

Chapter 2

***LyCE Estudios* and *NRLE* Stylesheet for Authors**

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Abstract

This chapter defines the *HELyCE* stylesheet and the *PlanLyCE* template to write long and short articles and reviews to be submitted to the *LyCE Estudios* and *NRLE* journals of the *Instituto de Lenguas y Culturas Extranjeras* of the *Facultad de Filosofía y Letras* of the *Universidad Nacional de Cuyo*. The goal of *HELyCE* and *PlanLyCE* is to facilitate and homogenize the writing of papers. Although the use of these resources requires some effort on the part of the authors and editors, these specifications have been designed to improve, enhance and speed up, in a cooperative way, the complex editing process.

LyCE Estudios and NRLE

Stylesheet for Authors

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1 Introduction

This chapter defines the stylesheet to write short and long articles and reviews to be submitted to the *LyCE Estudios* and *NRLE* journals of the *Instituto de Lenguas y Culturas Extranjeras* of the *Facultad de Filosofía y Letras* of the *Universidad Nacional de Cuyo*. Henceforth, I will refer to the stylesheet simply as *HELYCE*.

HELYCE has been written using the styles defined for the *PlanLyCE* template. This template, which is included in the Appendix to Castel ([2015a](#)), allows writers to create *Word* documents (henceforth, simply document(s)). The goal of *HELYCE* and *PlanLyCE* is to homogenize and facilitate the drafting of papers and thus contribute to greater celerity and quality in the editing process. That is why papers failing to comply with the specifications laid out in *HELYCE* and *PlanLyCE* will not be accepted for publication.

The style options of *PlanLyCE* are the following:

- (1) A_Title_of_the_paper_HELYCE
- (2) B_Name_of_the_authors_HELYCE
- (3) C_Academic_affiliation_HELYCE
- (4) D_Province_Country_HELYCE
- (5) E_e-mail_address_HELYCE
- (6) F_Heading_of_the_abstract_HELYCE
- (7) G_Body_of_the_abstract_HELYCE
- (8) H_Keywords_HELYCE
- (9) I_Section_title_HELYCE

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- (10) J_Main_text_HELyCE
- (11) K_List_or_enumeration_HELyCE
- (12) L_Examples_HELyCE
- (13) M_Caption_for_table_or_figure_HELyCE
- (14) N_Footer_text_HELyCE
- (15) O_Bibliographical_entry_HELyCE
- (16) P_Long_quotation_HELyCE
- (17) Q_Header_odd-numbered_page_HELyCE
- (18) R_Header_even-numbered_page_HELyCE
- (19) S_Footer_odd-numbered_page_HELyCE
- (20) T_Footer_even-numbered_page_HELyCE

These style options may be visualized in two different ways: (a) by clicking on the arrow of the “Styles” menu of the “Home” tab, and (b), by clicking first on the right mouse button and then placing the pointer on the “Styles” option of the emerging list.

Note that the (1)-(20) list responds to the "K_List_or_enumeration_HELyCE" style of the “Styles” menu of the “Home” tab. Figure 1 displays the “Styles” window.¹

¹ Set the *zoom* level to a percentage that allows you to correctly visualize this and subsequent images.

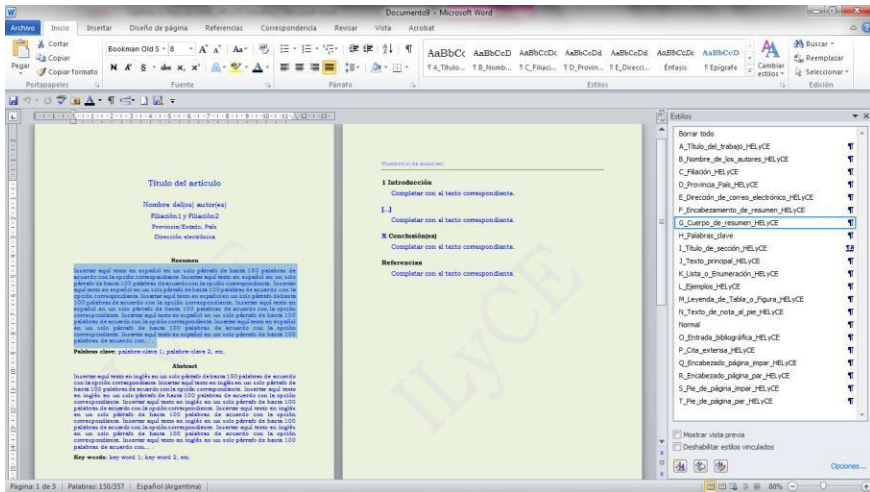


Figure 1: Dialog box "Home | Styles", having selected the option "G_Body_of_the_abstract_HELYCE"

