Title of the Contribution[[1]](#footnote-1)

Subtitle[[2]](#footnote-2)

Author[[3]](#footnote-3)

Abstract[[4]](#footnote-4)

These instructions are intended to provide guidance to authors of a *Zeitschrift für Arabische Linguistik* (ZAL) contribution, when formatting their publication in Microsoft Word.

This template contains a limited set of styles and specific layout settings, as per ZAL’s typographic style. Names of used styles are given in text and/or in footnotes.

**Keywords**: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1. Introduction

We recommend using these preset ZAL formatting styles to format your text, rather than changing layout settings in every place. In this way, you will obtain maximum consistency in layout.

Please be consistent in punctuation, abbreviations, spelling (e.g., British vs. American English), headings, and style of referencing. Please make sure your text has been proofread with care.

1. Headings

Three levels of numbered headings are included, plus two unnumbered.

Heading styles are named: *Heading 1 (Numbered)*; *Heading 1* *(Unnumbered)*; *Heading 2 (Numbered)*; *Heading 2 (Unnumbered)*; *Heading 3 (Numbered)*.

1. Text formatting
	1. Body text

Default font used in ZAL is Charis SIL. The text should be justified; body text’s size should be 10, footnotes 8.5, references 9; line spacing should be 12 pt.

Body text is formatted using two styles: *Text\_not indented* and *Text\_indented*. The first paragraph of each section after headings, block quotes, lists, and tables is formatted using *Text\_not indented*. Next paragraphs use the *Text\_indented* style (0.25’’ indent).

* + 1. Itemized lists

For itemized lists,

* please use the *Bulleted\_list* style, and do not insert blank lines before or after the list.
	+ 1. Block quotes[[5]](#footnote-5)

Block quotes should be indented on the left. Do not insert blank lines before and/or after block quotes. Quotation marks are not necessary around block quotes.

* + 1. Tables

For tables, normal ‘portrait’ orientation is preferred. Tables should be kept as a whole on one page wherever possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Column head | Column head | Column head | Column head |
| Table\_body | Table\_body | Table\_body | Table\_body |
| Table\_body | Table\_body | Table\_body | Table\_body |

Two styles are available for formatting the text in the table: *Table\_body* and *Table\_column head*. Column heads are set at 10 pt text and italicized, table contents at 9 pt.

If applicable, place the table caption below the table, and use the *Caption\_text* style.

* 1. Footnotes

Use the *Footnote\_text* style for footnotes (font size: 8.5). When inserting a footnote, use the autonumbering facility, not manual numbering. Footnote references should follow punctuation.

In the final publication, the number left of the footnote text will be in plain text (instead of superscript). This can be realized in the manuscript by selecting the number and deactivating the superscript setting using the option in the Word-home menu. To add the indent on the left, enter a tab before the footnote text.

References[[6]](#footnote-6)

Include an in-text citation when you refer to a source. ZAL’s in-text citation style uses the author's last name in Small caps followed by the year of publication, for example: (Name 2005); (Name 2005: 10). Small caps are used also when an author is referred to or an argument is discussed: (e.g., “This paper follows Last Name’s definition of […]”).

List of references/Bibliography are placed at the end of the contribution. The heading is formatted as *Heading 1 (Unnumbered)*. The body text is formatted in Charis SIL, font size 9. The first line of each entry should not be indented, with subsequent lines indented (0.25’’). Repeated author names should not be replaced with a bibliographical dash.

For the bibliography style, please use ZAL’s provided CSL, or adhere to the style as in the following examples

*[Monograph/Collective work]*

Last Name, N. (Date): *Title*. Place: Publishing house.

Last Name, N. [– Last Name, N.] (eds.) (Date): *Title*. Place: Publishing house.

*[Chapter in collective work]*

Last Name, N. (Date): Title. In: Last Name, N. [– Last Name, N.] (eds.): *Title*. Place: Publishing house, XX-XX.

*[Journal and Encyclopedia article]*

Last Name, N. (Date): Title. In: *Journal* 1(1), XX-XX.

Last Name, N. (Date): “Title.” In: *Encyclopedia*, I, XX-XX

1. Style *Title\_contribution*. [↑](#footnote-ref-1)
2. Style *Title\_subtitle*. [↑](#footnote-ref-2)
3. Style *Author* [Please add author’s affiliation and contact in this footnote]. [↑](#footnote-ref-3)
4. Style *Heading 2 (Unnumbered)*. [↑](#footnote-ref-4)
5. Style *Block\_quote*. [↑](#footnote-ref-5)
6. Style *References*. [↑](#footnote-ref-6)