

PREPARATION OF CONTRIBUTION TO SIG WRITING PUBLICATIONS [WRITINGTITLE]

Guide for Editors and Contributors of the Studies in Writing
Series [Writing subtitle]

AUTHOR I*, AUTHOR2* & AUTHOR3**
[WRITING CONTRIBUTOR]

**Affiliation I, ** Affiliation II [Affiliation]*

Abstract. All chapters in the STUW format start with a chapter abstract of about 200 words. The font size should be 8 pts. [Writingabstract]

Keywords: 5 to 15 key-words [Writingabstract]

1 INTRODUCTION [WRITING1]

[WritingBody]. These instructions are intended to provide guidance to editors and contributors of an edited volume when preparing a camera-ready manuscript on a word processor. Please read these general instructions carefully before beginning the final preparation of your camera-ready manuscript. Note that you can use this text as a template: make the text empty, save it as a template; store it on your disk as Writing Chapter.

2 FORMATTING INSTRUCTIONS

2.1 Format and Style [Writing2]

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American) , headings, and the style of referencing. Camera-ready copy will be printed exactly as it has been submitted, so please make sure your text has been proofread with care.

[WritingBody indented] We recommend using this template or the formatting styles function in your word processing application for the text, subheads, etc. rather than changing layout settings in every place. This way you will obtain maximum consistency in layout. Changing the relevant styles can make changes in the layout.

It is possible to use this document as an example of formatting and lay-out.

2.2 Fonts

The font for your manuscript should be Times/Times New Roman. The text should be justified, and the text area is 12 x 18.5 cm (excluding running head) or 12 x 19.5 cm (including running head). Body text should be 10 pts, and Quotations, Notes, References and Abstracts 8 pts. Apart from exceptions that will be mentioned below, all spacing should be single.

2.3 Layout of the Opening Chapter Page

The opening page of a contribution to an edited volume should always be a right-hand page. In STUW no chapter numbers are used. We start with the chapter's title, possible a subtitle, contributor's name, and the authors affiliation. The contributor's name should be in 12 pts, capital letters. The chapter title should be in 14 pts, capital letters. The subtitle, if used, should be in 11 pts, upper and lower case, italicised. Affiliation should be in 9 pts. All the above should be centred. This should be followed by the opening text, the first heading or the abstract (if used). Leave 30 pts space before the chapter title. Leave 10 pts between title and subtitle if there is a subtitle. Leave 30 pts between chapter (sub)title and authors. Leave 11 pts after the author. Leave 40 pts. after the affiliation.

Table 1. Formatting instructions [WritingFigure/Table]

<i>Text item</i>	<i>Font size</i>	<i>Case</i>	<i>Alignment</i>	<i>Spacing</i>
Chapter title	14 pts	Capitals	Centred	40 pts below top of page
Subtitle (if used)	11 pts	Upper and lower case	Centred	10 pts below title
Author name	12 pts	Capitals	Centred	30 pts below (sub)title
Affiliation	9	Italics	Centred	11 pts below authors: leave 40 pts after Affiliation

3 SUBHEADS

In STUW, we use numbers in headings, in Arabic, not Roman. Please distinguish between the following four levels of headings:

4 SUBHEADS, FIRST ORDER [WRITING1]

10 pts, capitals, centered. Leave 16 pts space above and 8 pts space below.

4.1 Subheads, Second Order [Writing2]

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 8 pts space below.

4.1.1 Subheads, Third Order [Writing3]

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 0 pts space below.

Subheads, Fourth Order [Writing 4]. 10 pts, upper and lower case, italics, left aligned. No numbering is used. Text continues directly after subhead. Leave 16 pts space above.

4.2 Remarks

Where a subhead appears directly after another subhead (such as happens with paragraph 2 and 2.1 in this document, see above) less space should be left in between them. In this case, the space above the first subhead remains the same. 8 pts space below the first subhead becomes 4 pts space below. If the second subhead has 16 pts above, this is reduced to 8 pts space above. The space below the second subhead remains the same.

