

Instructions for Submissions to the Plotting Poetry Proceedings

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Abstract

This document contains instructions for preparing a manuscript in LibreOffice / MS Office for the Plotting Poetry Proceedings. Authors are asked to comply with all directions contained in these guidelines. Please address all submissions and inquiries to Petr Plecháč (plechac@ucl.cas.cz).

1 Styles

The Plotting Poetry proceedings template (both MS Office and LibreOffice versions) contains a custom set of styles (all of them having the prefix [pp_], see TAB. 1). When preparing your paper for submission please stick with these styles and avoid any direct formatting of the document except for *italics*.

Style name	Used for
pp_title	paper title
pp_author	author's name
pp_affiliation	author's affiliation
pp_email	author's email
pp_abstract_heading	abstract heading
pp_abstract	abstract body
pp_heading1	section heading
pp_heading2	subsection heading
pp_body	text body
pp_table_content	table content
pp_table_caption	caption of the table
pp_fig	figure (charts etc.)
pp_fig_caption	figure caption

pp_formula	math formula
pp_references_heading	references heading
pp_references	references
pp_footnote	footnote
pp_ackn_heading	acknowledgment heading

Table 1: Styles used in Plotting Poetry proceedings

Use *italics* for:

- emphasis
- non-English words
- book titles

Use bold face for the names of computer programs such as **RhymeTagger**. Avoid any other uses of bold font.

2 Language and Manuscript Length

Please prepare your text in English of a good standard (American and British English are both acceptable but do not combine these forms). All manuscripts must be proofread by a native speaker before submission. For transliteration from Cyrillic to Latin, please follow the [GOST 7.79-2000 \(B\)](#) standard.

The maximum length of any manuscript is 36,000 characters including spaces. References, abstracts and any other materials should be included in this word count.

3 Title Page

3.1 Title

Use the *pp_title* style for the paper's title. Use standard capitalization rules for manuscript titles in line with the usage in this document.

3.2 Author's Name, Affiliation and E-mail Address

Use the *pp_author* style for the author's name, the *pp_affiliation* style for the author's affiliation and *pp_email* style for the author's e-mail. Author(s) are listed in the table after the paper's title. If you are the only author, delete one of the columns of the table—this way your name, affiliation and e-mail address will be placed in the middle of the page. If there are more than two authors of the paper, add new row(s) to the table so that at most two authors appear on one row. If the number of authors is odd, merge together the two cells in the last row so that the last author's name, affiliation and e-mail address will be placed in the middle of the page.

3.3 Abstract

Place abstract after the author's name etc. table. Use the *pp_abstract_heading* style for the abstract heading and the *pp_abstract* style for the abstract itself. The abstract should contain 500–1600 characters (including spaces).

4 Sections

Use the *pp_heading1* style for the heading of sections and the *pp_heading2* style for the heading of subsections. Capitalize section and subsection headings in line with the usage in this document.

Use the *pp_text_body* style for the main body of the text. Do not indent when starting a new paragraph. Use footnotes (not endnotes) with style set to *pp_footnote*.

5 Tables, Figures and Formulae

5.1 Tables

Place each table in the center of the page. For text inside the table use *pp_table_content* style. Provide a caption for every table and number each one sequentially (disregarding the numbering of figures) in the form “Table 1: Caption of the table”. Place the caption directly under the table with style set to *pp_table_caption*.

Avoid using “above” and “below” to describe the placement of tables in your text. Do not write “An example of a well-formed table is given below”. Instead write “An example of a well-formed table is given in Table 1.”

5.2 Figures

Place figures in a separate paragraph with *pp_fig* style and anchor them as a character. Provide a caption for every figure and number each one sequentially (disregarding the numbering of tables) in the form “Figure 1: Caption of the figure”. Place caption directly under the figure with style set to *pp_fig_caption*. Do not describe the placement of figures with statements such as “as can be seen in the following chart.” Instead write “as can be seen in Figure 1.”

