

# Olinco 2023 Proceedings Paper [=paper title; Times New Roman 14 bold]

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[=name(s) of the author(s); Times New Roman 12 bold]

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**Abstract:** Write your abstract here [=a single paragraph between 100 and 150 words. Times Roman 10]

**Keywords:** keyword 1; keyword 2; keyword 3; keyword 4 [Give 3 to 5 relevant keywords. Times New Roman 10]

## 1. General Instructions [Heading 1: Times New Roman 11 Bold]

Please read the instructions and adhere to the following rules:

- the **deadline** for submission is **31 October, 2023**;
- the paper must be written in English, and it must be proofread by a **native speaker of English before submission**;
- we adhere to the **Chicago Manual of Style** (Author-Date; see the Quick Guide at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org))
- the minimum length is **3,000** words and the maximum length is **5,500** words (excluding the abstract and references);
- **formatting**: all papers will be typeset, which means that there is **no** need to adjust indentation, spacing, etc., at this stage, but please **do** pay special attention to the instructions below concerning the page layout (B5), body text font size (Times New Roman 10), and the formatting of the examples as well as the references;
- please submit your paper in PDF **as well as** an editable file (.docx/odt.);
- please note that we unfortunately cannot accept LaTeX files because our typesetting software is not compatible with it;
- use the **Headline** style for headings and **Works Cited** (to put it very simply, use capital letters for everything but articles, prepositions, and conjunctions)
- if you need to use special fonts, please contact the editors in advance;
- send the paper as an attachment to [olinco@upol.cz](mailto:olinco@upol.cz); the size of the files (i.e., the .pdf, .docx/.odt, and a separate file with graphics if any – see below) must not exceed 10 megabytes. Please use the surname(s) of the author(s) in the file name(s), e.g. Johnson\_Olinco.docx.

### 1.1 Additional Information [Heading 2: Times New Roman 11]

- when we have received your paper, we will send you a confirmation;

- the papers will be submitted to two reviewers and, based on the reviews, selected for publication or rejected;
- the editors may ask you to do all necessary corrections before the paper is reviewed if there are any deviations from the formal requirements outlined in this template.

### 1.1.1 Contact [Heading 3: Times New Roman 10]

If you have any questions, please do not hesitate to contact us at olinco@upol.cz.

## 2. Page Layout

This is a B5 page size. Please use it when writing your paper to ensure that your examples, tables, etc. will be typeset properly (see below).

### 2.1 Use of Styles Supplied in the Template

All the styles which can be used in your paper start with “Olinco\_” followed by short descriptions. Please **do not use any special formatting of your own** because it may be cancelled during the typesetting process.

## 3. Notes, Examples, and Quotes

Please pay special attention to the following formal requirements. Number examples, trees, and so forth, in one continuous sequence. Number tables in a separate sequence, and figures in a separate sequence as well.

### 3.1 Notes and Examples

If you want to include a note, please use footnotes.<sup>1</sup>

As for presenting examples, include them as separate paragraphs and number them like this:

- (1) a. This is my first example.
- b. This is my second (BNC-BYU) example (BNC:F7A:S\_meeting)

As you can see in (1a–b), you can then refer to your examples using these numbers. Please note that numbered examples are **not** italicized.

Glosses are to be provided for all non-English examples (we recommend the Leipzig Glossing Rules). Please use simple tables to ensure that the glosses remain properly aligned during the typesetting process. After you have put the gloss in the table, as in (2), make the borders invisible, as in (3). Please do **not** merge any cells with the exception of the translation equivalent (as in “They denied that they saw Jimena at the party.”).

At this stage, you do **not** have to worry about the spaces between the numbers and letters, e.g. (2) and a.: the formatting will be taken care of during the typesetting process.

(2)	a.	Neg-aron	que	a	Jimena	vier-an	en	la	fiesta.
		deny-PAST.3PL	that	to	Jimena	see-PAST.SUBJ.3PL	at	the	party
		“They denied that they saw Jimena at the party.”							

- (3) a. Neg-aron            que    a    Jimena   vier-an                    en    la    fiesta.

<sup>1</sup> This is a footnote [Times New Roman 9].

deny.PAST.3PL that to Jimena see.PAST.SUBJ.3PL at the party  
 “They denied that they saw Jimena at the party.”

We are using the B5 template on purpose so you can see if your glosses will fit the width of the print page. If they are longer or consist of two or more examples, e.g., (4a) and (4b), please follow the examples in (4a) and (4b) (again, make the borders invisible in the last step).

(4)	a.	Babciu,	tu	są	babci	lekarstwa.
		grandma.VOC	here	are	grandma.GEN	medications.NOM
		“Grandma, here is your medication.”				

b.	Pracuje	u	nas	siostra,	siostry
	work.3SG	at	us	sister.NOM	sister.GEN
	mąż,	tego	męża	dwaj	bracia.
	husband.NOM	this-GEN	husband.GEN	two	brothers.NOM
	“(Someone’s) sister, the sister’s husband and this husband’s two brothers work here.” [NKJP, Gazeta Wyborcza]				

### 3.2 Tree Structures

Trees should be as symmetrical and neat as possible. We recommend e.g. Arboreal (for Mac) and ArborWin (Arboreal for Windows) from Cascadilla Press.

### 3.3 Quotations, Translation Equivalents, and Sources

Short quotations and translation equivalents must be made in double quotes. “If you need to include ‘quotes within quotes,’ please use single quotes.”

Give references to your sources parenthetically, following the Author-Date style of the Chicago Manual of Style (Johnson 2011, 45) or like this: Johnson (2011, 45).