5 RUNNING HEADS AND NEW PARAGRAPHS

The running heads of a contribution to an edited volume should be as follows:

- left-hand pages: page number flush left, author's name centred, in (small) capitals,

- right-hand pages: page number flush right, title of chapter centred, in (small) capitals (This list is styled with ‘Writing bulleted list’).

If the title is very long, please make an abbreviated title of not more than 40 characters (including spaces) to be used as a running head. The font size is 10, leave 12 pts space below.

Exceptions [this list is made with Writing numbered list]:

- 1) Opening page of a chapter,
 - Table of Contents,
 - Preface,
 - Index .

These pages do not have a running head. On these pages, the page number is displayed at the bottom of the page, centred. The following pages of these chapters show the title of the chapter in the running head on both left and right side. Additionally, on the opening page of a chapter, a copyright line should be displayed in the footer. See page 1 for an STUW example. The line is 9 pts, italicised, left aligned, and falls under the page number.

New paragraphs should be indented by 0.5 cm except after (1) titles, (2) headings, (3) subheadings, (4) figures, (5) tables, (6) example sentences, (7) equations and (8) interlinear white. [Note that we prefer to use bracketed numbers in enumerations/lists within sentences.]

6 FIGURES AND PHOTOGRAPHS

Halftone photographs must be supplied as glossy prints. Normal figures should preferably be embedded in the text (rather than supplied separately). Ensure enough empty space is left in the text to fit in photographs or figures that are supplied separately. Legends for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as Figure x. Title). Legends should be italicised, centred, 9 pts, below the figure. Leave 12 pts above and below the legend. See Figure 1 below for an example. Please close titles with a full stop.

Figure 1. Sample figure.

When figures are graphics, based on numerical data, we prefer to have them in Excel format, in order to be able to publish a book with a unified layout for figures. If you use another software programme to make graphics, please

send the underlying data with the electronic copy of the chapter text to the editor(s).

7 EQUATIONS

Equations should be italicised and centred on the page, with the equation number in parentheses, flush right [Style: 'Writing Equations']. Please put 12 pts space above and below the equation.

$$E=mc^2 \quad (1)$$

Wherever possible, try to avoid breaking equations between parentheses, brackets, or braces.

8 SAMPLE SENTENCES

Sample sentence numbers should be indented 0.5 cm. The sentence itself should be indented 2 cm [Style: 'Writing Sample'].

- (1) Please put 12 pts space above and below the sample sentence.

9 QUOTATIONS

Quotations are 8 pts, and should be indented 1 cm on the left and on the right, with 6 pts space above and below the quotation [Style: 'WritingQuote'].

After long quotations, follow indentation or lack of indentation depending on whether a new paragraph is required.

No citation marks are needed. When you quote in running texts, then use "xxxx" (double, curly) to mark quotations, and for quotes within quotes 'xxxx' (single, curly).

10 TABLES

Please centre tables on the page, unless it is necessary to use the full-page width. Exceptionally large tables may be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin. Legends should be italicised, centred, 9 pts, above the table. Leave 12 pts above and below the legend. An example of a table is given below. See the appendix 'Tables' for more detailed information.

Table 2. Vegetable colours.

Vegetable Colour	
Carrot	Orange
Leek	Green/White
Red pepper	Red
Parsnip	Off-white

11 NOTES

Please use footnotes [Writing footer Text]. All these Notes should be in 8 pts. Use superscript for numbering the Notes and indent slightly after the number. In an edited volume the numbering starts over with each new chapter or section.

12 REFERENCES

Consider References title as a Subhead first order (No number0. The font size should be 8 pts. Second and subsequent lines of each reference are to be indented slightly (0.5 cm). [Style: WritingReference.]

REFERENCES SHOULD FOLLOW THE APA STYLE. You can find examples of this style on the internet. (Search for APA-style.)

