

# **Style Sheet for NACCL Proceedings**

## **(for GSIL Publications)**

(Note: This stylesheet was used for the hardcopy publication of NACCL Proceedings at GSIL Publications, USC.)

### 1. PAGE LIMIT

The maximum number of pages, including references, is 18. Please do not exceed this limit.

### 2. PAPER SIZE

Use 11 x 8.5 inch paper. If your paper is A4 or longer, make sure that the margins are set as if the size were 11 x 8.5 inch.

Type on only one side of the page.

Margins must be 1-1/4 inch on both the left and right sides, and 1-1/2 inches for the top and bottom margins.

### 3. FIRST PAGE

The first page should begin in the following manner:

- Title: at the top of the first page; centered; single-spaced; 14-point size; in bold.
- Subtitle (if needed): centered; using single space; 14-point size; in bold. On one single-spaced line.
- Author's name: centered; single-spaced; 14-point size.
- Affiliation: centered; single-spaced; 12-point size; in italics; on three single-spaced blank lines.
- Abstract: single-space; 11-point size; indent 0.5 inches at both sides; use three single-spaced blank lines.
- Main text -- caution: the first page should not contain a header which is already contained in the next section.

#### 4. HEADER

On each page of your article, **except for the first page**, you should type a header with your surname and the first two or three words of your article's title. For example:

Camacho: Comitative Coordination

The header should be 12-point size, in small capital letters, and located at 0.8 inches from the top edge of the paper.

The header should be centered.

#### 5. SECTION HEADINGS

Section headings must appear with one single-spaced blank line above.

Section numbers are not preceded by spaces or tabs.

A period and a space follow the section number.

Section numbers and headings are printed in 12-point size, in bold.

Texts begin at the next line.

#### 6. OTHER SPECIFICATIONS

Use serif face fonts, such as Times New Roman.

- Main text : 12 point size
- Footnotes : 11 point size
- References : 12 point size

Use single-spacing.

Justify at both sides.

Examples should be separated from the main text with one single-spaced blank line each.

Annotations should be in the form of footnotes, instead of endnotes.

References should follow the LSA guidelines of style.

Pages should be lightly numbered at the back of each page in pencil.

Please do not include references to page numbers in the text.