Conference proceedings
Instructions for contributors

A selection of the papers presented at the conference will be published in an edited book. Contributors to the conference are invited to submit a written version of their presentations (max. 3,000 words for papers and 4,000 for workshops) to the conference organizers for publication. All papers should be accompanied by an abstract of 300 words maximum in English and the relevant keywords (up to 6). All the proposals received will be submitted to blind peer review by two members of the conference scientific committee. Only those papers that have been positively assessed by the two reviewers will be accepted for publication. Proposals must be sent to the conference e-mail address (iceltl1@usc.es) as an attached MS-Word or Open Office file by 15 December, 2008. When preparing your paper for publication, make sure that you follow the typographical and format instructions specified below.

Line spacing, footnotes, page numbers, etc.
• Always use line spacing "exact" and never "single" in "Word"; line spacing should be 2 pt more than the text (for example: main text: 11 pt with 13 pt line spacing; footnotes and indented quotations: 9 pt with 11 pt spacing);

• number the pages progressively (at the bottom right);

• indent paragraphs (1 cm); however, there should be no indentation after section headings, a blank line, a table, a graph or an indented quotation;

• insert notes at the foot of the relevant page[1]

Type size (font: Times New Roman)
• CONTRIBUTOR'S NAME: 11 pt (small capitals), ranged left.

• Title of contribution: 15 pt, ranged left with one blank line in main text size above and four beneath.

• Main text: 11 pt (the same applies to blank lines).

• Footnotes, indented quotations, tables and captions: 9 pt.

• Subheadings: 13 pt, ranged left with three blank lines above and two beneath.

• Lower-order headings: 11 pt italic with two blank lines above and one beneath.

• Even lower-order headings: 11 pt italic with one blank line above and ½ line (i.e. 5.5 pt) beneath.

• If one heading follows immediately after another, the 'space above' the second heading is omitted.

• Do not end a title or heading with a full stop. Capitalize only the first letter of the first word and of those words which the orthography of the language in use requires to begin with a capital letter.

Quotations in the text
Short quotations (2-3 lines) are placed in the text between double quotation marks " ". E.g.:

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[1] If footnotes are more than one line long, there should be a hanging indent. There should be no gap between footnotes. Within the text, the footnote reference number should follow the word in question or a punctuation mark, with no blank space. The indent should have the same measure than the paragraphs and the indents in the main text.

Coates observes that: "At its strongest *should* takes on the meaning of moral obligation, or duty (defined in moral or legal terms). At its weakest, it merely offers advice, if subjective, or describes correct procedure, if objective" (1983: 59).

Quotation marks and apostrophes should be rounded, as in the example, not straight.

For longer quotations leave an empty line before and after the quotation and reduce left margin by 1 cm.; do not use quotation marks, underlined words or boldface. Omissions should be signalled with three dots between square brackets: [...]. Square brackets are also used to signal remarks by the author. E.g.:

Palmer (1988: 141-142), suggests that the deontic meaning of *shall* is permanently associated with a performative value: SHALL is [...] different from deontic MAY and MUST in that it does not permit or oblige someone else, usually the addressee, to act, but guarantees that the speaker will act. But it is deontic in the essential characteristic that it influences or directs behaviour and that it is performative [my italics].

Both the text and the footnotes should be justified, so throughout the text word-breaks should be avoided. Meanings should be placed between single quotation marks, whereas highlighted items or items in languages different from the one of the paper are in italics. E.g.:

Concerning the semantic distinction between *wilfully* and *willingly*, we find that the *Oxford English Dictionary* provides the meaning of "deliberately [...] occasionally implying 'maliciously'" for the former.

Citations
When referring to a text, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation. E.g.:

Malkiel (1959: 126) sees five types of semantic relationship [...]

Give page numbers in full, do not use 'f.' or 'ff.'; always give the full author-date citation – do not use 'op.cit.', 'loc.cit', or 'ibidem'.

Tables and graphs
Text within tables should be ranged left. Numbers should be centred on the decimal point. Do not use colour to indicate different values, but arrange the table and graph so that it is legible in black and white.

Graphics may be submitted in all major graphic file formats, though it is advisable to contact the editors beforehand.

Tables and graphs are to be numbered consecutively and be given titles (captions). These should appear below the table / graph.

Examples and lists
All examples should be numbered progressively (do not re-start in each subsection); e.g.

 (51) I would *gladly* see him, but (P. Henry's letter to his wife)

Items in lists should also be numbered or, alternatively, be preceded by a dot; e.g.:

In particular, students were assessed on their reading competencies with reference to:
• extracts from academic textbooks, including both British and American college-level economics textbooks;
• the business and financial press, represented by articles taken from business and finance sections of *The Economist*.

References
Bibliographical references are listed alphabetically at the end of the contribution. Such entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples. E.g.:

i) books

Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage*. Cambridge: Cambridge University Press.

Hyland, Ken 1998. *Hedging in Scientific Research Articles*. Amsterdam: Benjamins.

Palmer, Frank Robert 21990. *Modality and the English Modals.* London: Longman.

ii) articles in books:

Görlach, Manfred 1992. Text-types and Language History: The Cookery Recipe. In Rissanen, Matti *et al.* (eds) *History of Englishes: New Methods and Interpretations in Historical Linguistics*, Berlin: Mouton, 736-761.

Kolb, David A. 1981. Learning Styles and Disciplinary Differences. In A. Chickering (ed.) *The Modern American College*. San Francisco: Jossey Bass, 232-255.

Taavitsainen, Irma 1997. Genre Conventions: Personal Affect in Fiction and Non-fiction in Early Modern English. In Rissanen, Matti / Kytö, Merja / Heikkonen, Kirsi (eds) *English in Transition: Corpus-based Studies in Linguistic Variation and Genre Styles.* Berlin: Mouton, 185-266.

iii) articles in journals:

Hyland, Ken 1996a. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics.* 17/4, 433-454.

Hyland, Ken 1996b. Talking to the Academy: Forms of Hedging in Science Research Articles. *Written Communication.* 13/2, 251-281.

Taavitsainen, Irma Forthcoming. Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics*, 2/1.

Do not use **abbreviations** – also in the text and footnotes only the simplest and most common are acceptable ('etc.', 'i.e.', 'e.g.'. 'et al.').

Appendices are placed at the end of the text, after the bibliographical references.

Please do not hesitate to contact the editors if you have any enquiries.