

**SOLE L<sup>A</sup>T<sub>E</sub>X stylesheet**  
Stylesheet for the proceedings of ConSOLE

The SOLE Board

Your abstract (about 100 words or less) goes here. The purpose of this document is to enable contributors to *Proceedings of ConSOLE* to prepare their paper in L<sup>A</sup>T<sub>E</sub>X in accordance with the layout of the volume. Authors are asked to follow these guidelines as strictly as possible. Doing so makes the formatting and editing job easier and will speed up the production of the volume. Papers which differ greatly from these guidelines may be rejected. These instructions are presented in the desired format. Your paper should look similar.

### *1. Introduction*

This document provides instructions for using the SOLE L<sup>A</sup>T<sub>E</sub>X class file for a ConSOLE proceedings paper. Authors should also consult the general SOLE guidelines, available at <https://www.universiteitleiden.nl/en/events/series/sole>. The SOLE class file was created by Jérôme Michaud. It is based on a SOLE L<sup>A</sup>T<sub>E</sub>X stylesheet by Blaho & de Vos from 2005. This version of the template was updated on 9 April 2024 by the SOLE board (previous version from 15 March 2023).

### *2. Document setup*

The preamble of your `.tex` file must contain the following commands (with the exception of `\shorttitle{<short title>}`, which is optional):

```
[a4paper, 12pt, twoside]{sole}
\confnum{29}
\procyear{2020}
\papertitle[optional subtitle]{paper title}
\shorttitle{your short title}
```

```

\paperauthor{your name(s)}
\paperabstract{your abstract}
\begin{document}
\setcounter{page}{1}
\maketitle

```

All these commands are used in this template.

- In `\confnum{ <conf number> }`, `<conf number>` should be replaced by the number of the conference (ex: 28). The default value is 0.
- In `\procyear{ <proc year> }`, `<proc year>` should be replaced by the proceedings year (ex: 2020). The default value is 0000.
- In order to specify the title of the paper, use `\papertitle[<subtitle>]{ <papertitle> }` Note, that `\papertitle[<subtitle>]{ <papertitle> }` has one required argument and one optional argument. The required argument (in `{}`) is the title of the paper. In case the command is not used, a default value has been set to *Default title*. The optional argument is the subtitle of the paper. If you only specify the title of your paper, the spacing between the title and the authors' names is reduced.
- `\shorttitle{<short title>}` has one required argument. Use it only if you need to have a short title different from the paper title. If this command is not used, the short title is by default set to the paper title.
- `\paperauthor{<paper authors>}` is used to specify the authors of the paper. If it is not called, the default value is *author*.
- `\paperabstract{<abstract>}` is used to specify the abstract of the paper. If it is not called, the default value is *abstract*.
- `\setcounter{page}{1}` is used to set the number of the first page. Once the manuscript is accepted, the editor will insert the correct number.
- In order to create the title in the correct format, use `\maketitle` after the beginning of your document.

Submissions should not be longer than 25 pages, including references.

### 3. Other commands

Some other commands have been defined for convenience.

- `\hl{<Text of an hyperlink>}`

This command italicizes and underlines the text given in arguments. Used to format hyperlinks (hl). Example: `\hl{<text>}` gives *text*. It is used in hyperlinks. Example: `\href{https://www.universiteitleidn.nl/en/events/series/sole}{\hl{text}}` gives [\*text\*](https://www.universiteitleidn.nl/en/events/series/sole)

- `\nonewline`

This command has been implemented to simplify the bug concerning the spacing between section and subsection when there is no text in between. In this case, use this command to remove the new line which is created otherwise.

- `\noindent`

Use this command to delete the indentation of a paragraph after tables, examples, new pages, etc.

## 4. General

### 4.1. Title page

If you use the commands described above, the SOLE class will take care of the formatting of your title page. If there are two authors, please join their names with an ampersand (&); if there are three or more authors, separate the last two authors with an ampersand and all the previous authors with a comma (e.g. First Author, Second Author & Third Author).

Please do not put either acknowledgments or abbreviations for glosses in a note, but rather in a separate (unnumbered) section, immediately preceding the references (see final section for more details). Also, do not specify your affiliation on the title page, but at the end of the article (after the acknowledgments and before the references).

No capitals are used in the titles, except for the first word and other standardly capitalised words. The same applies to headers and subheaders.

