**Title of the paper**

Ion POPESCU[[1]](#footnote-2), John SMITH[[2]](#footnote-3)

*The abstract should synthetically outline all the pertinent results, in a short but intelligible form. The abstract should begin through clearly stating the purpose of the paper and should end by formulating the most important conclusions. There will be used short, direct and complete sentences, written in a single paragraph, without tabs. The abstract will be written with Times New Roman 10 pt and will have 7...10 lines.*

Key-words: *3…5 significant key words written with Times New Roman 10 pt*

1. **Name of the chapter (Introduction, Methodology etc.)**

Theformat of the bulletin is B5 JIS (182 mm x 257 mm). The paper should have at least 6 pages, single spaced, and have an even number of pages. The last page will be filled at least 70%.

A person may participate, within a volume, with a paper as a first author and one paper as co-author. PhD coordinators may be co-authors for several papers of their doctoral students, if they contributed to their development.

The paper will be written in British English, French or German, using Times New Roman 11 pt. We strongly advise you to use this template and insert the text of the paper directly within this file.

 The papers will be submitted in Word format (.doc), in the standard form described above.

**1.1. Format of the papers**

Series IV uses the B5 JIS format (182 mm x 257 mm), the limits of the printing area being set using „Page setup”: upward, left, right margins – 2.5 cm; downward margin – 2 cm, heading – 4 cm; footer – 0 cm; „Different” first page; „Different” pages even and uneven.

**2. Arranging the text within the page**

**Title of the paper** – TNR 16 pt letters, bold, centred, single spacing. Under the title, there is left a blank line (12 pt).

Author(s) – TNR 12 pt, centred, first name „title case” and name in capital letters (ex. Ion POPESCU). Between the authors and the abstract, there will be left two blank lines (2 × 12 pt).

**Authors’ affiliation** – TNR 9 pt, regular, justified left-right, on one line. Full affiliation (groups, laboratories and/ or institutions) of the author(s) will be specified as references in the footnote (Insert Reference, Footnote, Bottom of page). These will be marked with Arabic figures. If several authors are part of the same organization, its name will be written once and the authors will be marked with the same figure.

**2.1. Lay-out**

Please use a minimum of page settings. The preferred setting is Times New Roman 11 pt, one line spacing. Please do not use a typeset lower than 8 pt for Tables. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions you use, **please be consistent**.

**3. Chapters and headings**

Articles should be reasonably divided into sections and, if necessary, into subsections. Numbering should be in Arabic numerals and follow the decimal system. Please mark the hierarchy of subheadings as follows:

**3.1.** **Heading A** = bold, two lines space above and one line space below.

*3.1.1. Heading B* = italics, one line space above and one line space below.

*3.1.1.1. Heading C* = italics, one line space above, text on new line

**Quotations**

Text quotations in the main text should be given in double “quotation marks”. Quotations longer than 3 lines should have a blank line above and below and a left indent of 1 cm, without quotation marks, and with the appropriate reference to the source. Terms and concepts can also be marked by single ‘quotation marks’.

**4. Examples and glosses**

*Examples* should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses and indented 1 cm. Every next level in the example (a), (b) gets one indent. Examples from languages other than English should be in italics and, if necessary, followed by a line with a word-by-word gloss and another line with a translation in single quotes. If the glosses should be aligned in the final product, please also align them, with spaces or tabs, in the file and hard copy/ PDF submitted for production.

(3) a. *Ion şi Maria locuiesc împreună.*

 ‘Ion and Maria are living together’

b. *Maria şi Ştefan s-au despărţit.*

 ‘Maria and Ştefan have split up’

**5. Tables, figures**

1. Tables and figures should be numbered consecutively and provided with concise captions (max. 240 characters).

2. All figures and tables should be referenced in the text, e.g. (see Figure 5). Please do not use relative indicators such as “see the table below”, or “in this table: ...”.



**Figure 1.** Name of the figure

**References**

It is *essential* that the references are formatted to the specifications given in these guidelines, as these cannot be formatted automatically. Series IV uses the ‘Author-Date’ style as described in *The Chicago Manual of Style* (16th ed.).

*References in the text* should be as precise as possible, giving page references where necessary. For example (Clahsen 1991, 252) or: as in Brown et al. (1991, 252). All references in the text should appear in the references section.

*References* should be listed first alphabetically and then chronologically. The section should include all (**and only!**) references that are actually mentioned in the text.

*Capitalization in titles*

For titles in English, Series IV uses headline-style capitalization. In titles and subtitles, capitalize the first and last words, and all other major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions). Do not capitalize articles; prepositions (unless used adverbially or adjectivally, or as part of a Latin expression used adverbially or adjectivally); the conjunctions *and*, *but*, *for*, *or*, *nor*; *to* as part of an infinitive; as in any grammatical function; parts of proper names that would be lower case in normal text; the second part of a species name. For more details and examples, consult the Chicago Manual of Style. For any other languages, and English translations of titles given in square brackets, Series IV uses sentence-style capitalization: capitalization as in normal prose, i.e., the first word in the title, the subtitle.

*Examples*

**Book**

Görlach, Manfred. 2003. *English Words Abroad*. Amsterdam: John Benjamins.

Spear, Norman E., and Ralph R. Miller (eds). 1981. *Information Processing in Animals: Memory Mechanisms*. Hillsdale, NJ: Lawrence Erlbaum.

**Article (in book)**

Adams, Clare A., and Anthony Dickinson. 1981. “Actions and Habits: Variation in Associative Representation during Instrumental Learning.” In *Information Processing in Animals: Memory Mechanisms*, ed. by Norman E. Spear, and Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

**Article (in journal)**

Claes, Jeroen, and Luis A. Ortiz López. 2011. “Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico [Pragmatic and social restrictions in the expression of the future in Puerto Rican Spanish].” *Spanish in Context* 8: 50–72.

Rayson, Paul, Geoffrey N. Leech, and Mary Hodges. 1997. “Social Differentiation in the Use of English Vocabulary: Some Analyses of the Conversational Component of the British National Corpus.” *International Journal of Corpus Linguistics* 2(1): 120–132.

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