Requirements for papers in the Proceedings

TCLT5
12/11/07
TCLT5@hamilton.edu

1. General instructions

a) Disclaimer:

The Proceedings is not while the authors are fully responsible for any unauthorized usage of any publications including the authors own published works and for any unauthorized usage of presentations or productions derived from an existing source in literature. Please do not send published works, too.

b) Language:

English or Chinese

c) Font type:

Unless otherwise notified, please use the following font type:
- English: Times New Roman, size 12 (for body of the text)
- Chinese:
  - For convenience of editing, please use **simplified characters**
  - English Windows:
    - SimSun, size 11 (body of the text)
  - Chinese Windows:
    - Song #5 or similar if use traditional Chinese Windows (body of the text)
  - Macintosh:
    - Song 11 (body of the text)
  -

d) Length:

No more than 6,500 characters in Chinese, or 5 pages (single space) in English, and at least 2 full pages in both

Use the approximate calculation: 37 chars. x 43 lines per page in Chinese

e) Electronic files to be sent:

Two files: A copy in .doc and a copy in .pdf (if possible). The PDF will help identify any complicated characters and symbols.

e) Email address:

Email your files to: TCLT5@hamilton.edu

2. Style sheet
a) Page formatting
- Paper size to format: A4
- Margin: 1.5" top and bottom; 1.2" left and right

- No header/footer
- No page number
- Use end-noting with 1, 2, 3… as note numbers
- Use 1., 1.1., 1.1.1., 1.2., 2., 2.1, 2.1.1, 2.2. etc. to organize your sessions

b) Spacing
- Leave one blank line between the title and author/affiliation
- Two blank lines between email and abstract
- Three blank lines between abstract and body of the text
- Two blank lines between each section
- Body of the text: single space
- Two blank lines between body of the text and references

c) Text formatting:
i) Title:

Central-justified, font size 14, bold

Author(s) (font and size: Same as body of the text)
Affiliation (same as above)
E-mail (font size 9)

ii) Abstract: no more than 70 words, English or Chinese, font size 9. Indent one tab on both sides (alongside the body of text).

iii) Body of the text
- Justified on both sides
- Indent one tab on the first line of each paragraph if in English
- Indent two Chinese characters on the first line of a paragraph if in Chinese
- Font size: Same as body of the text (see above)

iv) References or bibliography
- Justified on both sides
- Font size: Same as body of the text (see above)
- Body of references (justified)
- Each reference is listed in the following sequence:
  - Last name, first name, year, title of the book or paper/article, if article, the journal or edited books, publisher, year
- List English references first and then Chinese references, both in alphabetical order of author's last names (Chinese in Pinyin).

v) Appendixes (Same as body of the text)

vi) Sample paper

My great title is like this

XXX YYY
ZZZ University
webmaster@example.com

Abstract: This is the line of text for abstract. This is the line of text for abstract. This is the line of text for abstract. This is the line of text for abstract. This is the line of text for abstract. This is the line of text for abstract. This is the line of text for abstract.

1. Introduction

This is the introduction. This is the introduction. This is the introduction. This is the introduction. This is the introduction. This is the introduction. This is the introduction. This is the introduction.

2. Body of the paper

This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper. This is the body of the paper.

References

Prince, Ellen. 1991. Relative clauses, presumptive pronouns, and kind-sentences. Paper presented at the annual meeting of the Linguistic Society of America, Chicago, 1991.
Zhang, San. 2007. This is the article title. *Journal of Linguistics*. 203-403, 2007
李中，2005，汉语教学法，中国上海南京联合出版社
王中，2007，汉语教科书（2），中国上海南京联合出版社