### 4.2. Notes

Keep the number and size of your notes limited. As a rule of thumb, there should not be more notes than pages, and the total amount of space occupied by notes on any page should not be more than one third of the page.<sup>1</sup>

### 4.3. Page headers

The class file will take care of this as well. The left-hand (even-numbered) page header contains the author's/authors' name(s) aligned right. The right-hand (odd-numbered) page header contains the short title (max. 50 characters) of the article aligned left; if you have a long title, use a shortened version in the header. Use the command `\shorttitle{\short title}` (see above).

Make sure your section title stays on the same page as the text immediately following it. A paragraph is indented only if it follows another paragraph. A paragraph following section titles, examples, tables, or at the top of page is not indented. Use `\noindent` to remove spurious indentations.

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<sup>1</sup> This is a footnote.

#### 4.4. Non-standard characters

Linguistic texts often contain non-standard characters (phonetic symbols, mathematical symbols, diacritics etc.). Make sure you use the appropriate format in L<sup>A</sup>T<sub>E</sub>X e.g. math mode. If you have issues with supporting IPA characters, you can use the *TIPA* package (available at [www.ctan.org](http://www.ctan.org)) and/or set the compiler to XeLaTeX or LuaLaTeX.

### 5. References

We recommend that you use BibTeX for the bibliography. The bibliography style file `sole.bst` will help you to take care of the format of the bibliography.

Please use commands `\citet[page]{reference}` (Blaho & de Vos (2005:22)) and `\citep[page]{reference}` (Blaho & de Vos 2005:22) to make references in the running text. If the reference itself is in parentheses, the year must not be put in parentheses again. Use the command `\citealt[page]{reference}` (like this: Blaho & de Vos 2005:22). When listing several works, they should appear in chronological order (rather than alphabetically).

All and only the works referred to in the article are to be entered in the bibliography. Note that both primary and secondary sources should be listed in the reference list. For example, if you use or refer to a particular text or corpus in your paper, it should appear in the reference list, e.g. Betts, G.G. & W.D Ashworth. (1971). Index to the Uppsala edition of Columella. Uppsala: Almqvist & Wiksell. Titles of papers, books, etc. should not be translated into English.

#### 5.1. Books

In the case of reference to books, the year of publication is followed by the title, which is printed in italics. After the title, the name of the publisher is entered, with the place of publication. The name of the publisher and the place of publication are separated by a comma.

Kaisse, E. (1986). *Connected speech: the interaction of syntax and phonology*. Academic Press, New York.

#### 5.2. Articles in journals, books, and proceedings

Please remember that there is a difference between journal articles, articles in a book, and articles in conference proceedings. `sole.bst` will help you with the formatting, but you need to pay attention to this difference in your bibliography, namely `@article{}` vs. `@incollection{}` vs. `@inproceedings{}` or `@conference{}`.

In the case of journal articles, the title of the article is entered after the year of publication, not italicised, without quotation marks, and followed by a full stop. Then comes the name of the journal, in italics. The name of the journal is followed by the volume, a colon, the number, a comma, and the page references preceded by pp. The page range should be specified by using an n-dash (–) rather than a hyphen (-). Note that there is a space after the comma but not after the colon here. Here is an example (Davis 1988):

Davis, S. (1988). Syllable onsets as a factor in stress rules. *Phonology* 5:1, pp. 1–19.

Titles of book chapters 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: first the name(s) of the editor(s) (in the same format as authors' names) followed immediately by (ed.)/(eds.); then the title, in italics; following these, and again separated by a comma, the publisher and place of publication. Finally, the page references are provided, preceded by pp. and followed by a full stop. Extra information, such as the volume number for a multi-volume work, is entered immediately preceding the name of the publisher. Articles in conference proceedings volumes are treated in the same way.

van Heuven, V. J. & A. M. C. Sluijter (1996). Notes of the phonetics of word prosody. Goede-mans, R. W. N., E. A. M. Visch & H.G. van der Hulst (eds.), *Stress patterns of the world: Part 1, Background*, HIL Publications 2. Holland Academic Graphics, The Hague, pp. 233–269.

Fry, D. B. (1965). The dependence of stress judgements on vowel formant structure. Zwirner, E. & W. Bethge (eds.), *Proceedings of the 5th International Conference for the Phonetic Sciences*, S. Karger, Basel/New York, pp. 306–311.

### 5.3. Unpublished material

In many cases, it is not possible to decide exactly what counts as published. Also, within some categories, some items are published while others are not (for instance, LOT publishes its dissertations, but MIT does not). Therefore, we make no distinction between published and unpublished work in principle. The only difference is that an indication of the nature of the work is added, between square brackets. The following abbreviations and formulas should be used: Ms, PhD thesis and MA thesis. If you use BibTeX, these abbreviations are added automatically. Work to be published may be referred to as *to appear*, but only if the publisher or journal is known. Otherwise, treat such works as manuscripts. You may also use *in prep.*, *forth.*, and *in press* where appropriate. Whenever the unpublished work you are citing is available online, include a hyperlink to that page after the entry.

