

Stylesheet for *Proceedings of the Asialex 2005 conference*

We invite you to submit short papers based on your presentation to be included in the volume and would be grateful if you could prepare the paper in accordance with the following guidelines.

1. All papers must be kept to an absolute maximum of **six** A4-size pages, including title, author(s) with affiliation(s) and email address(es), abstract, main text with tables and figures, references and appendices.
2. Documents should be saved as Windows-compatible MS Word documents or rich text files.
3. Please use the following styles: Times New Roman 14 point boldface for the title, 12 point for the author(s) with affiliation(s) and email address(es), 12 point italics for the abstract, 12 point font for the main text, and 10 point for the notes and references. Please also use 10 points for long quotations. (A template is available: see below.)
4. Your paper may be divided into sections. Sections should NOT be numbered; a heading (set in 12 point Times New Roman with boldface) should precede each section. There should NOT be any sub-sections.
5. Please do not use footnotes. Endnotes are acceptable.
6. If you use tables and figures, please include them within the text. Tables and figures should be labelled and numbered consecutively (set in 12 point, boldface, centred).
7. Please set your margin on all sides (top, bottom, right and left) to 3.0 cm (or 1.18 inches), like this document.
8. Please use single-line spacing.
9. Please indent all paragraphs.
10. Send the file to the Asialex email address: asialex@nus.edu.sg by 1 April 2005. Alternatively, it can be sent in a 3.5" Windows-compatible floppy diskette to Dr Peter Tan, English Department, National University of Singapore, 7 Arts Link, SINGAPORE 117570 and must be received by 1 April 2005 for inclusion in the volume.
11. Please use the following format for references. Note that only the initial letters of titles are capitalised (with the exception of proper nouns).

Book: Bolton, Kingsley (2003), *Chinese Englishes: a sociolinguistic history* (Cambridge: Cambridge University Press).

Book chapter: Fillmore, Charles J. and B. T. S. Atkins (2000), 'Describing polysemy: the case of "crawl"', in Yael Ravin and Claudia Leacock (eds), *Polysemy: theoretical and computational approaches* (Oxford: Oxford University Press), pp. 91–110 (Ch. 5).

Journal article: Hartmann, Reinhard R. K. (2000), 'A rejoinder to Laurence Urdang', *International Journal of Lexicography* 13(3): 194–196.

Unpublished thesis/dissertation: Skaffari, Janne (2000), 'Early Middle English loanwords: a study of language contact and lexical borrowing', unpublished Licentiate thesis (Turku: University of Turku)

Web page: *ASIALEX Newsletter 3* (1998), available online, <http://www.anu.edu.au/linguistics/alex/asialex-newslet3.html> (accessed: 15 January 2005)

Conference presentation: Chen, Qinghai (2002), 'Variables and solutions in business Chinese curriculum development', paper presented at the workshop Issues and Methods in Business Language Teaching, University of Pennsylvania, 1 March.

12. Please name your file the surname of the first author; therefore, Yuli Ishikawa should save the file as Ishikawa.doc.
13. You may download the template from the website. Use the following styles in the template for the various parts of your paper.

Style name	Where to be employed
Asialex title	Title
Asialex name	Name, affiliation, email
Asialex heading	All headings ('Abstract', section headings, 'References', etc.
Asialex normal	Body of paper
Asialex figure label	Table and figure numbers with labels
Asialex quotation	Longer quotations (3 lines or more)
Asialex references	References, endnotes