THE TITLE OF YOUR PAPER
The subtitle of your paper (if there is one)

YOUR FIRST NAME YOUR SURNAME

Your Department
Your University/Institute
Your e-mail address

1. General instructions
1.1. The general outline

This stylesheet has been edited so that it looks exactly the way your papers should look like. Please read through this document for the details carefully.

The general purpose of this stylesheet is to enable contributors to the *Studies on Culture issue of the Acta Philologica* to prepare their papers in accordance with the layout of the Series *Philologica* that is published in cooperation with De Gruyter Open. We would kindly request everyone to follow these guidelines as closely as possible. If it significantly differs from the desired format, we might ask you to restructure it.

Papers will be peer-reviewed by an international group of reviewers.

1.2. Submission format

We only accept electronic submissions (to be sent to sarosikrisztina2015@gmail.com). We strongly encourage everyone to submit the paper as a Word document (.doc or .docx). If you include more complex diagrams or pictures in your paper, please also send us the respective files separately.

2. Sizes and measurements

Please choose 12 pt Times New Roman for the main text. Line spacing should be set at 'Exactly 12' The notes are to be set in 10 pt Times New Roman, and line spacing at 10 pt. The paper size is European A4 (21 cm x 29.7 cm). Margins are to be set at 3 cm on all sides. The main text should be fully justified (align left + right). The first tab position in the main text and in the notes is at 1 cm, and consecutive tab stops are spaced at 1 cm apart.

Submission should not be longer than 10 pages using proportional fonts.

Summary of sizes and measurements:

Main text font:	12 pt. (proportional)
Footnotes font:	10 pt. (proportional)
Paper size:	A4 21 cm x 29.7 cm
Margins:	3 cm
Tab interval:	1 cm
All inclusive paperlength:	**10 pages**

3. Style guidelines
3.1. Title page

The title appears on the first line. It is in block capitals and is boldfaced. If there is a subtitle, then it should be immediately below the main title, neither boldfaced nor in capitals.

The author's name appears separated from the title (or subtitle) by 1 blank line. If there are several authors, then each name should appear in a different line with no empty lines between them. Authors are ordered alphabetically by default, or by any prominence ordering of your choice. First comes your first name (or first names), then your surname. Names are in block capitals but are not boldfaced.

Leave a blank line again when you start your affiliation. Restrict yourself to indicating the department and the university/institute only, which come in two different lines. If you have multiple affiliations, order them alphabetically.

Your email address appears right under your affiliation, with no blank lines in between. You can indicate at most one email address.

Neither the affiliation(s), nor the email address are boldfaced or in block capitals.

The title, the subtitle, the affiliation(s) and the email address are all centred.

Add 5 empty lines after your email address when you start your abstract.

If you want to include acknowledgements, please do not put them in a note, but rather in a separate section, immediately preceding the references. See below.

3.2.   Abstract

Each article should start with a short abstract (of no more than 200 words). The abstract should state briefly the goal of the paper, the main results and major conclusions. Please, include your abstract under the name and affiliation of the author(s). Leave two blank lines beneath the author name. Insert the heading, **Abstract,** (12-point bold). Leave one blank line beneath this heading. Start the abstract text. (See 'Text', below, for text style.) Do not indent the first line of the abstract.

3.3.   Keywords

Immediately after the abstract, provide a maximum of 5 keywords, avoiding general terms and multiple concepts.

3.4.   Notes

Notes are footnotes and are set in l0 pt font. Notes are anchored in the main text by means of superscript Arabic numerals. Use continuous note numbering throughout the paper, and please start numbering at "1". Note numbers in the text follow the full stop of the sentence the note belongs to. Footnotes should be justified, just like the main text.

There are no blank lines above and below linguistic examples in notes. Please do not include tree structures, diagrams and things of the kind in the notes. Do not leave a blank line between notes if you have more than 1 on a page.

Keep the number and size of your notes limited.[1]

3.5.   Section headers; paragraphs

Main section headers are separated from the text above by 2 lines, and from the text below by 1 line. Subsection headers are separated from the text above by 1 line, and from the text below by 1 line. Avoid any lower divisions. The first section (introduction) is "1", not "0". Enter 2 tabs after each main section number, and 1 tab after each subsection number. The acknowledgement and the reference sections are not numbered.