McCarthy, J.J. & A. Prince (1993). Generalized alignment. [Ms]. University of Massachusetts, Amherst, and Rutgers University. <http://roa.rutgers.edu>

Sagey, E.C. (1986). *The representation of features and relations in non-linear phonology*. [PhD thesis]. MIT. <https://dspace.mit.edu/handle/1721.1/15106>

### 5.4. Online references

Online references (blog posts or websites) should be cited in the footnotes of the page they refer to, rather than in the reference list. The citation format for online references in footnotes should follow the following guidelines:

<sup>4</sup>See: Olavsén, D. (2022). Språkrådet ønsker *hen* i ordboka: – Uvanlig mye engasjement. Retrieved 14th April 2022, from [https://www.nrk.no/vestland/sprakradets-onske-om-\\_hen\\_-i-ordboka-skaper-reaksjoner-1.15938718](https://www.nrk.no/vestland/sprakradets-onske-om-_hen_-i-ordboka-skaper-reaksjoner-1.15938718)

## 6. Some further details

### 6.1. Spelling and style

We accept both standard British and American English spelling, as long as it is consistent. Please make sure your paper has been properly proofread. If it has not, or if the English is not of sufficient quality to be understood, the paper might be rejected.

When referring to yourself, use the singular pronoun (I argue that...); only use the plural for co-authored work or when including the reader (as we saw in section 2...).

Avoid very informal style and contractions (e.g. can't) in your paper.

### 6.2. Punctuation

Please only use single quotation marks except if a quotation is itself part of a chunk of text included in quotation marks, in which case double quotation marks should be used for the quotation within the larger quotation. Make a distinction between opening ('...') and closing (...') quotation marks. For translated quotations in the running text, please use italics for the quotation in the source language, and treat the translation as described above (similar to the treatment of single words; see below).

If you want to highlight terminology when introducing it, please use italics.

Also make a distinction between the hyphen (-), 'n-dashes' (–) and 'm-dashes' (—). When using 'm-dashes', leave a space before and after them, except when they are immediately followed by a punctuation mark — like this. All spaces are to be the same length: do not use bigger (or double) spaces after punctuation marks.

### 6.3. Examples

Linguistic data referred to in the running text should be italicised and, if from languages other than English, be followed by a gloss enclosed in single quotation marks: *huis* 'house'. When the pronunciation is relevant, IPA transcription is preferred to spelling. Please do not use any other type of transcription than IPA. See the note on IPA support in the subsection above on non-standard characters.

Example sentences may be typeset with any package that is on the market, but please include them when you submit a paper. Examples (1) and (2) are typeset with *linguex*. You can get it at [www.ctan.org](http://www.ctan.org). Introduce example numbers in running text and use a full stop at the end of the sentence rather than a colon, as in: as we can observe in examples (1) and (2).

(1) Hana uči Jana hodati bos po staklu.

Hana.NOM teach.3SG Jan.ACC walk.INF barefoot.NOM on glass

'Hana is teaching Jan to walk barefoot on glass.'

(Croatian; Gračanin-Yuksek 2019:(22))

(2) \*Där mötte honom hon.

there meet.PST he.ACC she.NOM

'There she met him.'

(Swedish; Börjars et al. 2003:(25))

Supply glosses as well as translations for all non-English examples. Put the translations be-

tween single quotation marks, and make a distinction between opening (‘...’) and closing (...’) quotation marks. If you are glossing whole sentences, include the sentence-final punctuation mark within the quotation mark. If you are glossing phrases, no punctuation mark is required. When using signs indicating grammaticality judgements (\*, ?, #, etc.), the first character of the sentence (and not the sign) should be aligned with the first character of the gloss. When indicating grammatical information (GEN, MASC), use small caps and use the conventions listed in Leipzig Glossing Rules. If a morpheme has multiple grammatical functions, use a full stop to separate the different functions: run.PST.1SG.

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 within an individual example, but there is a line between examples.

Use the following numbering for the different levels of examples: ‘(1)’, ‘(2)’, ‘(3)’ ... for the first level, ‘a.’, ‘b.’, ‘c.’... for the second level, and ‘i.’, ‘ii.’, ‘iii.’ ... for the third level. Avoid lower-level divisions in examples.

Note that in case you use the *pdfsync* package, there is a conflict with the glossing mechanism of the *linguex* package. We recommend you to use another package to typeset example sentences if you use *pdfsync* (ask us if you do not know which).