The apparent complexity of *HELYCE* should not intimidate users. The specifications have been designed to facilitate the task of writing for authors and editors of the *LyCE Estudios* and *NRLE* journals and thus speed up the whole editing process. It should be noted at this point that *HELYCE* is a simplified and improved version of *Hoja de Estilo* by Castel (2015b: Chapter 2), used in the edition of Castel and Cubo (2010) and of the *Colección Volúmenes temáticos de la Sociedad Argentina de Lingüística: serie 2012* edited by Castel et al. (2012-2014).

The following sections specify various aspects of the drafting process.

2 Formatting conditions

2.1 Creating a document with *PlanLyCE*

To use *PlanLyCE*, authors need to have Microsoft Word 2007 or a later version on their computers. Papers written by means of other versions of Word or other text processors will fail to be accepted.

To create a document into which to type your paper, simply double click on the *PlanLyCE* file, which you will have previously downloaded to your computer. This action creates and displays a document as shown in Figure 2. This document, open in parallel with *HELYCE*, will help you visualize all the available styles.

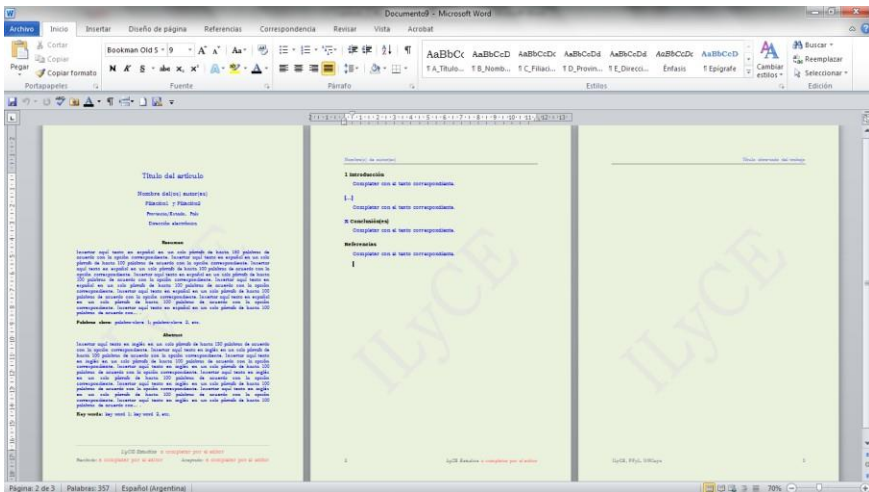


Figure 2: "Documento9" document created with the *PlanLyCE* template.

As you will see, a document has been created that contains some expressions in red at the foot of the first two pages, and others in blue on the first two pages and in the headers of the second and third pages. These colored expressions are variables that may be replaced by the author with the corresponding text, if the text is in blue, and by the editors of the journals, if the text is in red.

You will need to replace the following expressions in blue:

- (1) the expression "**Title of the article**" on the first line of the first page;
- (2) the expression "**Name of the author(s)**" on the second line of the first page;
- (3) the expression "**Academic affiliation 1 and Academic affiliation 2**" on the third line of the first page;
- (4) the expression "**Province/State, Country**" on the fourth line of the first page;
- (5) the expression "**E-mail address**" on the fifth line of the first page;
- (6) all the text in blue that appears below the **Resumen** section on the first page;
- (7) the expression "**-clave 1; palabra-clave 2, etc.**" below the **Palabras clave** section.
- (8) all the text in blue that appears below the **Abstract** section on the first page;
- (9) the expression "**keyword 1; keyword 2, etc.**" below the **Keywords** section.
- (10) the expression "**Name of the author(s)**" of the header of the even-numbered page;
- (11) the expressions "**Complete with the corresponding text**" on the second page;
- (12) the expression "**[...]**" includes all the sections intervening between the Introduction and the Conclusion(s).

