1. Introduction (sections numbered starting at 1.)

   Every paragraph should be indented a quarter inch (not a half inch), fully justified, with examples whenever you want:

   (1) a. Example  example. (all text, examples, etc. in 10-point)
   Gloss  gloss
   ‘Translation.’

   b. Example etc.

   And then the paragraph can continue.

   Following paragraphs should not skip lines.

2. Size of pictures (all section headings in 10-point bold)

   Make sure diagrams and pictures do not extend beyond the margins of the page. Also remember that reproductions are often not as crisp as the originals, so make sure diagrams do not contain absurdly small type or important details that might get lost by slight blurring. We always try to keep the print quality high, but better safe than sorry.¹

Appendix (before references, not after)

   If you do not have room for all of the supplementary material that you want to include in the appendix, consider putting the material up on a web page. Then refer interested readers to that web page at the appropriate point in the text.

References (with actual references in 9-point)


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¹ Author Nemo, Atlantis University, nemo2@example.edu. Thank you to everyone who helped make this page possible. Footnotes are in Times 9-point.

¹. Any color elements in your paper will be converted to grayscale for publication. We sometimes have to change patterned fills in graphs to smooth gray fills in order to ensure that a graph prints correctly.