For copyright reasons, please do not use screenshotted material from other work. If you want to introduce definitions, formulae, or outline hypotheses, please use these instructions to format them as well, rather than bullet lists.

#### 6.4. Structures, figures, tables

You can choose to use the same numbering for examples, figures and tables, or to number them separately. In the latter case, use Figure 1, Figure 2,... and Table 1, Table 2,... under the figure/table, centred and italicised. Make sure that all trees, diagrams and figures fit the specified margins and that they appear centralized.

	<b>Column A</b>	<b>Column B</b>
<i>Row A</i>	text	text

*Table 1.* An example table

If you refer to a table or a figure within the text, it should be written with a capital letter. For example: “As shown in Table 1, the results indicate...” “Figure 2 illustrates the relationship between...”

#### 6.5. Research questions and hypotheses

Research questions and hypotheses should not be italicized. The format for numbering research questions should be as follows:

- (1)
- (2)

(3)

Similarly, research hypotheses should be numbered as:

(H1)

(H2)

(H3)

After outlining research questions or research hypotheses, there should be no indentation for paragraphs. There should be one empty line after each research question and hypothesis, as well as between the paragraphs that fall before and after them.

## 7. More about the SOLE class file

### 7.1. Files needed for successful compilation

In order to successfully compile, the following documents are required.

- the class file `sole.cls`
- the source file `.tex` using the SOLE class

If you use BibTeX, you also need:

- the bibliography style file `sole.bst`
- the `.bib` file

### 7.2. Packages loaded by the class

`sole.cls` makes use of other generally available packages. Those packages are part of most of the L<sup>A</sup>T<sub>E</sub>X distributions. They are listed here to help solve any problems that may arise.

The following are the packages already called by the `sole.sty` style file:

- The *Times* package (`times.sty`)
- The *Geometry* package (`geometry.sty`)
- The *Fancy Headers* package (`fancyhdr.sty`)
- The *Natbib* package (`natbib.sty`)
- The *Titlesec* package (`titlesec.sty` & `ttlkeys.def`)
- The *Footmisc* package (`footmisc.sty`)

Below are the additional packages that have been added for different purposes:

- The *Lastpage* package (`lastpage.sty`)
- The *Afterpage* package (`afterpage.sty`)
- The *Color* package (`color.sty`)
- The *Hyperref* package (`hyperref.sty`)



### Acknowledgements

Acknowledgements should be the last section before the abbreviations and references. The acknowledgements section should not be numbered: `\section*{Acknowledgements}`.

We would like to thank all the members of the SOLE Board who helped to take care of the L<sup>A</sup>T<sub>E</sub>X submissions. Most of all, we would like to thank Jérôme Michaud for creating the SOLE class file, for helping us with so many L<sup>A</sup>T<sub>E</sub>X contributions and for being so extremely generous and kind. We are most indebted to Sylvia Blaho and Mark de Vos for creating the SOLE stylesheet (Blaho & de Vos 2005).

### Abbreviations

If you use abbreviations, provide a list before the references. The abbreviation section should not be numbered: `\section*{Abbreviations}` Here, we are using `tabular` to create a list of glosses:

3SG	third person singular
ACC	accusative
INF	infinitive
NOM	nominative
PST	past

If you have a long list of abbreviations, please create two columns, as in the example below:

1PL	first person plural	NOM	nominative
3SG	third person singular	PST	past
ACC	accusative	Q	question
FOC	focus	REFL	reflexive
INF	infinitive		

At the end of the article (just before the references), include your contact details in the following format: name, affiliation, e-mail address, website (if applicable), all in separate lines, left-aligned.

SOLE Board  
 Leiden University Centre for Linguistics  
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<https://www.universiteitleiden.nl/en/events/series/sole>

### References

- Blaho, S. & M. de Vos (2005). SOLE L<sup>A</sup>T<sub>E</sub>X stylesheet. [Ms]. <https://www.universiteitleiden.nl/en/events/series/sole>.
- Börjars, K., E. Engdahl & M. Andréasson (2003). Subject and object positions in Swedish. Butt, M. & T. H. King (eds.), *Proceedings of the LFG03 Conference*, CSLI Publications, New York, pp. 43–58.
- Davis, S. (1988). Syllable onsets as a factor in stress rules. *Phonology* 5:1, pp. 1–19.
- Gračanin-Yukseš, M. (2019). Clitics that don't climb. *Rasprave: Časopis Instituta za hrvatski jezik i jezikoslovlje* 45:2, pp. 401–416.