

Göteborgsstudier i nordisk språkvetenskap #

Title with suitable length

(Language Summary)

by Name



GÖTEBORGS UNIVERSITET

TITLE: Title with suitable length
SWEDISH TITLE: Lagom lång titel
LANGUAGE: Language (Language summary)
AUTHOR: Name

Abstract

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KEYWORDS: Swedish, aspect, imperfective, progressive, pseudocoordination, finiteness, semantics, pluractionality, implicative verbs

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1. About the GNS-template

1.1 About the template

The manuscript delivered for typesetting shall use appropriate stylesheets. Styles are predefined templates that determine the size, color, appearance and margins of the text. When you deliver the manuscript for typesetting it will be composed in a program called InDesign. InDesign uses style sheets to keep track of what is what; headline, body text, italics etc.

there are three important documents related to the template:

1. About_the_GNS-template.docx – A Word version of the document you're now reading.
2. About_the_GNS-template.pdf – The composed InDesign version of the document you're now reading.
3. GNS-mall_blank.docx – Empty template for the author to write in

1.2 Important differences

The composed book will not have the exact same format as the Word document. For example, the GNS-template uses a different font than what will occur in the printed book. The book will be typeset in Adobe Garamond Pro but due to the fact that this font is not included in the standard Word selection the Word template uses Garamond, which is similar.

Through the styles, a table of contents, list of figures and a list of tables will be generated (see the PDF version of this document).

The entire document will be printed in grayscale, regardless of color in the Word document. The cover will however be in full color.

1.3 Working with styles

Start writing in the file: **GNS-mall_blank.doc**. Word comes with a number of predefined templates. Since we only want to use those belonging to the GNS-template, we can ease the work by displaying only the templates that are included in our template.

Click on “Options” in the window “Styles”. Then Select the style to be displayed: “In the current document”. Choose “Alphabetic order” under “Select how the list should be sorted”. You now have a list of the styles that are in the document. These windows may look slightly different depending on which version of Word you are using but the features are the same.

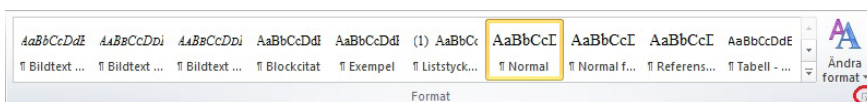


FIGURE 1:1 *Here you'll find the styles*

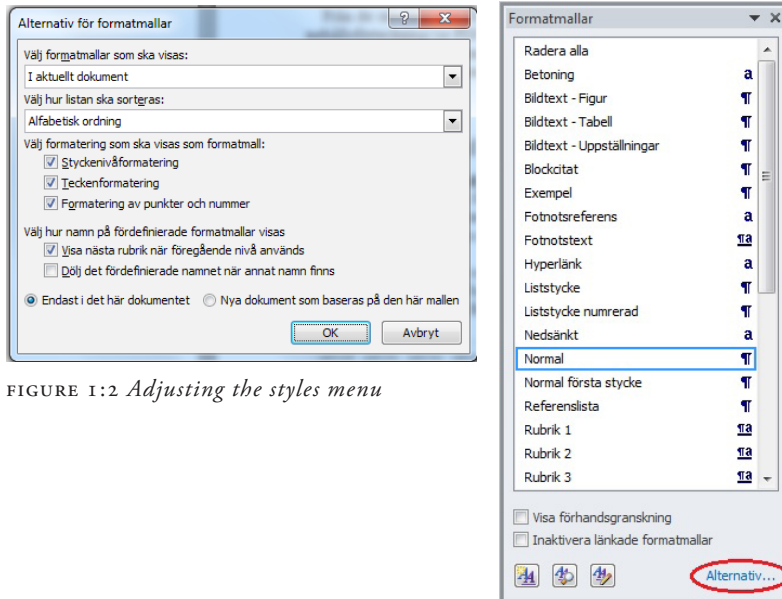


FIGURE 1:2 *Adjusting the styles menu*

If you copy text from another document, any styles from the first text will follow. This can be solved in two ways.

