

# *Onoma* style sheet

ONOMA EDITORIAL BOARD

This style sheet is intended to guide authors submitting a manuscript for publication in *Onoma*, and to help in the preparation of the final version of articles that have been accepted. Please note that it is not necessary for the first version of a submitted manuscript to conform to this style sheet in every detail, although the final submission is expected to do so.

The *Onoma* style sheet is based on the Generic Style Rules for Linguistics (GSR 2014), so please see that document as well. This style sheet attempts to conform to itself, although the differences between a style sheet and a journal article may at times appear confusing. This document can be used to write the manuscript. All formatting styles can be selected from the Style Gallery. Further questions regarding this style sheet, *Onoma*, or the article submission process should be addressed to the Editor-in-Chief ([onomajournal@gmail.com](mailto:onomajournal@gmail.com)).

## 1. Submitting manuscripts

To submit a manuscript, authors can use the form on this website (<https://onomajournal.org/submission/>) or they can send the material via e-mail ([onomajournal@gmail.com](mailto:onomajournal@gmail.com)).

Authors must submit their contributions in .doc or .docx format. If necessary, also submit a .pdf version of the manuscript to make sure any special characters are typeset properly.

Each contribution will include two distinct files, with specific names and contents:

- Title page: title of the paper (in the language of the manuscript), authors' title and name, affiliation, postal address, e-mail address, abstract and 3-5 keywords (in all the three official languages of ICOS and *Onoma*: English, French, and German; each abstract should comprise about 150 words). Please note that abstracts and keywords should only be sent for research reports and articles, whereas notes, commentaries, and reviews for books or scientific events will not require these components;
- Main document, without any indication of the authors' identity and including the manuscript itself, which must end with bibliographical references and acknowledgements (if applicable).

If writing in English, please use British spelling and typographical

conventions.

Before submitting a manuscript, non-native speakers must have their contributions checked by a native speaker or ensure similar level of competence by other means.

## **2. Formatting**

Paper length:

- for research reports and articles: ~5000-8000 words, counting references, trilingual abstract, keywords, and title;
- for reviews of books or scientific events: ~ 2500 words.

Page size: B5.

Margins: 2 cm for the top and bottom margins; 2.5 cm for the left and right margins.

Please use Times New Roman font, size 12, throughout your paper (including for chapter headings and references). The title of the paper should be written in size 14 typeface, whereas table and figure captions, table data, and footnotes should be in size 10 characters.

Line spacing: 1

Paragraph spacing: Please do not leave any space before and after regular paragraphs in the body of the paper.

Use paragraph styles to mark the text body and chapter headings. Do not leave an empty paragraph between paragraphs of text. In this document, styles Heading 1–3 format the chapter headings as intended.

Long quotations should be written as a separate indented paragraph, in the same font size, separated by an empty line before and after the block-quote, as shown below:

Full caps and underlining are not normally used for highlighting. Exceptionally, underlining may be used to highlight a single letter in an example word, and in other cases where other kinds of highlighting would not work. (*The Generic Style Rules for Linguistics* 2014).

## **3. Tables, figures and notes**

Number tables and figures separately, and write a caption above a table and below a figure. Put a full stop after the number and after the caption, and leave an empty line after a table. For an example, see Table 1 and Figure 1 below.

Table 1. A meaningless example

Name	Random number	Explanation
<i>Onoma</i>	49	Name of a journal
<i>ICOS</i>	25	Abbreviation of the name of a congress



Figure 1. A meaningless example

All images should be included in the main manuscript submitted. Please make sure that the quality of the images you use is at least 300 dpi.

Write notes as footnotes, not endnotes.<sup>1</sup> Number them throughout the article.

#### 4. Citations

If not referring to the author in the text, put the entire citation in parentheses; if referring to the author, put the year of publication and possible page range in parentheses.

If there are two authors, separate their names with an ampersand. If there are more than two authors, include only the first one in the citation, followed by *et al.*

Separate the year of publication and the reference to page numbers or chapters with a colon, and different cited works within the same set of parentheses with semicolons.

Kostanski and Puzey (2014: 1217–1218) talk about the Edinburgh festivals. Edinburgh is the capital of Scotland (Kostanski & Puzey 2014: 1217). Leino et al. (2003) wrote about spatial clustering of place names. Place names tend to cluster in ways that cannot be fully explained by random processes (Leino et al. 2003).

Include the list of references as a final section but without a number. Please make sure that all the sources in the reference list are cited in the body of the paper. At the same time, titles of sources in another language than any

---

<sup>1</sup> Like this.

of the three languages of ICOS (English, French, German) should be translated in brackets in the language in which the paper is written.

If there are several works by the same author published in the same year, add a letter (a, b, ...) to distinguish them.

In the list of references, use the full name of the author instead of initials.<sup>2</sup> In citations within the text, use initials when necessary to distinguish authors with the same surname.

## References

- Kostanski, Laura & Puzey, Guy. 2014. A tale of two cities of literature: Toponymic identity and the promotion of Edinburgh and Melbourne in the UNESCO creative cities network. In Tort i Donada, Joan & Montagut i Montagut, Montserrat (eds.), *Names in Daily Life. Proceedings of the XXIV ICOS International Congress of Onomastic Sciences*, 1215–1224. Barcelona: Generalitat de Catalunya.
- The Generic Style Rules for Linguistics* (GSR). 2014. (<http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>) (Accessed 2016-08-02.)
- Leino, Antti & Mannila, Heikki & Pitkänen, Ritva Liisa. 2003. Rule discovery and probabilistic modeling for onomastic data. In Lavrač, Nada & Gamberger, Dragan & Todorovski, Ljupčo & Blockeel, Hendrik (eds.), *Knowledge Discovery in Databases: PKDD 2003*, 291–302. Lecture notes in artificial intelligence 2838. Springer.
- Meldgaard, Eva Villarsen. 1993. *Navnemode og modenavne. 6000 drenge- og pigenavne* [Name fashion and modern names. 6000 boy names and girl names], 2nd edition. Værløse: Billesø & Baltzer.

---

<sup>2</sup> Unless the author uses only initials, in which case you should honour their preferred practice.