

# Style Sheet for Queen Mary's OPALS

Daniel Harbour  
Queen Mary University of London

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## Abstract

Properties of the style file `QMOPALS.sty` are described. Guidelines for LaTeX preparation of Queen Mary's OPALS are given. The document applies also to users of Microsoft Word.

**Keywords** style sheet, debonair blanket; Plain English

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Queen Mary's OPAL #0  
Occasional Papers Advancing Linguistics

## 1 Title Page

To prepare the title page of your Queen Mary's OPAL, you need to supply eight pieces of information for the eight-place command:

```
\OpalTitlePage{}% title
                    {}% author(s)
                    {}% affiliation(s)
                    {}% date
                    {}% abstract
                    {}% keywords
                    {}% OPAL number
                    {}% acknowledgements
```

When you are done, please run through the following check list:

**Affiliation** *Queen Mary University of London.*

**Date** consists in *Month Year*. No commas. Month as a full word (e.g., *February*); year as a four digit number (e.g., *2004*).

**Abstract** As a matter of style, maximise conciseness. One can generally pretty well halve a first attempt.

**Keywords** The first keyword is lowercase (e.g., *style sheet*, not *Style sheet*), unless it ordinarily demands a capital (e.g., *A-movement*).

**Keywords** should be in alphabetical order.

**Keywords** If you include language names, place them in alphabetical order after the other keywords, separating the two groups by a semicolon (e.g., *passives, voice; Dutch, English, French, Greek*).

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\*Acknowledgements appear on the first page. Likely thankees: people who provided criticism / judgments / funding / the opportunity to present earlier versions. There is an ugly habit of saying something like 'I, not those acknowledged, bear responsibility for any errors'. This is obvious, otiose, odious, and eminently omissible.

## **2 Title of Section**

This is what a section title looks like.

### **2.1 Title of subsection**

And this is how a subsection begins.

#### *2.1.1 Title of subsubsection*

Finally, this is how subsubsections appear. Please try to avoid subsubsubsections. Such densely layered arguments can bewilder.

## **2.2 Section titles**

Please be consistent in use of capitals in section titles. Above, section titles have capitals on all main words, whereas subsection and subsubsection titles have capitals only at the start (and where grammar demands them: language names, *etc.*) Alternatively, you may want to use capitals uniformly for all (sub(sub))section titles, either by capitalizing main words in all, or by capitalizing initial words only.

## **3 Paragraphs**

Note that the first paragraph of each section is not indented. The second paragraph, and all subsequent ones, are, however, indented by two ens, that is, by the width of two capital N's: NN.

Paragraphs should be justified, that is, have smooth margins both on the left and on the right hand side.

## **4 Intratext References**

When referring to examples, mention their number and any subnumber in brackets. See (1) or (2a) for instances of examples; these are in section 5. Please do not place fullstops after examples numbers that occur in the middle of sentences.

Please refer to (sub(sub))sections only as sections. For instance, on how to title subsubsections, see section 2.1.1. As a matter of personal style, you

may prefer to capitalize the word ‘section’: ‘see Section 2.1.1’. If it is clear from the context that the numbering refers to (sub(sub))sections, you may simply want to put the section number in parentheses, without using the word ‘section’ (2.1.1).

## 5 Examples

Examples should be clearly labeled and numbered.

- (1) Please ensure that example numbers occur in brackets and are flush to the left.

Note that example text ‘indent’ (*i.e.*, its distance from the left margin) is approximately double that of normal paragraph indentation.

The text following an example may either continue the same paragraph, as above, or begin a new one, as below. If continuing, do not indent; if commencing a new paragraph, do indent.

- (2) **Instance of a Titled Example**

Beginning text on a new line makes the title stand out (as does use of boldface) and it keeps the word spaces in the title from being stretched.

- a. Subexample.
- b. Subexample.
  - (i) Subsubexample.
  - (ii) Any deeper embedding is confusing. Best to avoid it.
- c. Back to subexamples.
  - (i) And a couple ...
  - (ii) ... more subsubexamples.

On referring to example numbers in the body of the text, see section 4.

## 6 Font

This font is size 12 Computer Modern. Use Garamond if Computer Modern is unavailable in a Word application. Only if your article demands it *for technical reasons* should a different font be used.

## **7 Other Details**

The above summarizes key details for document preparation. For all other details—such as bibliographies (see example below), intext citation of bibliographic entries, use of Latin abbreviations (*e.g.*, in parentheses only)—consult the *Linguistic Inquiry* style sheet.

### **7.1 Spelling**

Use either British or American spelling, but do so consistently.

Always finish your document with a spel chcek.