Paste as unformatted: In the Start menu select Paste - Paste Special - Paste as unformatted text. Then format the text manually with the GNS-template styles.

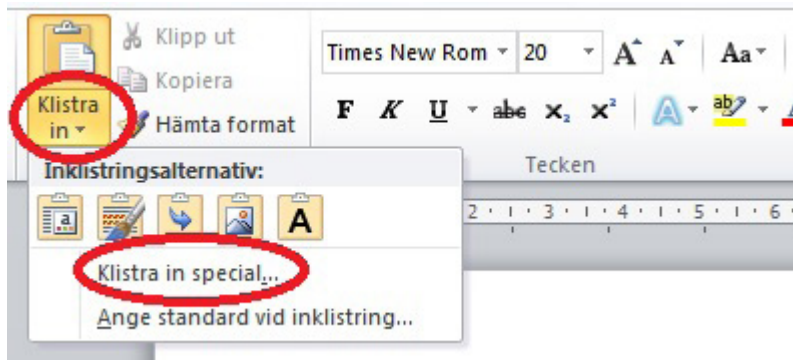


FIGURE 1:3 *Paste Special*

Paste as formatted: Paste your text as usual, then locate the styles that have followed with the text in the menu stylesheets. Right-click on the styles that followed, choose “Select all instances of...” and replace the current template manually with one of the GNS-template styles.

Make sure that all the formats follow with the transfer (italic, bold, etc.). When under the Home tab, in Word, you will find a box called Styles. Click the arrow in the lower right corner to open the Styles (see Figure 1:1 and 1:2).

1.3.1 Applying styles

To apply a style, select the text to be formatted (individual words for the character templates). For paragraph styles, it is sufficient that the text cursor in the paragraph referred to. Then select the desired style in the window styles.

It is important that you use the styles as far as possible and not so-called direct formatting. Direct Formatting involves changing the text or other objects directly, by applying various attributes (bold, italics, font size, etc.). Direct formatting only applies to the selected area and the changes are made separately. A style however, does not apply directly to text but is defined first and then be able to apply to the text. One advantage of this is that the text “coded” and can be easily transferred to InDesign with formatting intact. This will facilitate the transfer process and ensure that nothing is lost.

When using GNS template, it is also good if you do not hyphenate words manually and avoid using page breaks. This can mean extra work at the typesetting.

1.3.2 Erase formatting

To remove all formatting, select *Delete formatting* at the top of the stylesheets. You will then start again from *Normal*.

2. Styles and writing instructions

2.1 Body

Here is an example of a paragraph set in the style sheet “Normal första stycke”. “Normal första stycke” and “Normal” is used for all body text where “Normal första stycke” is used to the first paragraph of each chapter.

”Normal,” then makes an indentation for the following paragraphs, like you can see here. One thing to have in mind when writing is not to make any hard line breaks. This can cause the breaks to end up in the wrong places after the typesetting. Press instead Ctrl + - (hyphen) for a soft hyphen.

2.2 Variations

Variations such as **bold**, *italic*, and the like, are added with styles for characters. The bold words are set in the character style sheet “Stark” and the italicized words in “Betoning”. Bold italics use “Stark betoning”. These can be used over any other formatting whatsoever.

2.3 Blockquotes

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque eget odio molestie, porta magna non, sollicitudin leo. Donec odio leo, pellentesque vel tristique ac, feugiat at diam. Donec maximus velit non odio accumsan, sed fringilla leo ullamcorper. Ut dui dolor, semper id felis nec, congue condimentum erat. Morbi convallis tincidunt diam, at porttitor tortor venenatis sed. Fusce scelerisque eu turpis a mollis.

