

# Article title with Garamond, 14-point, and centred

**Authors with Garamond font, 11-point** - Institution  
e-mail@ e-mail@goes.here

**Resum. The title of the article in Catalan goes here.** The abstract in Catalan begins here. If the author cannot provide the translation of the title and the abstract, they must be presented in Spanish. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words.

**Paraules clau:** same as in the abstract; words are separated by commas; no more than 5 words; at the end a full stop must be added.

**Abstract. The title of the article in English goes here.** The abstract in English begins here. If the author cannot provide the translation of the title and the abstract, they must be presented in Spanish. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words. The abstract is not written in bold and you must use Garamond font, 10-point, and the space between lines must be 12 points. The abstract cannot exceed 150 words.

**Keywords:** same as in the abstract; words are separated by commas; no more than 5 words; at the end a full stop must be added.

## 1. Basic format guidelines

The **maximum extension of the article** is 5,000 words, independent from the abstract and the key words but including the references, tables and annexes.

The **text must be written** in Garamond font, 10-point, justified, first line indented (0.5 cm.) and single line spacing in the whole document.

The guidelines for the **titles** are now indicated:

- Level-1 title must be written in Garamond font, 10-point, bold and without indent.
- Level-2 title must be written in Garamond font, 10-point, small caps and without indent.
- Level-3 title must be written in Garamond font, 10-point, italics and without indent.

With respect to the **font types**:

- **Neither underlining nor bold** will be used throughout the text. In this template, bold or underlining are used because it is a guide, a help document, where these font types allow for a more effective message, but this is not the same in a scientific text.
- The **italics** have to be **limited** to metalinguistic uses or foreign terms.

The **margins** are the following:

- superior: 2 cm
- inferior: 1,5 cm
- interior: 1,5 cm
- exterior: 1,5 cm

**Between paragraphs** blank lines are not included. Examples, tables, bullets, etc. are separated from the preceding and subsequent paragraphs with a line respectively.<sup>1</sup>

**Footnotes** must be written in Garamond font, 8-point, justified to the right and to the left and first line indented (0.5 cm.). The maximum number of lines permitted is limited to 6. The number of the footnote must appear after the punctuation mark.

**Appendices** will only be numbered if there are more than one (Appendix 1, Appendix 2) and they will have as a title the word *Appendix* (without italics) followed by semicolons and an explanatory title with an initial capital letter.

As for **citations** and **references** (v. sec. 3 and 4, respectively), the style guidelines of the American Psychological Association, most widely known as APA (American Psychological Association, 2010) will be **faithfully** followed. Any information to be missing with respect to these sections, the APA document or any guide about its use, as Barker and Henrichsen (2002) or Paiz et al. (2014) must be consulted.

## 2. Tables, images and figures

Tables, images and figures must be **centered** in the page and **must be always cited within the discourse**, for example, as we do it here with figure 1. They have to be included in the section in which they are mentioned (or, if they are of large

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<sup>1</sup> Footnotes must be written in Garamond font, 8-point, justified to the right and to the left and first line indented (0.5 cm.) The maximum number of lines of the footnote is limited to 6. The number of the note has to appear after the punctuation mark.

dimensions or if they contain complementary and more marginal information, in an appendix that will be included at the end of the document).

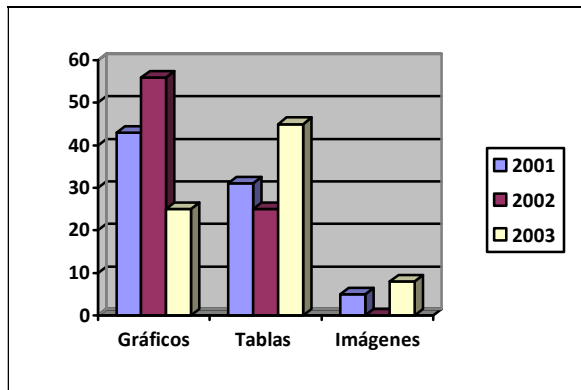


Figure 1. Example of a figure in *Sintagma*

They must also be **numbered** and include an explanatory note in Garamond font, 10-point. The note must also include the source, in case they do not belong to the author.

They must be **clear and legible** in terms of font and be shown in grey scale (do not print in colours).

Tables and figures will be presented, where possible, **editable** in the word processor in when they have been developed.

In case of being an image, it must be taken into account that the **resolution** needs to be **high** so as to be properly reproduced in the printing. Low resolution images from the net will not be valid.