(13) the expression "X" that appears to the left of the Conclusion(s) section, which you will replace with the corresponding number;

(14) the expression "Abbreviated title of the paper" on the header of the odd-numbered page;

The expression "to be completed by the editor" that is repeated at the foot of the first two pages will be duly replaced by the editors of the ILYCE journals.

2.2 Writing your paper

Step 1: You may write your paper in two ways: from scratch, in which case you may move on to Step 2, or from a pre-existing text in another file, in which case you may skip to Step 3.

Step 2: If you decide to start from scratch, simply select the desired option on the "Styles" box and type text into the document. Otherwise, type text into the document, select it, and click on the desired option in the "Styles" box.

Step 3: If you wish to use a pre-existing file in your computer, copy it and paste it onto the document.

Step 3.1: Using the "Select all" option from the "Editing" tab, select the text that you have just pasted and apply the option "Clear all" that appears in the "Styles" box.

Step 3.2: Please delete any blank lines in the text that results after taking the preceding step. A blank line is one where the "¶" symbol appears without any alphanumeric characters to the left (with or without blank spaces), whether the symbol is aligned to the left, centered, aligned to the right or justified.

Step 3.3: Apply the corresponding style to each of the parts of the text resulting from the preceding actions, in accordance with the options specified in the “Styles” box. Each style on the list in the “Styles” box applies to one paragraph. A paragraph is defined as any sequence of alphanumeric characters (with or without blank spaces) appearing between two "¶" symbols, including that on the right but excluding that on the left. To show or hide the "¶" symbol, click on the icon displaying this symbol on the taskbar of the “Home” tab.

Step 4: Your finished paper should not contain any blank lines, as defined under Step 3.2. In order to verify this status, visualize the "¶" symbols by clicking on the corresponding icon. Delete any blank lines.

2.3 Typographic box

PlanLyCE allows for the automatic creation of documents with a page configuration that specifies the margins, paper size and design that, in practice, define the typographic box of *LyCE Estudios* and *NRLE*. In addition, *HELyCE* and *PlanLyCE* jointly define a homogeneous style configuration, and so these values should not be altered under any circumstances.

2.4 How to read style options

By clicking on the arrow of the “Styles” menu in the “Home” tab, you may access the set of available styles for the drafting of your paper. These styles are listed in the “Styles” box. As you take any of these options, the selected text (or the blank space in the document where you will create the text) will be automatically defined in line with the chosen style.

2.5 Section structure

With the exception of the *Resumen*, Abstract, *Palabras clave*, Key words, Introduction, Conclusion(s) and References sections (or their equivalents in the language chosen for writing), which are obligatory, you will be free to name any other sections in your paper as you wish, in accordance with the conventions prevailing in the discourse community within which you are producing your work.

Sections and subsections will be written according to the option "Home | Styles | I_Title_of_section_HELyCE", with the exception of the *Resumen* section, which has its own style option, namely: "Home | Styles | F_Heading_of_the_abstract_HELyCE".

The *Resumen* and Abstract sections should not exceed 150 words in length each and will be constituted by a single paragraph. The paragraph following the title of this section shall be written with the style option "Home | Styles | G_Body_of_the_Abstract_HELyCE".

From the point of view of style, all sections, with the exception of *Resumen* / Abstract and References, are made up of text written using the option "Home | Styles | J_Main_text_HELyCE" and, eventually, of other type(s) of text, such as for example, "Home | Styles | K_List_or_enumeration_HELyCE". In all cases, the main text shall be written using the "Home | Styles | J_Main_text_HELyCE" option. Other types of text shall be written according to the options available within the list displayed in the "Styles" box. Please do not use any options that do not end in the *HELyCE* suffix, such as "Home | Styles | Normal", for example.

2.6 References and bibliographical entries

The bibliographical entries in the References section should be written using the "Home | Styles | O_Bibliographical_entry_HELyCE". To illustrate this style, we will at this point mention the following fictitious authors: Fontina ([1993](#):23), Pérez ([2008](#):31-34), Ramírez ([1994](#)), Ulmes ([2004](#)) and Vilsebun ([1997](#):12, n. 4).

Note that these references are hyperlinked to the corresponding bibliographical entries in the Reference section at the end of this chapter. Please refer to Chapter 3 by [Castel \(2015c\)](#) for instructions on how to create hyperlinks.

