

FORMATTING REQUIREMENTS FOR FINAL PAPERS

Please follow these general requirements for formatting final papers:

- Use Microsoft Word as text processor.
- Texts must be written in English - please check grammar and spelling carefully.
- Papers must not exceed 20 pages as a whole, in A4 format and with symmetrical margins of 2.5cm.
- Font must be Times New Roman.
- Line spacing must be single spaced.
- Your document must be fully justified.
- Do not insert headers, footers or page numbers.

Moreover...

The main title (on the first page) must be centred and in 14-point boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives and adverbs. Leave one blank line after the title.

Author names are to be centred beneath the title, in 12-point non-boldface type. Author names must consist of full name and surnames. Leave two blank lines and then begin the main text.

Headings and subheadings must be 12-point boldface and lowercase, but initially capitalized. Leave two blank lines before and one blank line after every heading. Leave one blank line before and after every subheading. Examples:

1. Introduction to autonomy in language learning

1.1. Definitions

Subsequent levels of sections must be avoided (e.g. 1.1.1 The role of the language teacher in...).

The introduction should clearly explain the nature of the problem and contribution of the paper.

Extra blank lines should not be left between paragraphs. The first line of each paragraph must be indented 1cm to the right.

Figure and table captions must be 10-point boldface type. Figures and tables must be numbered separately. For example:

Figure 1. A sample of WordNet taxonomy.

Table 1. Total number of errors in the pronunciation of s+liquid sequences.

Figure captions are to be centred below the figures. Table titles are to be centred above the tables.

Footnotes (10-point type and single-spaced) shall be placed at the bottom of the page on which they are referenced. Footnotes should be checked for correlation. Footnotes are to be used to make additional comments, not for bibliographical references.

Quotes up to three lines in length must be included within the text and enclosed in double quotation marks. Quotes of four lines or more must not be enclosed in quotation marks, but placed in a separate paragraph (11-point type and 1cm indented to the right) with one blank line both before and after the quote. Omissions from quotes should be indicated by three dots between square brackets [...].

A conclusion must be included, and should clearly indicate the advantages and possible applications of your research.

Bibliographical references within the main text should include the author's last name and, in parenthesis, the year of publication and the page number(s); the year, in turn, must be separated from page number(s) with a colon and one space. If the author's surname also appears in the parenthesis, it must be separated with one space from the year of publication. For example:

Ellis (1994: 9)
(Larsen-Freeman & Long 1991: 21-22)

If several authors are parenthetically cited at one time, they should be arranged chronologically and separated with a semi-colon as follows:

(Bybee 1973: 12; Croft 1981: 214; Burton 1992: 593)

If there are two or more works by the same author published in the same year, a lower case letter should be added to the year without a space, as in the following example:

(Sapir 1949a: 121)

The final heading of the text must be entitled 'References'. References are to be arranged in alphabetical order. Those corresponding to books should include the author's last name and the initials, year of publication, the title (in italics), the publisher and the city:

Nuttall, C., 2000, *Teaching Reading Skills in a Foreign Language*. McMillan Heinemann, Hong Kong.
Chomsky, N., 1995, *Aspects of the Theory of Syntax*. MIT Press, Cambridge (Mass.).

When the reference is to articles from scientific journals, the title of the article must appear within inverted commas and the name of the journal in italics; the volume number and page(s) should then be indicated separated by a colon:

Davis, C., 1995, "Extensive reading: an expensive extravagance?". *ELTJ* 49: 329-36.
Dik, S., 1986, "On the notion 'functional explanation'". *Belgian Journal of Linguistics* 1: 11-52.

When the reference has more than two authors, only the first two should be indicated followed by the expression *et al.*:

López-García, J., P. Martínez *et al.*, 2002, *Suelos Erosionados*. Quaderna, Murcia.

References to chapters included in works edited by other authors must be indicated as follows:

Corder, S., 1983, "A role for the mother tongue". *Language Transfer in Language Learning*. Eds. S. Gass and L. Selinker. Newbury House, New York. 85-97.

References to works published in conference proceedings should be cited as follows:

Tucker, G., 1990, "An overview of Applied Linguistics". *8th World Congress of Applied Linguistics*. John Benjamins, Amsterdam/Philadelphia: 1-6.

When there are various citations of the same author, the last name and initials must always be cited regardless of the number of citations. For example:

Langacker, R., 1990, *Concept, Image and Symbol: The Cognitive Basis of Grammar*. Mouton, Berlin.

Langacker, R., 1991, *Foundations of Cognitive Grammar 2: Descriptive Application*. Stanford University Press, Stanford.

Works available on the Internet should be cited as follows:

Fauconnier, G. and M. Turner, 1994, "Conceptual projection and middle spaces". Technical report 9401, UCSD: Department of Cognitive Science, San Diego. [<http://cogsci.ucsd.edu>].