Donec cursus sit amet est non lobortis. Vestibulum bibendum nunc vitae nisi fringilla scelerisque. Nam elementum venenatis pellentesque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec vel magna id orci imperdiet pellentesque. Mauris sollicitudin, ante ut maximus tempus, ante libero molestie sem.

Lorem Ipsum

2.4 Lists

2.4.1 Bulleted list

Use the stylesheet "Liststycke".

- A listed thing
- Another listed thing
- A third listed thing
- All in the correct style

2.4.2 Numbered list

Use the stylesheet "Liststycke numrerad".

1. First listed thing
2. Second listed thing
3. Third listed thing
4. Fourth listed thing

2.4.3 List of references

There is also a style for the reference list. This ensures that you get a hanging part after the first line of each reference. Also here you can use “Betoning”, “Stark” and “Stark betoning” for titles, etc.

It’s important that the references are listed in a correct and consistent manner. Here’s a compilation of conventions applicable in the GNS. If you wondering about something, ask a GNS-editor. All references and their cross-references must be checked and ready when the script is delivered for typesetting.

- Each author is responsible for all and only the references mentioned in the text be included in the bibliography. A good way to check this is to have a person read all cited references and another check off that they are included in the bibliography, with the correct year.
- ¶ (new row) after each entry, and only there.
- If possible, print all the authors’ first name.
- When multiple author names, the first name is placed first from the second author.
- Enter the year of publication; in some cases it is preferable to also enter the first year of publication in brackets, see example Diderichsen. Possible edition should be entered by the title, see example Hellquist.
- Italicize book and journal titles. Follow the source capitalization.
- Before a edited volume title, all the editors is entered, followed by (ed.) for the works in Scandinavian languages and (ed.) or (eds) for works in other languages.
- I: in front of the editor’s name, not in front of the journal name. For non-Nordic anthologies, use In:
- Magazines is listed with only the volume number (see White & Genesee) or volume followed by numbers, such as 12 (2).
- Enter the name of the series and the number in parentheses, see the example Fernberg below.
- Enter the place of publication. If more than one place of publication is indicated on the title page, separate them with /, see example Lyngfelt & Solstad below.
- Enter publishers, department or distributors of the book (see examples Boyd, Fernberg and Lyngfelt below).
- Small p. Before the page numbers separated by long dash, - (“minus”, dash). On the Mac, “Alt -” PC “Insert Symbol -”.
- If more than one reference is given to the same edited volume, note this as a separate item, with a abbreviated reference in the article references, see the example Lindström below. If the work has more than two ed-

- itors, the reference can be shortened, see Sköldberg.
- References to the standard works can be specified with the abbreviation, see examples SAG and SAOB below.
 - Digital information is enclosed with angle brackets, <www ...> see Skolverket. The URL should ideally not be hyphenated.
 - Occasional www references with no author or publisher can be entered in the list by title (see Termbank). Several references may be brought together under specific title, such as Digital sources.