For bibliographical entry formats not contemplated in the Reference section list in this chapter, please consult Table 1. This table, which was shared with me by Adolfo M. García, is an abbreviated and adapted version of the table prepared by Liliana Cubo de Severino and Gisella Müller for the *Asociación Argentina de Lingüística Cognitiva*.

2.7 Headers

Headers for even-numbered pages are different from those for odd-numbered pages. Both kinds of header appear automatically when you create a document with *PlanLyCE*. As you will notice, the odd-numbered header displays the expression "[Abbreviated title of the paper](#)", which is a variable that you will replace accordingly. You will likewise need to replace the header displaying the expression "[Name of the author\(s\)](#)" with the corresponding text.

2.8 Footers

The variables in the footers will be replaced by the editors of the ILyCE journals.

2.9 Tabulations

The use of tabulations is particularly critical, as it is one of the causes of text misalignment in editions relying simply on the “copying and pasting” of manuscripts in poorly defined documents.

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Kind	Bibliographical entry structure and examples
Non-periodical publications	Author's surname, first name in full (+initial of the 2nd name) (year) <i>Title</i> . Place: Publisher.
Edited or compiled book	Delbecque, Nicole, ed. (2002) <i>Linguistique cognitive. Comprendre comment fonctionne le langage</i> . Préface de René Dirven et Marjolijn Vespoor. Bruxelles: Éditions Duculot.
Corporate author (institution)	Sociedad Argentina de Escritores (1996) <i>Poesía- prosa: 1995-1996</i> . Mendoza: Ediciones S.A.D.E.
No author (by title)	<i>Pequeño diccionario parvus dúplex francés – castellano y castellano - francés</i> . (1967) 8 th ed. BuenosAires: Sopena Argentina.
Translated work	Eco, U. (1987) <i>La estrategia de la ilusión</i> . Trans. Edgardo Oviedo. Buenos Aires: Lumen-Ediciones de la Flor.
Conference proceedings (no editor)	<i>La periodización de la literatura argentina: Problemas, criterios, autores, textos. Proceedings of the 4th National Conference on Argentine Literature, Mendoza, November 23-27, 1987</i> . 3 vols. (1989). Mendoza: UNCuyo.
Electronic publications	The date to be indicated should be either that of publication or that of the most recent update. If none of these may be determined, the date of access should be indicated. The URL address should provide enough information for the retrieval of the document.
Electronic document	Gamba, A. and M. Gómez. (2003) <i>Sobre el discurso científico y las relaciones de género: Una revisión histórica</i> [online]. Available at http://mujereslibres.hypermat.net/ciencia .
CD Rom	McConnell, W.H. (1993) Constitutional History. In <i>The Canadian Encyclopedia</i> [CD Rom]. Macintosh 1.1 version. Toronto: McClelland & Stewart.

Table 1: Bibliographical entry structure and examples.

Using *PlanLyCE* only guarantees the appropriate use of tabulations to a certain extent. Some are automatically introduced when a certain option in the “Styles” dialog box is selected. Others need to be introduced manually, as indicated in this chapter, by means of the tabulation key, which is predefined at 0.5 cm. Since there is ample room for modifications by the author in tables and figures, for instance, where tabulations might be set at will, authors **should configure said tabulations at 0.5 cm.**

2.10 Tables, figures and drawings

Authors need to make sure that tables and figures adequately fit within the typographic box of the document, whether it be vertically or horizontally. Tables, figures and drawings shall be written using the "Home | Styles | J_Main_text_ HELyCE" option. The number and, optionally, the caption should be indicated below the table or figure (see [Figure 1](#) and [Table 1](#) by way of example). Please note the use of colon (":") and period (".") after the figure number and the caption, respectively. Should there be no caption, no period shall be used after the figure number. The same applies to tables.

If you need to make drawings, use the "Insert | Shapes | New drawing canvas" option ([Figure 3](#)) and the functions available for this tool.

The "Grouping | Group" option, which is accessible from the right hand button of the mouse, is particularly useful if you wish to group a set of selected objects. This function ensures that there are no deformations in the manipulation of drawings within the “Drawing canvas” space. Visualize an example of “Drawing canvas” in [Figure 4](#) before inserting a drawing into it.

Visualize the “Grouping” function in [Figure 5](#), as applied to a drawing previously inserted into the “Drawing canvas”.