### 3. Citations

References to authors within the text must always be accompanied by the publication **year** referred to in parenthesis. If the author's name appears in parenthesis, the year will be included next to it, separated by a comma.

If the work belongs to more than one author, the first<sup>2</sup> surname of each author will be cited separated by commas, except for the last one, which will be preceded by the coordinating conjunction of the language in which the article is written. If the work belongs to between three and five authors, the first time will be done as indicated, but subsequently *et al.* (without italics) will be used. If the work belongs to six authors or more, this option will be used from the first citation.

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<sup>2</sup> Both author's surnames will only be indicated if the author uses them so as to make himself/herself known.

In English, the conjunction used will be *and*, if the citation is connected with the discourse, or *&*, if the citation is between parentheses. E.g.: ...as Kurtines and Szapocznik (2003) demonstrated / ...as has been shown (Jöreskog & Sörbom, 2007).

If more than one work by the same author and of the same year is cited, the year is accompanied by a letter *a*, *b*, etc., without italics, and the work will be referred to in the same way in the *References* section.

If more than one work is cited in parenthesis and they are from different authors, they will be separated by a semicolon, maintaining commas between the surname and the year of publication. Citations must be ordered alphabetically according to the surname (following the same order that in the reference list). E.g.: Reflexive pronouns (Portilla, 2006; Quintana, 2013; Sánchez, 2002) are clitics that...

If more than one work is cited in parenthesis, and they are from the same author, the years will be separated by commas and they must be ordered chronologically. E.g.: Reflexive pronouns (Portilla, 2006, 2007).

Let's see an example where the two previous circumstances occur at the same time: Different authors (Portilla, 2006, 2007; Quintana, 2013; Sánchez, 2002) consider ...

If the work is a translation or a republished work, both years (first the original and then the consulted one separated by /). E.g.: Laplace (1814/1951).

If the author is an organisation, its full name will be used the first time. If the organisation has a widely known acronym, it can be used from the second time it is cited, provided that the first time the abbreviation is indicated in square brackets next to the full name. E.g.: This summary has been elaborated following American Psychological Association [APA] (2010).

If the citation is **not literal**, it is not necessary to include the page.

If the citation is **literal** and appears within the text, the citation will be written in quotation marks. A parenthesis at the end of the quotation with the page number after the abbreviation *p.*, without italics, will be included. If the author and year of the citation or quotation have already been mentioned, do not repeat them. If they have not been mentioned before, you must include the surname and year of publication and, after a comma, the reference page. E.g.: Studies about the deserters reach the conclusion that there is a “relation between the students’ socioeconomic conditions and their likelihood of school success or failure” (Herrera, 2009, p. 257).

If the quotation is long (more than 3 lines) and you want to emphasise it in a separate paragraph, the preceding paragraph must indicate that a quotation will be provided and it must end with a colon. It must be separated from the preceding and the subsequent paragraph with a line. No quotation marks will be used and the reference page, the author and the year will be included as previously indicated. The text must be indented 1 cm. to the right and to the left with respect to the margins. It is written with Garamond font, 9-point, and the text is justified to the left and to the right:

If the quotation is long and you want to emphasise it in a separate paragraph, the preceding paragraph must end with a colon. No quotation marks are used

and the reference page, the author and the year are indicated as previously. The text must be indented 1 cm. to the right and to the left with respect to the margins. It is written with Garamond font, 9-point, and the text is justified. (García, 2007, p. 5)

If part of the quotation is omitted, it will be indicated within the text with suspension points in parenthesis.

#### 4. Bibliographic references: general guidelines

The section in which references will be included will have this title (References) and will not be numbered.

The use of footnotes so as to include bibliographic references must be avoided. All cited works within the text must be included in the References section; and vice versa, all works included in the References section must be cited within the text.

Some basic rules will now be provided:

- Font style is Garamond, 10-point.
- French indentation of 0.5 cm.
- Surnames are arranged in alphabetical order; if they are repeated, the chronological order after the alphabetical one must be used.
- Only the initial of the author's name will be indicated.
- If there is more than one author, the following must be taken into consideration:
  - Up to six authors, the first surname and initial of each of them must be indicated. If there are more, they will be obviated and suspension points will be used, except for the last one. The expression *et al.* cannot be used in the reference list.
  - The coordinating conjunction of the language in which the article is written will be used so as to join the penultimate and the last author. If the language is English, the conjunction will be &, without italics.
  - The initials always appear between commas; even if the corresponding coordinating conjunction is used.

E.g.:

Bybee, J., Pagiuca, W., y Perkins, R. (1991)...

Bybee, J., Pagiuca, W., & Perkins, R. (1991)...