- Andersson, Lars-Gunnar, Aina Lundqvist, Kerstin Norén & Lena Rogström (red.) 1999. *Svenskans beskrivning 23*. Lund: Lund University Press.
- Anward, Jan & Bengt Nordberg (red.) 2005. *Samtal och grammatik. Studier i svenskt samtalspråk*. Lund: Studentlitteratur.
- Boyd, Sally 1994. Introduktion. I: Boyd, Sally, Anne Holmen & Jens Normann Jørgensen (red.), *Sprogbrug og sprogvælg blandt invandrere i Norden*. Bind 1: Grupperbeskrivelser. København: Danmarks Lærerbhøjskole, s. 9–26.
- Diderichsen, Paul 1957 [1946]. *Elementær Dansk Grammatik*. København: Gyldendal.
- Fernberg, Magnus 2004. *Kåseristil*. (Göteborgsstudier i nordisk språkvetskap 1.) Göteborg: Institutionen för svenska språket, Göteborgs universitet.
- Hellquist, Elof 1948. *Svensk etymologisk ordbok*. 3 uppl. Lund: Gleerups.
- Lindström, Jan 2005. Grammatiken i interaktionens tjänst. Syntaktiska aspekter på turorganisation. I: Anward, Jan & Bengt Nordberg (red.), s. 11–53.
- Lyngfelt, Benjamin 2002. *Kontroll i svenskan. Den optimala tolkningen av infinitivers tankesubjekt*. (Nordistica Gothoburgensia 25.) Göteborg: Acta Universitatis Gothoburgensis.
- Lyngfelt, Benjamin & Torgrim Solstad (eds) 2006. *Demoting the Agent. Passive, middle and other voice related phenomena*. (Linguistik Aktuell/Linguistics Today 96.) Amsterdam/Philadelphia: John Benjamins.
- SAG = Teleman, Ulf, Staffan Hellberg & Erik Andersson 1999. *Svenska Akademiens grammatik*. Stockholm: Norstedts Ordbok.
- SAOB = *Ordbok över svenska språket, utgiven av Svenska Akademien*. 1898–. Lund: Gleerups.
- Skolverket 2000. *Kursplan i modersmål*. <<http://www3.skolverket.se>>. Hämtat 12 februari 2005.
- Sköldberg, Emma 1999. Varianter av idiom. I: Andersson, Lars-Gunnar m.fl. (red.), s. 384–392.

Termbank. Engelska – Svenska – Finska termer inom CA. Samtalsspråkets grammatik. <<http://www.liu.se/isk/research/gris/termbank.html>>. Hämtat 12 februari 2005.

White, Lydia & Fred Genesee 1996. How native is near-native? The issue of ultimate attainment in adult second language acquisition. *Second Language Research* 12, s. 233–265.

Ziehe, Thomas 1986. *Kulturanalyser. Ungdom, utbildning, modernitet*. Stockholm: Norstedts.

2.5 Transcriptions

Use the style “Transkriberingar”. Line Numbering occurs at hard line breaks, with the enter key.

- 1 AB Vem är du?
- 2 D Jag är Döden.
- 3 AB Kommer du för att hämta mig?
- 4 D Jag har redan länge gått vid din sida.
- 5 AB Det vet jag.

2.6 Footnote

This text is only here in order to be able to get a footnote.¹

2.7 Examples

The examples are not yet field-coded which means that you have to do the numbering manually. All examples and their cross-references must be checked and ready when the script is delivered for typesetting.

- (1.1) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam elementum, justo luctus blandit vulputate, ex felis maximus ex, eget auctor orci purus

¹ Footnote text that is to show how the text has a specific indentation when it becomes longer than two lines. Like this.

at nisl. Aliquam aliquet est vel lacus tempor mollis. Duis et est vitae tellus dictum consequat quis at purus. Integer semper fermentum dolor a luctus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum tincidunt feugiat rutrum. Proin sit amet leo nec arcu ullamcorper tempus. Sed mauris purus, aliquam eget luctus ac, lacinia suscipit augue.

- (1.2) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam elementum, justo luctus blandit vulputate, ex felis maximus ex, eget auctor orci purus at nisl. Aliquam aliquet est vel lacus tempor mollis. Duis et est vitae tellus dictum consequat quis at purus. Integer semper fermentum dolor a luctus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum tincidunt feugiat rutrum. Proin sit amet leo nec arcu ullamcorper tempus. Sed mauris purus, aliquam eget luctus ac, lacinia suscipit augue.

Then it can be plain text in between.

- (1.3) And then continue with examples Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam elementum, justo luctus blandit vulputate, ex felis maximus ex, eget auctor orci purus at nisl. Quis at purus. Integer semper fermentum dolor a luctus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

2.8 Illustrations

All illustrative elements such as tables and figures have a caption in the style of: TABLE 2:1 *Fruits in the sallad*. These are used to create the table of contents where the tables and figures are listed.

2.8.1 Table of contents and figures

For tables and figures, there are styles that are labeled “Bildtext – Figur” and “Bildtext – Tabell”. These should be used in the description of the current table/figure. For tables there is also the stylesheets “Tabell – Titel” and “Tabell – Data” for use within the tables.