Section and subsection headers are both printed in bold and are left-aligned. The acknowledgement and the bibliography headers are not left-aligned but centred.

Start each new paragraph, except the paragraphs opening a section or a subsection, with 1 tab. Do not separate paragraphs by blank lines.

Make sure your header stays on the same page as at least the first line of the text

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[1] **This is what it should look like.**

following it.

3.6. Examples

Please use tab stops to line up examples with glosses, and use small caps to indicate abbreviations in the interlinear glosses. Supply glosses as well as translations for all non-English examples. Morphemic borders may be indicated by a hyphen. Put the translations between single quotation marks. Avoid placing examples and respective glosses on different pages. Examples are preceded and followed by a blank line. No blank lines are used between sentences assigned the same number, but there is a line between examples of different numbers. The number of the example is not boldfaced and it appears in angled brackets. Use 2 tabs after the number.

(1)   *Jani   nem vesz tej-et.*
             Johnny not   buy   milk-Acc
             'Johnny does not buy milk.'

(2)   a. *Jani nem vesz tej-et.*
             Johnny not   buy milk-Acc
             'Johnny does not buy milk.' b.
      Tej-et   nem vesz Jani.
             milk-ACC not buy Johnny 'As for
             milk, that Johnny does not buy.'

3.7. References

References to the literature in the running text should be entered as in the following examples: (Smith, 1986); (Smith, 1986: 124); (as argued in Smith & Brown 1999: 234); (Smith, 1999, 2000). If a particular reference has already occurred in the (sub)section, and it is to occur once again without an intervening distinct reference by the same author, then the bracketed information need not be used again.

References are to be entered in the bibliography in an alphabetical order, which should be titled "References". The heading "References" is centred, 10 pt Times New Roman and boldfaced. It is separated, as other main sections, by two lines from the acknowledgement section. See below.

References are to be entered in 10 pt Times New Roman, and each reference line is indented, except for the first. Both the author's and editor's surname and first name(s) are given in full. There is a comma between the surname and the first name. If there are several authors, use the ampersand (&) before the last one, and use the semi-colon (;) to separate any of the non-terminal authors in the sequence. For second and following authors or editors: last name first. Use *"et al. "* only for more than three authors. The (last) author's first name is followed by a period. Then we have the year of publication, followed by a period again. The year of publication is not bracketed. If there are more publications by the same author from the same year, use the alphabet to distinguish among them (1999a, 1999b, 1999c).

Books. The title of a book appears in italics after the year of publication. After the title, the place of publication and the name of the publisher are entered, in this order. They are separated by a colon (:). If there is reference to a particular page (or pages), then the name of the publisher is followed by a comma, followed by the page number as follows: 56 or 345-678; otherwise there is a period.

Articles in journals and in books. In the case of journal articles, the title of the article is entered after the year of publication. It is not in italics and is followed by a comma. Then comes the (unabbreviated) name of the journal, in italics. The name of the journal is followed by the volume number (7(3)), a colon, and the page references as above.

Titles of book articles are treated in the same way as titles of journal articles: no quotation marks. The description of the volume in which the article appears is given as follows: the name of the editor(s) as above, the last one is followed by "eds." (or by "ed." in case of a single editor). The year of publication is not repeated, unless it is not the same as the year of the (original) publication of the article. The title and the rest are as above.

Unpublished material. Works to be published may be referred to as "to appear", but only if the publisher/joumal/volume is known and the paper has been accepted. Otherwise treat everything as a manuscript (Ms).

See the References section below.

3.8. Reference to linguistic data

Linguistic data referred to in the running text should be italicized and, if from languages other than English, be followed by a gloss enclosed in single quotation marks: *tej* 'milk'.

3.9. Spelling

We accept both standard British English and American spelling, as long as it is consistent.

If you are not a native speaker of English, please make sure your paper is reviewed by someone proficient in English. If the English is unacceptable, the paper will be rejected.

Acknowledgements

The acknowledgement section (if you wish to have one) comes at the end, before the bibliography. The title is "Acknowledgements". It is boldfaced and centred. Try not to make it too long.

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