

Rocznik Orientalistyczny (The Yearbook of Oriental Studies)

Style Sheet

Part One: Page Set-Up

1. Page Set Up

Top Margin = 2.5 cm
Left Margin = 2.5 cm
Bottom Margin = 2.5 cm
Right Margin = 2.5 cm
Gutter = 0 cm
Header = 1 cm
Footer = 0 cm

2. Page Size

Width = 21 cm
Height = 29,7 cm
Orientation = Portrait

3. Paragraph Settings

Alignment = Justified
Special = First line
By = 0.5 cm
Spacing Settings

- Before = 0 pt.
- After = 0 pt.
- Line spacing = 1.5

4. Line and Page Breaks

Pagination = Check mark by Widow/Orphan control

5. Tab Settings

Default tab stops = .5 cm
Leader = 1 None

Part Two: The Main Text of the Article Body

1. Fonts and Alignments

All areas of your article will use the Times New Roman font. Each part of your article may use a different font style and font size. Alignments will also vary for different areas of your article. Here are the font styles and sizes as well as the alignments that are required for the different parts of your article.

	Font Style	Font Size	Alignment
NAME OF AUTHOR	Bold, capitalized	14 pt	Centred
Article Title	Bold	14 pt	Centred
Abstract (Word)	Bold	12 pt	Centred
Abstract	Regular	12 pt	Justified
Key Words: (Words)	Bold	12 pt	Justified
Key Words	Regular	12 pt	Justified
Paragraphs	Regular	12 pt	Justified
Article Headings	Bold	12 pt	Centred
Notes Section Text	Regular	10 pt	Justified

2. Spacing

Some areas of your article require blank lines between sections or offset areas. Please use the following guide when creating your article. All blank line spaces should be set to 12 pt font.

	Blank Line Spaces
Between Author and Title	2
Between Title and 'Abstract' Word	1
Between 'Abstract' Word and Abstract	1
Between Abstract and Key Words	1
Between Key Words and 1st Paragraph	2
Between Paragraph Text and Footnote divider	1

3. Order of Appearance

- Name of Author
- Article Title
- Abstract of no more than 300 words
- Key Words (no more than 10)
- Body of your article
- Footnotes (a modified Chicago Style Version)

4. Dictionary

UK English spelling only.

5. Formatting the Style of Your Article

Please remove all style formatting before submitting your article to your editor. Differences in style from article to article are very noticeable and can make adding your article into a finished full-length manuscript very difficult. If you have followed this style sheet, it is not necessary to create a new style for any section of your article.

6. Spacing between Sentences

Use only one single space after the full stop of a sentence (period) and the beginning of the next sentence. Examples:

Incorrect: The red cat jumped on the roof. He jumped very high.

Correct: The red cat jumped on the roof. He jumped very high.

7. Quotation Marks

Quotes are to be marked using a double quotation mark. For example: “The red cat jumped on the roof,” said Mr. Smith.

A single quotation mark is used for a quote inside of a quote. For example: “Mr. Smith said, ‘The red cat jumped on the roof’ and I believe it to be true,” said Mrs. Smith.

8. Hyphenation and Dashes

- Do not use double hyphens as a dash; e.g., Turn left after the school--but before the church.
- Due to column width of the articles, use a hyphen to indicate a closed range (5-120 or April-June) and to indicate attributive compounds and prefixes (pre-war).
- Also due to column width of articles, use an En dash (not the longer Em dash) to demarcate a break in thoughts and place a single space before and after the En dash in a sentence (I bought the full-set of coloured pencils – including metallic colours of silver and gold – and showed them to my friends.).

9. Emphasis

If you are placing emphasis on a word or phrase, do not use bold style font or underlined style font. Please only use italics for emphasis.

10. Captions of Images and Tables

Tables and images must be labelled. The labels for tables and images should be formatted as follows:

- Table captions appear above the table. It should appear as such:
Table 1 – Co-occurrence of vowel quality and consonant inventory sizes
- Image captions appear below the image. It should appear as such:
Image 1 – Clay tablet inscribed with six lines of Linear A writing

11. Image Copyright and Release Information

If using images in your article, a permission of use must be submitted by the author and signed by the owner of the rights to the image. If the author owns the rights to the image, a permission of use still must accompany the article. Your image caption should reference the owner of the image.

12. Original Works

By submitting your article to your editor for publication, you are certifying that it is your original work and that any quoted materials are referenced within your article.

13. Using non-Roman fonts

If the article contains non-Roman fonts (e.g. Greek, Arabic, Syriac, Coptic, Hebrew, Hindu, Chinese, Japanese, etc.), or special transcription characters, always send the used fonts or characters as an email attachment.