If you want to field-code your descriptions, this is done by first choosing insert description, or *Infoga beskrivning* in Swedish (see FIGURE 2:1), write a descriptive text and then apply the current style of the entire line. In this way you get a field-coded numbering that also comply with with the the transfer to InDesign.

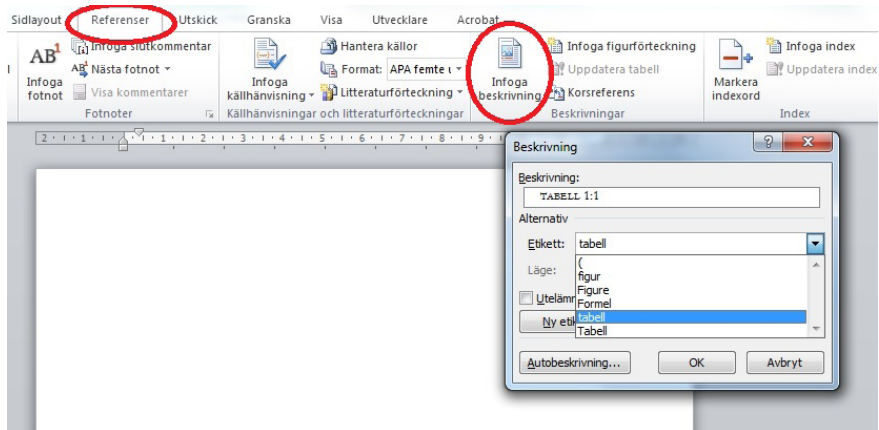


FIGURE 2:1 *Insert description*

TABLE 2:1 *Fruits in the sallad*

	Table head 1	Table head 2
Bananas	2	12
Oranges	3	6

The tables made in the GNS template will largely have to be adjusted at the typesetting, therefore they need no major design effort..

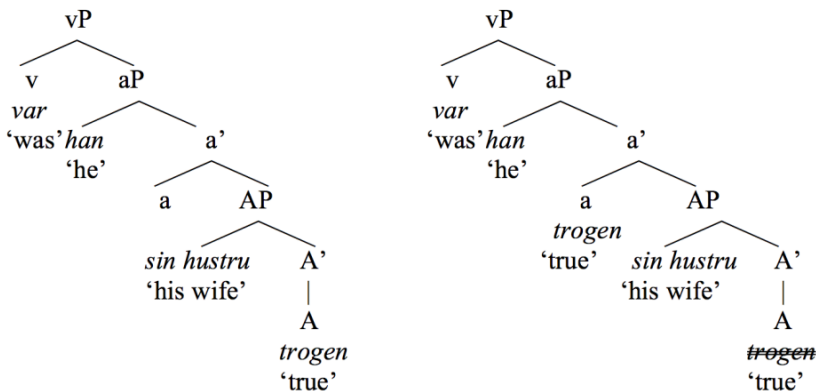


FIGURE 2:2 *Platzack – from LGA 41*

When using images, drawings or graphs in your thesis, these must be at least 300 dpi. These are requirements from the printers to assure the quality of the product. It's helpful if you enclose them in separate files to make the typesetting process as easy as possible.

2.9 Other writing instructions

The GNS series has certain requirements regarding the manuscript and below are instructions of things that should be checked before typesetting.

2.9.1 Consistency

There should be consistency in the text. This can for example apply to colloquial forms in examples, present or past tense of references to earlier passages in the text (as explained in Chapter Three / that emerged from Chapter Three / that (has) emerged from Chapter Three) or the use of numbers in references (Chapter 3 / ~~Chapter Three~~). There shall also be consistency with regard to abbreviations. Below is a list of abbreviations that applies.

English abbreviations:

i.e.	p./pp.
etc.	f./ff.
et al.	
c.	
cf.	
lit.	
Sw.	