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., ... y Rubin, L. H. (2009)...

- The names of the publication places must appear in the language of the article. If it is written in Spanish, *Nueva York* will be used; if it is written in Catalan, *Nova York* will be used, etc.
- The same for the prepositions indicating the place where the book chapters are included.

## 5. Types of bibliographic references

If the reference is a **journal article**:

Chomsky, N. (1980). On binding. *Linguistic Inquiry*, 11, 1-46.

- If the journal has volumes:

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(30), 5-13.

- If the journal is published very frequently, as an instance, weekly, or if it is a newspaper article, the month and the day must be also indicated in the date (in this order if it is in English and reversed if it is in Catalan or Spanish).

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Henry, W. A. (9 de abril de 1990). Making the grade in today's schools. *Time*, 135, 28-31.

Schultz, S. (28 de desembre de 2005). Calls made to strengthen state energy policies. *The Country Today*, p. 1A, 2A.

- For the journal's monographs, devoted to only one work, the title of the work in question will be presented as the title of an article, but between square brackets that indicate that it is a monograph.

Chang, N. (1982). Phonological variation in 15th century Korean [Monograph]. *Journal of Chinese Linguistics*, 1.

- For journal's special issues, devoted to a specific topic, this information will be indicated in square brackets.

Haney, C., & Wiener, B. L. (Ed.). (2004). Capital punishment in the United States [Special issue]. *Psychology, Public Policy, and Law*, 10(4).

If the reference is a **book**:

Smith, C. (1997). *The parameter of aspect*. Dordrecht: Kluwer Academic Publishers.

- With edition number:

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5<sup>a</sup> ed.). Chicago, IL: University of Chicago Press.

- With the year of the first edition:

Barrenechea, A. M. (1979 [1969]). "Operadores pragmáticos de actitud oracional: los adverbios en -mente y otros signos". In *Estudios lingüísticos y dialectológicos-temas hispánicos*, 39-59. Buenos Aires: Hachette.

- If the reference is an edition of several authors, *Ed.* or *Eds.* will be used depending on whether it is singular or plural (in Catalan always *Ed.*, without italics):

Bosque, I., & Demonte, V. (Eds.). (1999). *Gramática descriptiva de la lengua española*. Madrid: Espasa-Calpe.

- If the reference is a translation, indicate the year of the original in parenthesis and the year of the reviewed translation at the end of the reference and the translators' names after the title:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Translation). New York, NY: Dover. (Original work published in 1814).

- If the reference is a doctoral thesis, it must be indicated and, if it has not been published, the university must be mentioned:

Cooley, T. (2009). *Design, development, and implementation of a Wireless Local Area Network (WLAN): The Hartford Job Corps Academy case study* (Doctoral thesis). Available at ProQuest Dissertations and Theses Database. (UMI N. 3344745)

Kempas, I. (2006). *Estudio sobre el uso del pretérito perfecto prebodiernal en el español peninsular y en comparación con la variedad del español argentino hablada en Santiago del Estero*. (Unpublished doctoral thesis). Universitat de Helsinki.

If the reference is a **book chapter** or an **article published in a congress proceeding**:

Mendikoetxea, A. (1999): "Construcciones inacusativas y pasivas". In I. Bosque & V. Demonte (Eds.), *Gramática descriptiva de la lengua española* (vol. 2, cap. 25, p. 1575-1629). Madrid: Espasa-Calpe.

Chambers, L. (2011). Composition and revision in computer-based written assessment. In R. McColl Millar and M. Durham (Eds.), *Applied Linguistics, global and local: Proceedings of the 43rd Annual Meeting of the British Association for Applied Linguistics* (pp. 23-32). London: Scitsiungil Press.

If the reference is a **paper** of a congress whose proceedings have not been published:

Snyder, J. (2010). *Studies of the effects of fasting on metabolism*. Paper presented in AMIA Conference, New York, NY.

If the reference is a **document only accessible through the Internet**:

- It must be referenced by at least information about the author, the year and the title at the beginning.
- The URL or the DOI address must be indicated at the end.

- Before URL addresses, the expressions *Available at* (when the document can only be partially consulted or requires subscription or purchase) or *Retrieved from* (when the document can be downloaded or completely consulted) must be used.

