

ConSOLE proceedings checklist

Page headers:

- The **even-numbered** ones contain your **name(s) aligned right** and the **page number on the left**.
- The **odd-numbered** ones contain the **short title aligned left** and the **page number on the right**.

Title page:

- There are **six empty lines** between your name(s) and the abstract and between the abstract and the main text.

Section headers...

- contain **no capital letters** except for the first word and other standardly capitalised words.
- are preceded and followed by the exact number of **empty lines** required:
 - **two** above section and subsection headers;
 - **one** below section and subsection headers, and both above and below sub-subsection headers;
 - **no empty lines** between section headers and immediately following subsection headers (or between subsection headers and immediately following sub-subsection headers).

Paragraphs...

- are only indented if immediately preceded by another paragraph. That is, **no indents** after:
 - (sub)section titles
 - examples, tables, figures
 - at the top of a page.

Examples:

- There is **one tab (0.5cm)** between:
 - the first ((1), (2), ...) and second (a., b., ...) and second and third (i., ii., ...) levels,
 - the label and the example text (irrespective of level).
- The **glosses** are carefully **aligned** with the corresponding items from the object language.
- The **translations** are enclosed into single (opening: ‘ and closing: ’) **quotation marks**.
- The **references** to other work (as well as names of languages) are **right-aligned**.

Tables and figures...

- are **centred**.
- Their labels and captions are:
 - **centred**,
 - separated from the table or figure by **one empty line**,
 - formatted according to the stylesheet: the **label** is italicised, the **caption** itself is *not* italicised and contains **no superfluous capitals**.

References...

- in the running text follow the requirements in the stylesheet (**commas, colons, semicolons, brackets, spaces** occur in all and only the right places).
- in the reference list at the end of the paper are **not missing information** (e.g., editors, publishers, places of publication, page numbers).
- in the reference list at the end of the paper are **formatted according to the stylesheet**. Please check this last point very carefully, paying special attention to:
 - **capital letters** (or the absence thereof),
 - **italics** (or the absence thereof),
 - the distribution of **full stops and commas** (e.g., the book title and the publisher is separated by a full stop in references to books, but by a comma in references to chapters in books; the year is always followed by a full stop, etc.).