characters) on the title page of your manuscript.

Chapters and headings: Articles should be reasonably divided into sections and, if necessary, into subsections (do not use more than 3 levels of sections). Within every article, all sections should be numbered throughout (e.g., 1.; 1.1.; 1.1.1..

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Symbols and special characters: Please use Unicode fonts!

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Listings: Should not be indented. If numbered, please number as follows:
1. ..................... or a. .....................
2. ..................... or b. .....................
Listings that run on with the main text should be numbered in parentheses: (1)...............,(2)...............etc.

Examples and glosses: All examples in a language other than English should be translated and/or glossed into English. All examples should be numbered with Arabic numerals (1,2,3,etc.) in parentheses and indented. Every next level in the example (a),(b) gets one indent.

Notes should be kept to a minimum and appear as footnotes. Note indicators in the text should appear at the end of sentences and follow punctuation marks.

Figures, tables and images: Please take great care of the readability. They should appear in black & white, be centered, numbered and comprise a caption. In addition, a separate file containing the figures, and images (always in black and white and in a good resolution -at least 300x300 dpi-) should be joined to the article.

Cross-references – within the paper – should follow this format:
(Dupont 2004: 5-10).
(Dupont & Janssens 2004: 5-10).
(Dupont 2004: 5-10; Janssens 2005: 7-14).
Dupont (2004: 5) claims that...
Dupont & Janssens (2004: 5-10) demonstrate that
The bibliographical references should appear at the very end of the document under a non-numbered section called “References”.

Use capitalization of all lexical words for journal titles and book titles. Capitalize only the first word (plus proper names and the first word after a colon) for dissertation titles and article/chapter titles.

For a book:

For an edited volume:

For a dissertation/thesis:

For a contribution to an edited volume:

For an article in a journal:

For a conference paper:
- Not published
- Published, editors specified
- Published, no editors specified

For a conference paper:

For online material (papers):

In case of translation or reprint, write the date of the edition you used first, then write the date of the first edition between square brackets.