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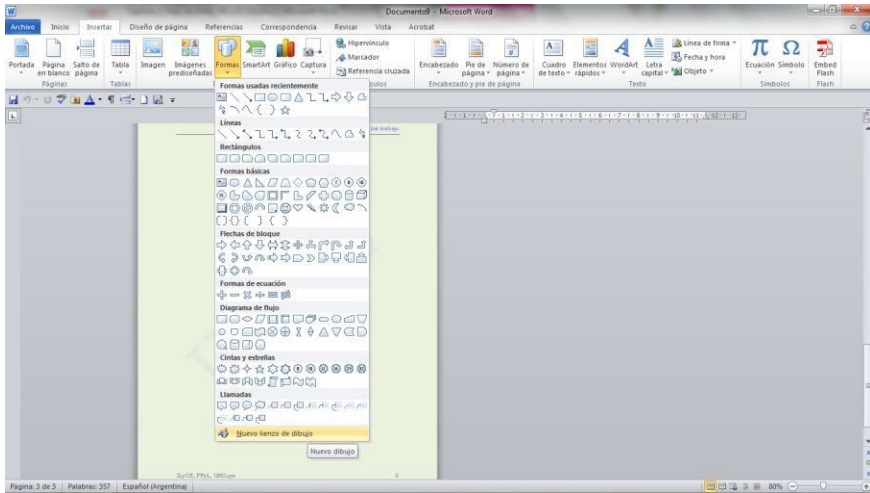


Figure 3: Using the "Insert | Shapes | New drawing canvas" option to create a drawing canvas.

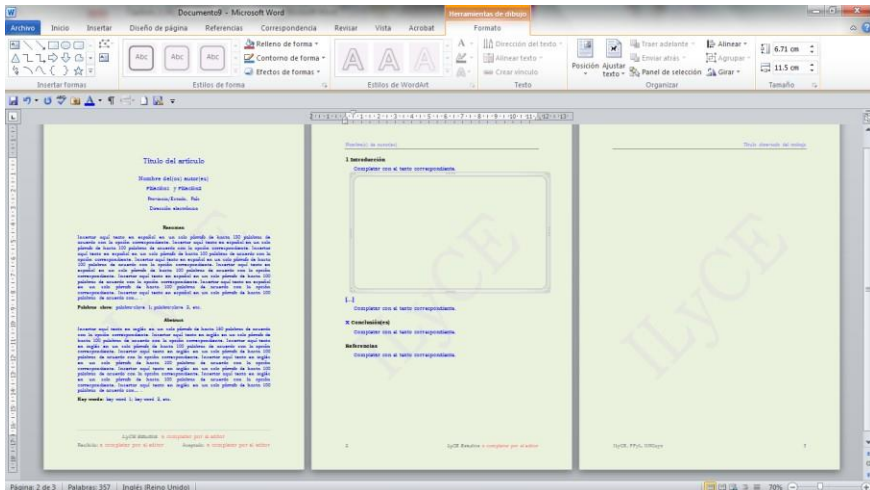


Figure 4: Empty canvas on page 2, created with the option "Insert | Shapes | New drawing canvas"

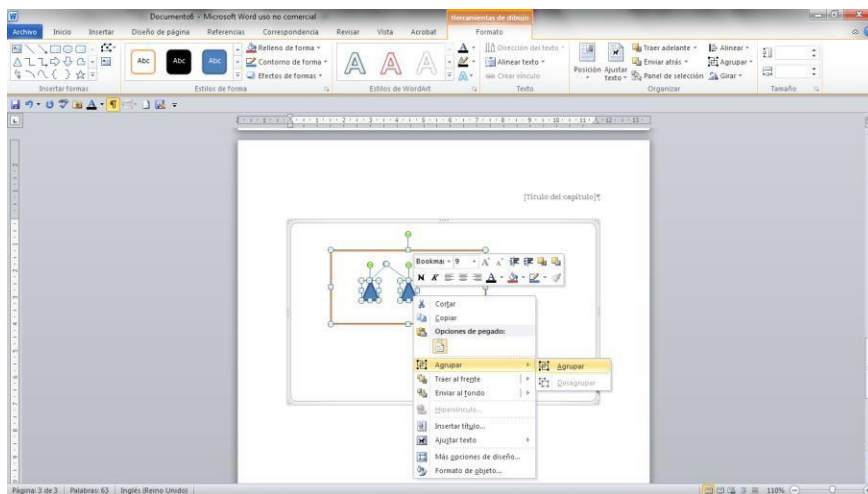


Figure 5: Using the "Grouping | Group" option from the right mouse button on selected elements within the canvas.