References throughout the text can be displayed in normal font size. The STUW citation style is as follows: Quirk et al. state that xxxxxxxx (Quirk et al. 1995: 135). Or: Quirk et al state (Quirk et al., 1995: 138): “xxxxxxx.”

15 APPENDIX 1: MAKING TABLES [WRITING 1]

[Writingbody]. This text provides some detailed information about how to prepare a table for Studies in Writing.

15.1 Make a title

For instance:

Table 1: How to prepare a table?

15.2 Format the title with WritingFigure/Table:

Table 1: How to prepare a table?

This results in the correct alignment and font.

15.3 Build a table

Make a table, following the procedures in Word (Menu Table). Use three lines: above and below the table, and one for the headings of the columns.

Table 1: How to prepare a table?

Row indicator

Column head A

Column head B

Observation unit A

Observation unit B

number

number

number

number

Thus: leave one line above and below the column headings and above and below the rows in the table body.

15.4 Align the table

Then Align the table as centered.

11) Select the table (menu Table, select table).

12) Choose from menu Table: Table Properties.

13) Choose from this menu the tab Table, and mark in the section 'Align-ment': Center.

Now the table is centred between the margins. See the result below.

Table 1: How to prepare a table?

Row indicator
Column head A
Column head B

Observation unit A
Observation unit B

number
number
number
number

- 15.5 Fit the table.
14) Choose from the table menu: Autofit.
15) Mark: Autofit to contents.
Below the result

Table 1: How to prepare a table?

Row indicator
Column head A
Column head B

Observation unit A
Observation unit B

number
number
number
number

EXAMPLES FOR REFERENCE LIST

Chapter in a volume in a series

Allal, L. (2000). Metacognitive regulation of writing in the classroom. In G. Rijlaarsdam (Series Ed.) & A. Camps, & M. Milian (Vol. Eds.), *Studies in writing: Vol. 6. Metalinguistic activity in learning to write* (pp. 145-166). Amsterdam: Amsterdam University Press.

Remarks: List the series editor first and the volume editor second so that they will be parallel with the titles of the works.

Chapter in an edited book

Hayes, J. R. (1996). A new framework for understanding cognition and affect in writing. In C. M. Levy, & S. Ransdell (Eds.), *The science of writing: Theories, methods, individual differences and applications* (pp. 1- 27). Mahwah, NJ: Lawrence Erlbaum Associates.

Non English publication

Antos, G. (1982). *Grundlagen einer Theorie des Formulierens* [Foundations to a theory of discourse formulation]. Tübingen: Niemeyer.

Balslev, K., & Saada-Robert, M. (2002). Expliquer l'apprentissage situé de la littéracie: Une démarche inductive/déductive [Explaining situated learning of literacy: An inductive/deductive approach]. In F. Leutenegger, & M. Saada-Robert (Eds.), *Expliquer et comprendre en sciences de l'éducation* (pp. 111-129). Bruxelles: De Boeck.

Article in journal

Flower, L., & Hayes, J. (1979). The dynamics of composing making plans and juggling constraints. *Cognitive basis for problem in writing*. *College English*, 41, 19-37.

Remark 1: journal title: first letters in capital

Remark 2: apparently, this journal is paginated by volume, not by issue. If paginated by issue: see next example: issue number is added (not in italics).

Flower, L. S., Hayes, J. R., Carey, L., Schriver, K., & Stratman, J. (1986). Detection, diagnosis and the strategies of revision. *College Composition and Communication*, 37(1), 16-55.

Conference paper

Hill, C. A. (1994, March). Writing-to-learn as a rationale for writing across the curriculum. Paper presented at the Annual Meeting of the 45th Conference on College Composition and Communication, Nashville, TN, USA.

Remark 1: add the month after the year between brackets.

Remark 2: provide the state name if the city is not well known.

Unpublished dissertation

Segev-Miller, R. (1997). Cognitive processes in discourse synthesis. Unpublished doctoral dissertation. The Hebrew University of Jerusalem, Jerusalem.