

Style Guide – English Linguistics, Paris 8

1. Type area, type sizes, and page breaks

Font for the main text and page numbers: 11 pt Times New Roman single-spaced.

– The text should be justified.

Margins

Top 4.25cm

Bottom 7.3cm

Left 4.38cm

Right 4.35cm

– Avoid leaving the first line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page.

– A section header should not be placed at the bottom of a page.

2. Headings and line spacing

– Title and author's name should be placed flush left (i.e., starting at the left-hand margin) at the top of the text area.

– All other headings flush left.

– Do not put a period at the end of a heading.

– Capitalize only the first letter of the first word and of proper nouns and adjectives, e.g., “The capitalization of titles in English” not “The Capitalization of Titles in English”. Please also capitalize the first letter of the first word after a colon.

– Headings of more than one line should be formatted with a hanging indent.

Headings and line spacing should be formatted as follows:

Title 15 pt bold followed by 3 blank lines

Author's name 15 pt italic followed by 3 blank lines

Section headings:

1. First-grade heading 11 pt bold

1.1. Second-grade heading 11 pt roman

1.1.1. *Third-grade heading* 11 pt italic

Leave two blank lines before and one blank line after all section headings in the text.

– Leave one blank line before and after examples, lists, block quotations, tables, and figures.

– Aim to use no more than three levels of heading.

5. Paragraphing

– The first paragraph after a heading is not indented.

– All other paragraphs begin with a 5mm indent.

– Do not leave a blank line between paragraphs.