2.11 Examples

2.11.1 Data examples

Note that this section has been written using two different style options: on the one hand, the "Home | Styles | J_Main_text_HELyCE" option, and on the other, the example option in (1) and (2).

Examples shall be written using the "Home | Styles | L_Examples_HELyCE" option. This option separates examples from the main text by means of a special spacing:

- (1) This is an example in Spanish.
- (2) This is an example in English.

Note that there is a space and a 0.5 cm indentation between the example number and the example itself. This indentation needs to be introduced manually by means of the tabulation key. In addition, the spacing between example (1) and the preceding text is larger than the spacing between lines in the main text. This spacing is created automatically by the "Home | Styles | L_Examples_HELyCE" option.

2.11.2 Sample first three pages

The document created with the *PlanLyCE* template serves as an example of the first three pages of an article. In order to see the styles used on the first page, hover the cursor on the different paragraphs and see what style it corresponds to by clicking on the downward arrow in the "Styles" menu of the "Home" tab.

The next two pages illustrate the headers and footers for the odd-numbered and even-numbered pages, respectively. These headers and footers may be written by means of the corresponding style options. It is much easier, however, to simply replace the variables in blue with the necessary expressions. Once you replace the variables, please remember to change the color of the introduced expressions into black.

2.12 Footnotes

Notes shall be inserted as footnotes using the "References | Insert footnote..." option. The superscript footnote number should be placed after the punctuation marks on the main text, preferably at the end of the sentence if sentence meaning allows.

This chapter includes a footnote that may serve as an example of the corresponding style. Note that the "Home | Styles | N_Footer_text_HELyCE" option automatically creates the style for the number and text of the footnote, but not the tabulation between the number and the text. This tabulation needs to be introduced manually by means of the tabulation key, which is previously configured with the 0.5 cm value.

2.13 Quotations

Short quotations will be integrated into the main text and written between quote marks, in line with the option "Home | Styles | J _ Main _ text_HELyCE".

On the other hand, long quotations will be written using the "Home | Styles | P _ Long_ quotation_HELyCE" style, and without quote marks.

This example of a long quotation is fictitious, like the name of the person referred to as its author. The goal is to illustrate the style with which it is written. In long quotations, care should be taken to include the name of the author. Fontina ([1993](#): 13)

2.14 Length of papers

Papers should not exceed 25, 15 or 10 pages, depending on whether they are long and short articles or reviews, respectively. Please note that the indicated maximum length should include the "References" and the "Appendix" (only in the case of articles). Should there be an appendix, it should not be longer than two pages.

2.15 Matters of form not anticipated in *HELyCE*

As it is difficult to anticipate all the issues of form that may arise in each paper in general or in connection with different discourse communities, annexes to this chapter may eventually be sent to the authors with adjustments and/or further instructions.

3 Submitting papers

Papers should be e-mailed to ilyce.revista@ffyl.uncu.edu.ar with the Subject line "*LyCE Estudios* y *NRLE* Juan Pérez", where "Juan Pérez" is a variable that includes the name of the (main) author of the paper.

4 Enquiries

Any enquiries regarding *HELYCE* and *PlanLyCE* will be dealt with by Víctor M. Castel, who is reachable at the following e-mail address: ilyce.director@ffyl.uncu.edu.ar.

References

- Boleñik, Eje (2010) *Hoja de Estilo CSAL12*. Unpublished. Mendoza, Facultad de Filosofía y Letras, UNCuyo.
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- Fontina, Arturo (1993) "Article Title". *Name of the journal* Volume (Number): pages between which the article appears.
- Pérez, Juan R. (2008) *Book Title*. Publisher's city: Name of the publisher.
- Ramírez, Ignacio (1994) "Chapter Title". In M. Saavedra et al. (1987: 14-43).
- Saavedra, Miguel, Ricardo Sánchez and Ernesto Décima, eds. (1987) *Book Title*. Publisher's city: Name of the publisher.
- Ulmes, Javier (2004) *Thesis Title*. Unpublished. City of the institution where the thesis was defended, Name of the institution.

Vilsebun, Alejandro (1977) "Title of presentation at scientific meeting". In *Proceedings of the Meeting*, City where the meeting took place, Country.