If your quote is longer than three or four lines, use the style “Olinco\_LongQuote” like this, without any quotation marks:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur aliquam, arcu nec mattis rhoncus, lorem dolor laoreet eros, id mollis ipsum odio porta nibh. Etiam feugiat dui ut dui varius ac porttitor ipsum bibendum. Morbi eu diam sem. (Johnson 2011, 45)

### 3.4 Tables

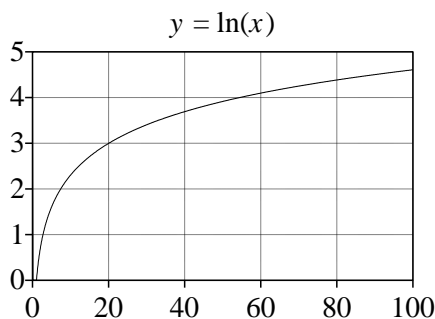
Table 1 is an example of a simple table. If your tables are more complex, place them in the text and also send them in a separate file (in editable format, ideally Excel).

	Children	Women	Men
<b>Observation A</b>	3,182	212	416
<b>Observation B</b>	352	2,481	7,564
<b>Total</b>	3,534	2,693	7,980

**Table 1.** Title of the table.

#### 4. Figures and Graphics

Figure 1 is an example figure. You must own the copyright for the distribution of the image. Images, charts, graphs, etc., must also be provided in a **separate file** in good print quality. Also please make sure that the numbers are given in the English format, e.g. “2,400” standing for “two thousand four hundred” and “2.34” standing for “two point three four.”



**Figure 1.** Title of the figure.

#### 5. Works Cited

This is an obligatory section located at the end of your paper in which you include **all** sources you refer to in your paper (whether or not you quote them directly). Do **not** include any sources without a reference in the text itself. In other words, this section does not serve as a space for further reading suggestions.

##### 5.1 Citation Norm

The only accepted version of the bibliographical references is *The Chicago Manual of Style, 17th edition (Author-Date style)*. Make sure to provide correct bibliographic records including full first names of the authors and full names of the publishing houses and scholarly journals. See some examples at the end of the template (all the records are fictional).

##### 5.2 Corpus

If you use a corpus in your study, include a reference in a special section below Works Cited.

#### 6. Concluding Remarks

Before submission, please make sure that your paper has been proofread by a native speaker of English. The editors will ask you to sign a non-exclusive license agreement so that your paper may be distributed worldwide and royalty-free.

#### Funding Acknowledgement

In this section you may acknowledge the source of funding as required by the provider of the grant.

**Works Cited** [obligatory section; please follow the Author-Date style of the Chicago Manual of Style]

- Abraham, John. 2010. *A Book on Quotations in Academic Papers*. London: Fictional Publishing House. [an example of a book by a single author]
- Blackwell, Mary, and Peter Silver. 2010. *Another Book on Quotations in Academic Papers*. London: Fictional Publishing House. [an example of a book by two authors]
- Gold, Jane, David Bronze, and Jonathan Silver. 1997. *Yet Another Another Book on Quotations in Academic Papers*. London: Fictional Publishing House. [an example of a book by three and more authors; use Gold et al. 1997 in the body text]
- Holcolombe, Mary, and Peter Silver. Forthcoming. *Yet Another Book on Quotations in Academic Papers*. London: Fictional Publishing House. [if the paper has not been published yet, use “forthcoming”]
- Iacovelli, Sara, David Bronze, and Jonathan Silver. 1997. “Another Paper on Printing.” *Printing Technology Magazine* 4 (2): 289–311. [an example of a paper published in a print journal]
- Lewis, Margaret. 1996. “A Paper on Printing.” *Printing Technology Magazine* 1: 289–311. Accessed February 14, 2013. <http://www.printingtechnologymagazine.html>. [an example of a paper published in an electronic journal]
- Miller, David, and John Purple. 2005. “A Chapter on Citing.” In *Citing Academic Sources*, edited by Jeremy Smith and John Johnson, 145–88. New York: Academic Publishing Company. [an example of a paper/chapter published in proceedings or a book with editors]
- Red, Norbert. 1991. “The Syntax of Citations.” PhD diss., Tilburg University. [an example of a PhD dissertation]

## Corpora

- Czech National Corpus – InterCorp*. Institute of the Czech National Corpus. Available online at <http://www.korpus.cz>.
- Davies, Mark. (2008–) *The Corpus of Contemporary American English*: 450 million words, 1990–present. Available online at <http://corpus.byu.edu/coca/>.

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Authors	All author names included	<input type="checkbox"/>
	All author affiliations included	<input type="checkbox"/>
	E-mail address of corresponding author(s) included	<input type="checkbox"/>
Paper structure	All sections numbered sequentially throughout the paper	<input type="checkbox"/>
Abstract	Included	<input type="checkbox"/>
Keywords	Included	<input type="checkbox"/>
Text	Checked by a native speaker	<input type="checkbox"/>
	Heading levels consistently styled (Headline style)	<input type="checkbox"/>
	Headings are numbered sequentially	<input type="checkbox"/>
Works Cited	List of works cited included at the end of the paper	<input type="checkbox"/>
	Citations in text agree with the list of works cited: no reference in the text is missing in the works cited, and there is no entry in the works cited that cannot be found in the text	<input type="checkbox"/>
	Reference list style according to the Chicago Manual of	<input type="checkbox"/>

	Style	
Figures	Consecutively numbered (no caption missing)	<input type="checkbox"/>
	In good quality	<input type="checkbox"/>
Tables	Consecutively numbered (no caption missing)	<input type="checkbox"/>
Examples and trees	Consistently styled	<input type="checkbox"/>
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	All glossed examples are in invisible tables	
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