2.9.2 Language review

If you're not writing in your native language, your thesis (or the relevant part of it) should go through a language review before typesetting. An assesment wheather this is needed or not can be made from time to time depending on the condition of the text.

3. Printing the document

The templates margins and page layout are set so that document will emulate the final format the dissertation will have. The format in which the thesis will be printed is called S5 / G5 or state format. This means a layout of 165 x 242 mm as opposed to A4 format 210 x 297 mm. Unfortunately, because of this layout, you need to scale up the size to A4 before printing it on a standard printer. This is easily done by clicking "*Fit to paper size*" and then select A4. See picture on next page:

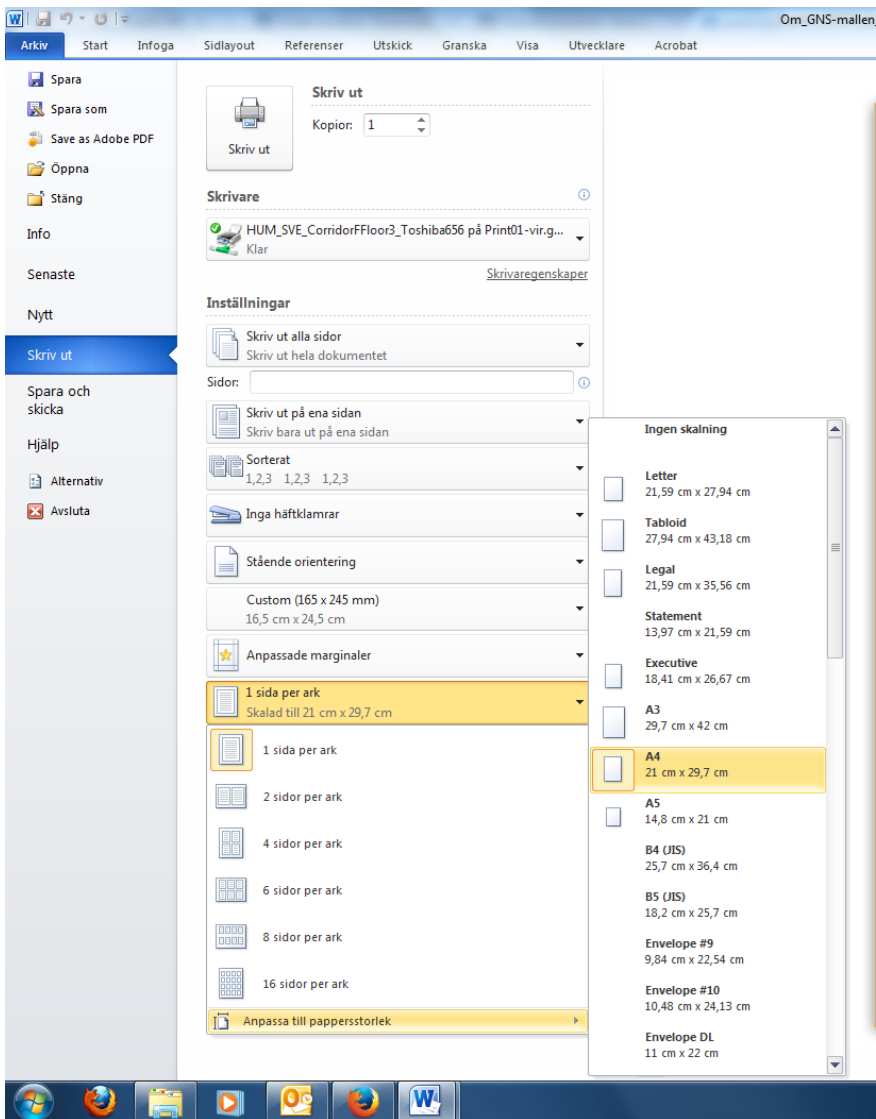


FIGURE 3:1 *Printing in A4*