If you are using charts that can be easily reproduced (e.g. line charts, pie charts, column charts etc.), please provide us with the underlying data (in an Excel/Calc spreadsheet or in CSV or JSON format so we can unify the chart style. If your charts are more complex (e.g. network charts), please ensure an image resolution of at least 2500px × 2500px. When styling such chart, please try to observe the color palette introduced in Table 2 as much as possible.

	hex	rgb
color 1	#4c72b0	76, 114, 76
color 2	#dd8452	221, 132, 221
color 3	#55a868	85, 168, 85
color 4	#c44e52	196, 78, 196
color 5	#8172b3	129, 114, 129
color 6	#937860	147, 120, 147
color 7	#da8bc3	218, 139, 218
color 8	#8c8c8c	140, 140, 140
color 9	#ccb974	204, 185, 204
color 10	#64b5cd	100, 181, 100

Table 2: Color palettes used in Plotting Poetry proceedings in HEX

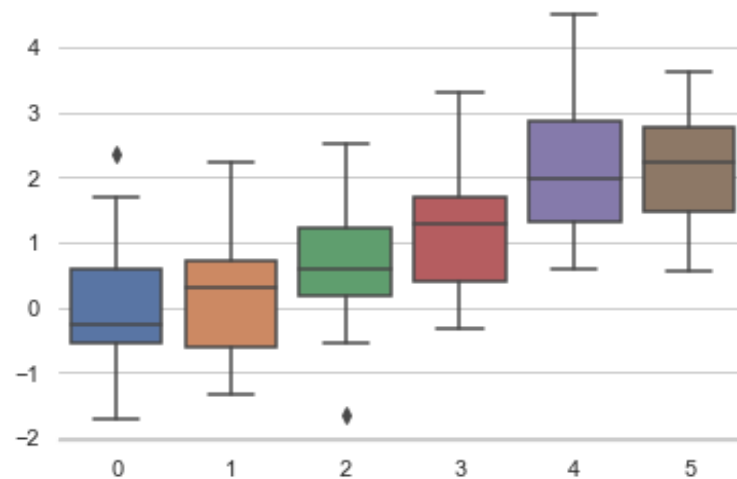


Figure 1: Chart with predefined color palette

5.3 Formulae

Formulas should be placed in a separate paragraph with style set to *pp_formula*:

$$E=mc^2$$

6 Citations, References and Hyperlinks

6.1 Citations

Place citations in the text within parentheses as (Gasparov 2003) or, if the author's name appears in the text itself, as Gasparov (2003). Cite pages as (Gasparov 2003: 124) and page ranges as (Gasparov 2003: 124–125). Append lowercase letters to the year in the event of ambiguity (Gasparov 2003a). Separate two or more titles by a comma if it is written by a single author (Gasparov 2003, 2004) or by a semicolon if

it is written by different authors (Gasparov 2003; Jakobson 1960). Separate two or more authors by en-dash (Červenka–Sgallová 1995; Červenka–Sgallová–Kaiser 1995), but write as (Arukask et al. 2018) if there are more than three authors.

Use [...] to indicate omitted passages in citations. Refer to other sections of the paper as “in Sect. 4.2 we have seen”.

6.2 References

References are placed at the very end of the paper under the heading “References” (use *pp_references_heading* style for the heading and *pp_references* for the references themselves).

Follow the [American Psychological Association](#) style, but separate authors’ names by a long dash preceded and followed by a blank space instead of a comma / “and” (also use these separators for book editors in the case of book chapters). Always write full name of the author(s) and editor(s). Examples of references to book (Gasparov 2003), book chapter (Jakobson 1960) and journal article by several authors (Arukask et al. 2018) are given in the References section below.

Always provide a DOI if one is available.

6.3 Hyperlinks

We encourage authors to use [hyperlinks](#). Please bear in mind, however, that hyperlinks will only be highlighted in the electronic edition of the proceedings. In the print version, the text will appear in standard non-highlighted format, i.e. “We encourage authors to use hyperlinks.”

Acknowledgements

Acknowledgments of individuals and institutional and funding bodies should appear above the References. Use *pp_ackn_heading* style for the heading and *pp_body* style for the acknowledgment itself.

References

Arukask, Anni – Kriisa, Kaidi – Lotman, Maria-Kristiina – Truusalu, Tuuli Triin – Uudevald, Martin – Viiding, Kristi (2018). Verse texts in the Latin inscriptions of Estonian ecclesiastical space. Meter, rhythm and prosody. *Studia Metrica et Poetica* 5(1), 80–104. <https://doi.org/10.12697/smp.2018.5.1.04>

Gasparov, Mixail Leonovich (2003). *Oчерк istorii evropejskogo stixa*. Moskva: Fortuna Limited.

Jakobson, Roman (1960). Linguistics and Poetics. In Thomas Albert Sebeok (Ed.), *Style in Language* (350–385). Cambridge: MIT Press.