Title without content word capitals: An example[1]

Firstname LASTNAME — *Affiliation*
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Abstract. This document has pre-formatted styles (formats) for the *Sinn und Bedeutung Proceedings* in it, which can be used to format MS Word documents right from the start of the writing process. Using them will make the lives of authors and editors easy and produce nice-looking proceedings. So we recommend to use them. The abstract, keywords and names + affiliation have the style *Sub_Standard.* You need to do the bold face, capital letters and italics yourself. The title has the style *SuB_Title*. Leave two blank lines before the abstract. Between abstract and keywords, please put only one blank line.

Keywords: formal, semantics, and, so, on.

1.   Introduction

The paper format is A4 with 1 inch on all sides except the top (= 1.5 cm). The main body of the text is written in Times New Roman, 12 pt, single spacing. Choose the style *Sub_Standard* from the available styles (*Formatvorlagen* in German). Insert a blank line before each paragraph. Do NOT insert page numbers.

For the section heading use *SuB_Heading 1*. This will give you the bold face and the two blank lines before it. Also, it will do the numbering for you so you don't have to keep track of what number is next.

1.1. First subsection: Examples

If you use the style *SuB_heading2* from the available formats you will automatically have a space before the heading that corresponds to two blank lines before the subsection heading – as it is supposed to be.

Here comes the second paragraph (Montague, 1973; Heim and Kratzer, 1998). The following are two examples without glosses. Choose the style *SuB_Example* for the line with the Arabic number (1) in it. Once you have chosen that style, close the bracket by hand and insert a tab stop after it. Then you type your example. For the a- and b-lines use the style *SuB_Ex.a.*

(1)   Look how insightful I am!
    a.   Me too!
    b.   Me three!

(2)   This is a second example. It automatically is assigned its number.
    a.   Example a
    b.   Example b

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[1] We would like to thank …

1.2. Second subsection

This is the second subsection in section 1. We could mention that you should not insert page numbers. Neither should you use paragraph indents.

2. Cross-referencing

Please use the cross-referencing function of MS Word. Choose INSERT CROSS-REFERENCE from the menu (if it does not show, look for it). When you insert the cross-reference, for instance to the first example in this document, the number will appear without the closing bracket, like this: (1, so you have to close the bracket yourself: (1). This is not a bug but a feature because inserting a cross-reference to for instance (1b) will produce a reference that has no superfluous brackets in it. You just type "b)" after (1.

3. Glossing

In this subsection, we look at glossing in examples. We will not say anything particular about glossing. Please use the Leipzig glossing rules.

3.1. The quick and not-so-pretty, potentially annoying way

You are free to try your best with tab stops to get the alignment right. We have put the standard tab stops at a very low interval, which might be ok but might still not look very nice.

3.2. The better way

Here is a better way of getting good alignment: You can put your examples in invisible tables. Note that we cannot apply the usual numbering in this section because we want to show you how the numbering and alignment works for glosses. Also note, though, that once we have used the style *SuB_example*, the numbering will go up because it is automatic numbering (which, as we said above, is nice).

Start: Type your example line and your gloss line word by word with a single space in between. Also type a closing bracket before the respective lines. The bracket in the example line is needed after the example number, which is inserted in one of the next step. The bracket in the gloss line is needed for the creation of a proper table column. Thus, your example-plus-gloss lines should look like this:

) word1 word2 word3 word4 word5
) gloss1 gloss.2 gloss3 gloss_4 gloss5

Then mark the two lines. Choose INSERT – INSERT TABLE from your MS Word menu. The lines will be converted to a table, like this:

The (shortened) title

)	word1	word2	word3	word4	word5
)	gloss1	gloss.2	gloss3	gloss_4	gloss5

Mark the table. Choose TABLE TOOLS (see the very top of the MS Word window – the table tools appear when you have placed your cursor in your table). You should see some table styles now. If you don't, choose the tab DESIGN within the TABLE TOOLS. Choose the table style *SuB_Glossing* (you can move your mouse slowly over the table styles that are shown so you can see the name of the table style). *SuB_Glossing* has no frame lines and it removes spacing on the left side of a cell. If you want to see this for your table, you can choose VIEW GRIDLINES in your TABLE TOOLS (Tab: LAYOUT).

ex   word1   word2   word3   word4   word5
gl   gloss1   gloss2.   gloss3   gloss_4   gloss5

Next: Right mouse click. AUTOFIT TO CONTENTS:

) word1 word2 word3 word4   word5
) gloss1 gloss.2 gloss3 gloss_4 gloss5

Click in the top left cell. Click on the style *Sub_Example*. A number will appear, here it is number (3 because it is the third numbered example in this document.

(3) word1 word2 word3 word4   word5
)   gloss1 gloss.2 gloss3 gloss_4 gloss5

Click in the top left cell. Right Click. TABLE PROPERTIES. Column width: 0.39 inch or 1 cm.

(4)   word1 word2 word3 word4   word5
)   gloss1 gloss.2 gloss3 gloss_4 gloss5

Delete the closing bracket in the bottom left cell:

(5)   word1 word2 word3 word4   word5
        gloss1 gloss.2 gloss3 gloss_4 gloss5

Mark the cells with the original language, make them italics:

(6)   *word1 word2 word3 word4   word5*
        gloss1 gloss.2 gloss3 gloss_4 gloss5

For the translation, choose the style *SuB_translation*:

(7)   *word1 word2 word3 word4   word5*
        gloss1 gloss.2 gloss3 gloss_4 gloss5
        'This is the translation.'

If you have any questions about the format, please feel free to contact us

4. Referencing

For references, please see the examples we have given in this template. If unsure, consult last year's proceedings for many more examples. For the reference list, please use the style *SuB_References*. This will produce the hanging indent.

References

Heim, I. and A. Kratzer (1998). *Semantics in Generative Grammar*. Oxford: Blackwell.

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Montague, R. (1973). The proper treatment of quantification in ordinary English. In J. Hintikka, J. Moravcsik, and P. Supped (Eds.), *Approaches to Natural Language*, pp. 221–242. Dordrecht: Reidel.

Student, Z. (1978). This is something about acquisition. *Cognitive Psychology 70*(3), 271–301.

Student, A. (1975). *How to do nice formatting*. Ph. D. thesis, University of Styletown.