Title in Arial Bold, 16 pt, line spacing 21 pt, justified (centered), 8 pt space after

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Times New Roman Italic, size 11 pt on 15 pt, centered.

Replace dummy text/names/figures/tables with your own text/names/figures/tables.

Abstract (Arial 12 pt bold italic)

The abstract goes here. Maximum of 150 words. Times New Roman Italics, size 11 pt, margin adjusted.

Section Header 1 (Arial 12 pt bold)

This template is likely to work properly in MS Word for Windows and Mac. A simple way of using it consists in substituting one’s own text for this one. The first line of each paragraph is indented by 5 mm, as in this example.

The text is written in Times New Roman, size 11 points. The paper margins are 20 mm on all sides. Column width is 81.4 mm with 7 mm between the columns. The text is both right and left justified.

Endnotes1 may be used, but see the section “Notes” below for more information.2

Subsection Header 2 (Arial 11 pt bold italic)

Then the text begins again. Citations should appear with surname(s) and year with parentheses (Fant, 1960) or Fant (1960) or Fant (1960:34). Separate multiple citations with a semi-colon (;). Please note that page numbers should be given whenever a specific piece of information is given, and not the entire work.

Subsection Header 2 (Arial 11 pt bold italic)

The subsection heading is the lowest level heading permitted in the document.

For phonetic symbols and text that includes non-Latin1 letters, use of i2speak is recommended; see <http://www.i2speak.com>, an online phonetic keyboard. For phonetic symbols in headings, use Arial Unicode MS. Alternatively, use an IPA Character picker.

Figures and tables may be added as a column-wide items (see Figures 1 and 2 and Table 1) or as column-spanning items (see Table 2 and Figure 3). It is recommended to use sans-serif fonts (e.g., Arial, Tahoma) in tables at a font size that is not too small for legibility.



Figure 1. A figure caption is placed **below** the figure using Times New Roman Italics, size 10 pt, margin justified, 6 pt space before.



Figure 2. A figure caption is placed below the figure using Times New Roman Italics, size 10 pt, margin justified, 6 pt space before.

Color figures as well as shading in tables are all possible, but it is advised to make sure that they are still readable if printed in grayscale.

Table 1. Table headings are always written **above** the table, whereas captions to figures are written below the figures. Text is written in Times New Roman Italics, size 10 pt with a 6 pt space after.

|  |  |  |
| --- | --- | --- |
|  | Var 1 | Var 2 |
| No. subjects | 16 | 16 |
| No. something | 602 | 847 |
| No. something else | 413 | 799 |
| No. something else again | 4,013 | 5,829 |
| Percentages | 41.8% | 34.3% |
| Other percentages | 61.0% | 36.4% |

Section Header 1 (Arial 12 pt bold)

The length of the submitted version of the paper must not exceed five (5) pages, where the fifth page may consist only of references. After review, authors of accepted papers will be allowed one additional page in order to deal with reviewers’ comments; hence, 6 pages for the final version, where the sixth page may consist only of references. Papers should be submitted electronically in both **pdf**-format and **docx** formats (for editing) no later than March 15, 2021.

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Table 2. Table headings are always written **above** the table, whereas captions to figures/plates/photos are written below the figures. Text is written in Times New Roman Italics, size 10 pt with a 6 pt space before. EXAMPLE OF TABLE SPANNING TWO COLUMNS, IF DESIRED (IF NOT: DELETE)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Variable 1** | **Variable 2** | **Variable 3** | **Variable 4** |
| Phonation type | Ingressive | Egressive | Ingressive | Egressive | Ingressive | Egressive | Ingressive | Egressive |
| No. phases analysed | 69 | 70 | 8 | 8 | 29 | 29 | 109 | 107 |
| Mean duration (ms) | 2014 | 2774 | 1537 | 2000 | 2426 | 2120 | 1819 | 1401 |
| Mean duration egr+ingr (ms) | 2397 | 1768 | 2273 | 1612 |
| Standard deviation | 309.3 | 515.7 | 518.8 | 588.1 | 300.5 | 193.9 | 254.1 | 163.5 |
| Maximal duration | 2800 | 3700 | 2600 | 2850 | 3200 | 2500 | 3320 | 1830 |
| Minimal duration | 1300 | 1200 | 900 | 900 | 2000 | 1700 | 940 | 670 |
| Δ *t* test (paired-samples, two-tailed) | *p* < 0.001 | *p* = 0.011 | *p* < 0.001 | *p* < 0.001 |
| Δ Wilcoxon (two related samples) | *p* < 0.001 | *p* = 0.027 | *p* < 0.001 | *p* < 0.001 |

Section Header 1 (Arial 12 pt bold)

In order to maintain layout consistency across papers, certain formatting features have been locked in this template. You can easily set the formatting for components of the text by applying the following MS-Word styles to the relevant portions of your document: Paper title, Author, Abstract heading/text, Section/Subsection heading, Paragraph, List paragraph, Figure/Table caption, Endnote, and Reference. Character styles may also be useful: Endnote number as well as Emphasis for italics and Strong for bold face.

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Figure 3. Figures and tables can also stretch across the entire page. IF NOT DESIRED: DELETE.

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Papers will be evaluated by at least two reviewers who will judge them on the following points.

* Originality (e.g., does the paper present something new; or something old in a new or innovative way?)
* Scholarship (e.g., does the paper review the relevant background; does the paper use sound research methods?)
* Clarity (e.g., is the paper easy to read; is the research question motivated and defined clearly; are results and argumentation given in a transparent manner?)
* Scientific contribution (e.g., what value does the work add to the study of disfluency)
* Format (e.g., is the paper laid out following typical scientific formats; does it follow the provided template; are citations and references organized and complete?).

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Acknowledgements (Arial 12 pt bold)

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Notes (Arial 12 pt bold)

Footnotes (at the bottom of a page) are not to be used; only Endnotes are allowed, and these are to be used sparingly. Indicate endnotes in the text with a superscript number.

1 Here is an endnote that probably could have been avoided.

2 And here is another.

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Please make sure that your submitted paper is not more than *five* pages, where the fifth page may consist *only* of References.

Please avoid double spaces, and orphans like: p. 1.

To avoid orphans: use non-breaking spaces like: p. 1.

References (Arial 12 pt bold)

References are justified, Times New Roman 10 pt with a 5 mm hanging indent. Please note from the samples below how author names (one or several), years, and volume, issue/number and pages numbers are written.

The References should be listed alphabetically and should follow the style exemplified below (similar to Chicago), with the first author name given as Surname, Givenname initial(s) and the following author(s) as Givenname initial(s) Surname.

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If there are several works by the same author(s), please put the most recent first, and the rest in falling order.

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