Title: Subtitle

Author

**Abstract:** This document is a template for English manuscripts submitted to *Kyoto University Linguistic Research* (KULR) and describes the formatting for such manuscripts. Please use this template file when preparing English papers in Microsoft Word[[1]](#footnote-1)\*.

**Keywords:** KULR, Microsoft Word, English template, submission format

1 Introduction

This file serves as a template for Microsoft Word manuscripts intended to be submitted to *Kyoto University Linguistic Research* (KULR). The following sections outline the formatting rules for KULR manuscripts and provide instructions on how to use this template.[[2]](#footnote-2)

2 Page Layout

The settings described in this section are already configured in this template. Therefore, you may skip this section if using this template. All settings should be adjusted in the [Layout] ribbon tab.

2.1 Page Size

Select [A4] (210 mm x 297 mm) from the [Size] drop-down list.

2.2 Margins

Enter [30 mm] for [Top], [35 mm] for [Bottom], [30 mm] for [Left], and [30 mm] for [Right] under [Custom Margins] from the [Margins] drop-down list.

2.3 Line Spacing

Check [Specify line grid only] under the [Line Numbers > Line Numbering Options > Document Grid > Grid] section and set the [Per page] value to [34] lines.

3 Styles

Please use the provided styles for your manuscript. However, note that some parts may require manual adjustment.

3.1 Main Text

Apply the [**NormalKULR**] style to the main text. This sets the [Font] to [Times New Roman] and the [Size] to [12 pt].[[3]](#footnote-3)

Additionally, indent the first line of each paragraph by 1 tab.

3.2 Title and Abstract

3.2.1 Outline

At the beginning of the first page, insert two blank lines of the same font size as the main text. On the next line, enter the title of the paper. If there is a subtitle, include it after the title, separated by a colon. Leave one line blank and then list the author’s names. For research papers, research notes, and book reviews, leave another blank line and then provide the abstract. Follow the abstract with a line for keywords, without an additional blank line in between them. Leave two blank lines below this section before starting the main text. For book reviews, abstracts and keywords are not required; begin the main text following two blank lines below the author’s names.

3.2.2 Title and Subtitle of the Paper

If there is a subtitle, format it as “Title: Subtitle” on the same line, separated by a colon. If it does not fit on one line, break up the line at a suitable point. Apply the [**TitleKULR**] style here, which sets the [Font Style] to [Bold], [Size] to [17 pt], [Alignment] to [Center], and [Line Spacing] to [Fixed] [26 pt]. The font should be [Times New Roman], the same as the main text.

3.2.3 Author’s name(s)

Write the first name and last name with only the initial letters capitalized (e.g., Jirō Ueda). For multiple authors, separate each name with a comma and a single space. If the authors’ names do not fit on one line, break up the line without splitting up any names.

Apply the [**AuthorKULR**] style, which sets the [Font Size] to [14 pt], [Alignment] to [Center], and [Line Spacing] to [Fixed] [20 pt].

Since KULR uses a double-blind peer review process, the initial submission should not have the author’s name.

3.2.4 Abstract

For research papers, research notes, or review articles, an abstract (up to 20 lines) in the same language as the main text is required. For book reviews, an abstract is not necessary.

Apply the [**AbstractKULR**] style here, which sets the [Font Size] to [10 pt], [Line Spacing] to [Fixed] [15 pt], and [Indent] to [3 characters] on both sides.

Start the abstract with “**Abstract:**” in bold.

3.2.5 Keywords

Keywords are required for research papers, research notes, and review articles. Provide 3 to 5 concise terms separated by a comma and single space.

Apply the [**KeywordsKULR**] style, which sets the [Font Size] to [10 pt], [Line Spacing] to [Fixed] [15 pt], [Paragraph Spacing Before] to [6 pt], and [Indent] to [3 characters] on both sides.

Begin with “**Keywords:**” in bold, and do not split any keywords between lines.

3.3 Title of Headings

3.3.1 Title of Sections

This is the top-level heading. Use sequential numbering such as 1, 2, 3, etc. Insert one space between the number and the heading.

Apply the [**Heading1KULR**] style here, which sets the [Font Style] to [Bold], [Size] to [14 pt], [Line Spacing] to [Fixed] [19 pt], and [Paragraph Spacing After] to [12 pt].

3.3.2 Title of Subsections

Subsection headings come after section headings. Use sequential numbering such as 1.1, 1.2, 1.3, ..., 2.1, 2.2, 2.3, etc. Insert one space between the number and heading

Apply the [**Heading2KULR**] style here, which sets the [Font Style] to [Bold]. The size and other settings should be the same as the main text.

3.3.3 Title of Subsubsections

Subsubsection headings come after subsection headings. Use sequential numbering such as 1.1.1, 1.1.2, 1.1.3, ..., 1.2.1, 1.2.2, 1.2.3, etc. Insert one space between the number and text.

Apply the [**Heading3KULR**] style here, which sets the [Font Style] to [Bold]. The size and other settings should be the same as the main text.

3.4 Footnotes

Footnotes should be placed at the bottom of each page.

Use the [**FootnoteKULR**] style here, which sets the [Font Size] to [10 pt], [Alignment] to [Justify], [Hanging Indent] to [1 ch], and [Line Spacing] to [Fixed] [13 pt].

For footnotes that extend into multiple paragraphs, set the [Indents and Spacing] tab with a [Left] indent of [1 ch] and a [First Line] indent of [2.5 ch] for subsequent paragraphs.

When mentioning grants or acknowledgments, add a footnote at the end of the abstract. Use an asterisk (\*) as the footnote symbol (enter \* in the [Footnote and Endnote] dialog box under [Custom mark] and click [Insert]).

For other footnotes, use sequential Arabic numerals.

4 Japanese Abstract

Include an abstract in a language different from the main text (Japanese, as a general rule, if the main text is in English) that fits within one page.

The page layout and font size should follow the manuscript template. Start the page with two blank lines, then enter the title of the paper on the next line. If there is a subtitle, format it as “Title: Subtitle” on the same line, separated by a colon.

Leave two blank lines, and then write “**Abstract:**” in Times New Roman, followed by the text.

References

For the format of the references section, please refer to the “Reference Guidelines” in the next issue’s manuscript submission page of *Kyoto University Linguistic Research*.

1. \* Acknowledgments and any mention of funding or grants should be inserted here. [↑](#footnote-ref-1)
2. The following instructions are based on Microsoft Word 2016 for Mac. There may be differences between versions and OSs. [↑](#footnote-ref-2)
3. The [NormalKULR] style uses [Times New Roman], but other serif fonts may also be used. [↑](#footnote-ref-3)