

PIEL: Paper Template

1 General

Page Size: standard A4 paper size; full-page tables, charts, and images should be adjusted accordingly

Language: all papers are published in English

Paper Length: 5,000–8,000 words including references (i.e., works cited), tables, and footnotes

File Format: .doc, .docx (in case you use characters for phonetic transcription, an alphabet system other than Latin, special symbols, etc., please attach also a .pdf file)

Paper Structure:

- Title
- Author's / authors' name(s) in order of **First Name Surname** (the names of the individual authors are separated by a comma)
- Abstract: 250 words maximum, is not included into the paper length
- Key words: 5–8 key words separated by a comma
- Body of the paper
- List of abbreviations (if needed): put each abbreviation on a separate line in the alphabetical order
- Bibliography: all work cited according to the Chicago Manual of Style (see below) listed in alphabetical order
- Contact(s) in the following format:
First Name and Surname, academic titles included ([Mgr. William Marlowe](#),
[Ph.D.](#))
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2 Text Formatting

In the body of your text, use Times New Roman, size 12, line spacing 1

If possible, avoid automatic formatting, do not indent paragraphs with the tabulator, and do not create new paragraphs using Shift + Enter.

Use sections with 1, 1.1, 1.1.1 numbering (3 levels maximum, do not use level 0). The text of the subheading is separated by a space. All subheadings must contain lexical information, not only numbers. Number all sections, the Introduction and Conclusions included (e.g., 1. Introduction, 9. Conclusions).

Highlighting: Use *italics* for titles of books, journals, etc., or specific terms. **Bold characters** can be used to emphasize key words in the text. “Quotation marks” signalize citations from sources, newly introduced terms, figurative meaning, and translation equivalents. Use the English quotations marks: upper-case “69” format, curly characters.

Bulleted and numbered lists can have a form of both phrases and complete sentences. Phrases should start with lowercase letters, be separated with a comma, and ended with a period. Complete sentences start with uppercase letters and end with a period.

3 Examples of Data

All examples must be numbered continuously (1)–(n)^[a, b] as indicated below. Examples segmented into more parts (with glosses, etc.) should be given in tables^[c] (left alignment, no borders).

^[a] (1) „Ahoj,“ ozval se asi po minutě této činnosti počítač. „Zaznamenal jsi tři body.“
“Hi there,” said the computer brightly after a minute of this, “you have scored three points.” [Adams_life the universe_FICT]

^[b]

(2a) the **European Union’s energy** supply (2b) dodávky energie pro Evropskou unii

^[c]

(3) *Lǐngdǎo rang wǒ ziwǒ jieshao yī fān*
director demand 1SG to present DET CL_v

4 Citing the Sources

All quotations from works cited are enclosed in double quotations marks. Following the Author-Date system of the Chicago Manual of Style (see below), the reference in brackets is placed inside if it refers to a part of the sentence^[d], and outside if it is related to longer passages^[e]. Quotations longer than 3 lines are inserted into a new paragraph and introduced by a colon. An ellipsis^[e] is placed into square brackets [. . .].

In case you need to quote inside a quotation, use ‘single quotation marks^[d].’ In English texts, periods and commas precede closing quotation marks.

If you cite two and more pages, their numbers are separated by the en-dash (do not use a hyphen): 120–125^[e].

Two successive references to the same source can be indicated by the abbreviation *ibid.*^[f].

Citations—examples:

^[d] The North Americans perceive ethnicity “as a synonym for cultural minority with no salient physical group difference, where Italian or Polish Americans were defined as ‘ethnic groups’ while African Americans or Amerasians were denoted as ‘racial groups (Malešević 2006, 5).”

^[e] Since relatively few categorial losses or inventions have occurred in the last two centuries, syntactic change has more often been statistical in nature [. . .]. The overall, rather elusive effect can seem a matter of stylistic than of syntactic change, so it is useful to be able to track frequencies of occurrence from EModE through to the present day. (Denison 1993, 91–93)

^[f] However, the term Cockney not only gives a name to “someone born within the sound of the bells of Bow Bells” (Wright 1981, 11), but also to the traditional London dialect called Cockney. It is spoken in the area described above and in Whitechapel, Islington, Wapping and other districts of London (*ibid.*, 11).

^[g] The infinitive functioning as subject is found in nominal clauses. Subject *to*-infinitive clauses are rare in all registers, but if found they are used more likely in academic prose than in casual conversation. (Biber, Leech, and Conrad 1999, 727; Dušková et al. 2016, 612)

Citation Norm: Please follow the rules of the Chicago Manual of Style (version 17), Author-Date system. The Citation Quick Guide updated for version 18 (2024) is available at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

Bibliography: The reference list is ordered alphabetically and chronologically, i.e., it is structured according to author's surname. More works of the same author are listed chronologically, starting with the least recent; if more works of the same author were published in the same year, index them (e.g., 2016a, 2016b, etc.).

For titles of your sources use the **headline style**: capital letters are used for the lexical words and small letters for the function words (articles, prepositions, and conjunctions).

5 Graphics

Tables: The format of tables (layout of cells, etc.) depends on your preferences. All tables must be named and numbered^[h] as shown below, i.e., the number and title are below the chart, both number and title ending with a period.

Translation Shift	Frequency
Grammar	307
Semantic	129
Pragmatic	83
Gradient	70
Total	589

^[h] Table 9. Frequency of translation shifts in premodification.

Images and Charts: Each illustration in the folder must be numbered according to its position in the text e.g., **Image 1.** The Great Vowel Shift. **Chart 2.** Glottal Stop Deletion by Gender.

6 Typography

- **en-dash** connects page numbers, dates and times (showing the meaning “from-to”, e.g., 2010–2016); do not use a hyphen in these contexts
- do not mix **English quotation marks** (upper-case, curly “69” format) with other punctuation
- periods and commas precede closing quotation marks as follows: Eriksen claims that approaches to ethnicity may differ depending on what “analytical purposes they should ‘serve,’” but all of them “have something to do with the classification of people and group relationships.”
- English uses a period for **decimal points** (2.34 = “two point three four”), and a **comma** to separate groups of **thousands** (2,300 = “two thousand three hundred”)