

## EMA Stylesheet

Authors should follow the guidelines below:

- Please, write out your name, first name and the name of the institution you belong to on a separate page, at the beginning of your paper.
- Margins: bottom, left and right, 3 cm; top: 4 cm.
- Font size and paragraphs: Times New Roman 14 for the main text and TNR 12 for footnotes; 1.5 line spacing; first line indent of 1.25.
- Leave the header and footer empty.
- If you number your titles and subtitles, do not use automatic formatting and use the following system:
  - 1 TITLE
  - 1.1 Subtitle
  - 1.1.1 Sub-subtitle
  - (etc.).
- Long quotations (4 lines or more): indent by 1.25 cm from the left (no indentation from the right); do not use quotation marks and use simple spacing.
- Use straight quotation marks (if necessary, untick the box <"Straight quotes" with "smart quotes"> in Tools>Autocorrect>Autoformat as you type)
- Footnote numbers within sentences must be placed before commas, semi-colons or periods in French, but outside any type of punctuation in English.
- Follow the guidelines of the Chicago Manual of Style for referencing ([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)). Use the Author-Date system for papers on linguistics and Notes & Bibliography for papers on other topics (literature, history, history of art, etc.).
- Do not use any special font for phonetics, Old or Middle English characters: TNR can now handle all of them. If you have a specific need, contact the Assistant Editor.
- Avoid underlining anything. Prefer bold or italic characters. Never use the space bar to create indentations. Generally avoid extra formatting beyond what is specified here.