

## MKR 2019 Granada - ABSTRACT FORMAT GUIDELINES

**Abstracts must be submitted via e-mail: [mkr2019granada@gmail.com](mailto:mkr2019granada@gmail.com)**

1. Please note that abstracts must follow these rules; abstracts which do not conform to these requirements will not be considered.
2. The presenting author is required to ensure that all co-authors are aware of the content of the abstract before submission.
3. The presenting author must be listed as the first author.
4. Submitted abstracts are assumed to represent original and unpublished work.
5. All abstracts should be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
6. Abstracts must be submitted in MS Word format (\*.doc or \*.docx).
7. Abstracts must have no more than 500 words of narrative text. Titles and references do not count toward this 500 word limit. The title of the abstract should appear at the top of the page but does not count as part of the 500-word limit.
8. Abstracts must not exceed two A4 pages in length, have 2 cm margins on all sides, and be set in Times New Roman with a font size 12 pt, first lines of paragraphs should be used; space between paragraphs is 6 pt. justified, with 1 line-spacing used for running text. No exceptions to these requirements are allowed. This means that all content (i.e. narrative text, titles, examples, tables, figures, captions, and references) must fit on two pages.
9. Examples, tables, graphs, etc. must be interspersed into the text of the abstract, rather than collected at the end.
10. The References section (references are not obligatory) should immediately follow the end of the text, without beginning a new page. The heading "References" should be justified, set in 12 point Times bold, with one blank line above and one below. The references themselves should be in 10-point type, justified on both sides.
11. Please don't use automatic referencing software.
12. Authors should use footnotes, not endnotes.
13. Center the following at the top of the first page:

(skip one line)

### **TITLE OF YOUR PAPER**

(skip one line before beginning the text)

*Your Name, Institutional affiliation, City, Country*

Both title and personal info should be in 12-point font. The title should be bold and capitalized. Your name, affiliation, city, and country should be italic.

If there are multiple authors, separate them with commas and the word "and," as necessary.

14. At the very end of your abstract, leave two blank lines after the References section and provide your mailing and e-mail addresses (left-justified in 10-point Times New Roman). Do not include your name in the mailing address, unless there are multiple authors with *different* addresses. Immediately below the mailing address, provide your e-mail address. Example:

Department of Linguistics  
University of Mannheim  
Mannheim, D-6305  
*your-email@your-school.edu*

If there are multiple authors with the *same* address, just list the additional e-mail address(es) underneath the first.

15. Please state names and affiliations of the authors and the title of the paper in the body of the email.
16. Your abstract is not successfully submitted until you receive a confirmation e-mail. If you do not receive a confirmation e-mail, please contact us.
17. Please note that the submitting author will receive all correspondence about the abstract, so we prefer to correspond with the author who will actually present the paper, if accepted.