- Webpage:

De Huff, E. W. (1992). *Taytay's tales: Traditional Pueblo Indian tales*. Nueva York: Harcourt, Brace and Company. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

- Section of a webpage:<sup>3</sup>

Engelshcall, R. S. (1997). Apache module mod\_rewrite. En *Apache HTTP Server Version 2.0 Documentation*. Retrieved from [http://httpd.apache.org/docs/2.0/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/2.0/mod/mod_rewrite.html)

- Article of an electronic journal with DOI:

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

- Article of an electronic journal with URL:

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

- Newspaper article:

Parker-Pope, T. (6 de maig de 2008). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

- Electronic corpus:

Brown, E. K. (2017). *Corpus of Mexican Spanish in Salinas, California*. Retrieved from <http://itcdland.csumb.edu/~eabrown>

- If the references are notes in PowerPoint format or similar, an audio, a video, a software, a transcribed interview, a data file, an electronic book such as Kiddle or similar or another type of document or electronic element, this will be indicated in square brackets.

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

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<sup>3</sup> In case of links to a specific section of a webpage, the URL has to redirect to that specific part and not to the generic webpage.



Hayes, B., Tesar, B., & Zuraw, K. (2003). *OTSoft: Optimality Theory Software* (Version 2.1) [Software]. Available at <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

Stoker, B. (1897). *Dracula* [Kindle DX version]. Retrieved from <http://www.amazon.com>

If the reference is a **document which is available both in paper and online**:

- At the beginning of the reference, all the information required for this type of document will be provided, the same as indicated for the printed version.
- At the end of the reference, the link will be added, the same as indicated for the documents which are only available online.

Tubau, S. (2015). *Neither, (n)or nothing and hardly* in negative concord constructions in traditional dialects of British English. *Sintagma*, 28, 7-25. Retrieved from [http://www.sintagma.udl.cat/export/sites/Sintagma/documents/articles\\_27/Tubau.pdf](http://www.sintagma.udl.cat/export/sites/Sintagma/documents/articles_27/Tubau.pdf)

## 6. Examples

The *examples* given within the text, such as phonemes, morphemes, words, syntagms or phrases are indicated in italics. However, the examples that are not included within the text will be numbered in parenthesis and indented with 0.5 cm.

If details belong to a different language, they must be translated to the language of the article. Preferably, glosses will be included.

*Glosses* go next to the items in the original example. If the translation has got more than one word in relation to the original text, or vice versa, link the words with an underscore. If morphosyntactic categories are indicated, use capital letters and separate the morpheme and the category with a stop ‘.’ Furthermore, if you want a morpheme to stand out to indicate its content in the gloss, separate it from the rest with a hyphen ‘-’. Finally, use the symbol ‘ø’ to show the words in the source language which do not have any correspondence with the target language. Translation is specified between inverted comas in another line:

- (1) Mai\_bine            ne            apucăm            de            lucrat  
Mejor                nos            cogemos            de            trabajar.PART  
‘Mejor nos ponemos a trabajar’

## References

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- Brown, E. K. (2017). *Corpus of Mexican Spanish in Salinas, California*. Retrieved from <http://itcdland.csumb.edu/~eabrown>
- Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161
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- Chomsky, N. (1980). On Binding. *Linguistic Inquiry*, 11, 1-46.
- Cooley, T. (2009). *Design, development, and implementation of a Wireless Local Area Network (WLAN): The Hartford Job Corps Academy case study* (Doctoral thesis). Available at ProQuest Dissertations & Theses Database. (UMI N. 3344745)
- De Huff, E. W. (1992). *Taytay's tales: Traditional Pueblo Indian tales*. New York: Harcourt, Brace and Company. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>
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- Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5<sup>a</sup> ed.). Chicago, IL: University of Chicago Press.
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- Henry, W. A. (9 de abril de 1990). Making the grade in today's schools. *Time*, 135, 28-31.

- Kempas, I. (2006). *Estudio sobre el uso del pretérito perfecto prebodiernal en el español peninsular y en comparación con la variedad del español argentino hablada en Santiago del Estero*. (Unpublished doctoral thesis). Universitat de Helsinki.
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- Mendikoetxea, A. (1999). “Construcciones inacusativas y pasivas”. In I. Bosque & V. Demonte (Eds.), *Gramática descriptiva de la lengua española* (vol. 2, cap. 25, p. 1575-1629). Madrid: Espasa-Calpe,.
- Paiz, J. M., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M.,...& Keck, R. (7th October 2014). APA Formatting and Style Guide. A *Research and citation resources*. Retrieved from <https://owl.english.purdue.edu/owl/resource/560/01/>
- Parker-Pope, T. (6 de maig de 2008). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>
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- Schultz, S. (28 de desembre de 2005). Calls made to strengthen state energy policies. *The Country Today*, p. 1A, 2A.
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