

# Stylesheet

## Studies in the Linguistic Sciences: Illinois Working Papers



*Ratified by the SLS Editorial Board 11/21/08.*

*Guidelines subject to change before publication.*

### 1. General comments:

Please submit your paper to SLS as a Word 97/2003 compatible document (preferred) or as a PDF file. The guidelines below contain directions for performing many of the required settings in Microsoft Word 2003 (Windows environment), which are listed in brackets. However, it is completely acceptable to create your paper in any word processing/layout software you wish, as long as it conforms to the guidelines listed here and illustrated in the example PDF. It is important to note that you are solely responsible for making your paper adhere to these guidelines in the software you choose. Papers which do not conform to these guidelines will be returned to the author.

### 2. Basic Formatting:

**Paper size:** 8.5" x 11"

[File > Page Setup (Paper tab) > Paper Size]

**Margins:** 1.75" left and right, 1.25" top and bottom

[File > Page Setup (Margins tab) > Margins]

**Tabs:** set at .25, .75, and 1.25"; every .5" thereafter if necessary

[Format > Tabs]

#### Headers and Footers:

[View > Header and Footer]

On the first page, there should be no text in the header. The footer of the first page should contain the following, aligned left:

*Studies in the Linguistic Sciences: Illinois Working Papers 2XXX: pp-pp*  
Copyright © 2XXX Your Name

pp-pp is replaced by the page numbers (these will be given by the editor upon acceptance to the volume) and 2XXX replaced by the volume year.

On the second page and all even pages, the header should contain:

STUDIES IN THE LINGUISTIC SCIENCES 2XXX

in 10 pt. SMALL CAPS

[Format > Font (Font tab) > Small Caps]

A note on SMALL CAPS: Small caps IS sensitive to capitalization, so please make sure to pay attention to the capitalization required each time this stylesheet mentions small caps. An easy way to remember: Nothing is entirely in capital letters.

On the third page, and all subsequent odd pages, the header should contain:

LASTNAME: TITLE

If the title is such that it wraps to a second line, please abbreviate it as necessary to fit on a single line.

**Page Numbering:** Centered at the bottom of each page (except for the first).  
[Insert > Page Numbers]

**Notes:** Please use consecutively-numbered footnotes, in 10 pt. Times family font.  
[Insert > Reference > Footnote]

**Font:** Times/Times-New-Roman family. If additional fonts are required to display language data, please ensure that they are embedded in your PDF such that they will display on a computer which does not have the font installed. For IPA transcriptions, please use Doulos SIL. (<http://scripts.sil.org/DoulosSILfont>) If a fixed-width font is necessary for diagrams, use the Courier font family.

**Font size:** 12 pt. for text, 10 pt. for abstract, references, and footnotes.

**Spacing:** Sentences should be separated by one space. All lines should be single-spaced. Further information on spacing is found in the Paragraphs, Section Heads, and Title sections.

### 3. Sections:

**Title and abstract:** The entire title section is left-aligned. The first line contains the title and subtitle of the paper in 16-point font, followed by one blank line in 16-point font, followed by the author's name in 14-point font. The following line contains the author's affiliation (university, in most cases) in 12-point italicized font, and the last line of the title section contains the author's e-mail address in 12-point unformatted font.

Only the first word of the title, the first word of the subtitle, and proper nouns should be capitalized in the title.

After the author's e-mail address, there will be two 12-point blank lines followed immediately by the text of the abstract. The abstract is to be aligned at the third tab stop (1.25"), should be in 10-point font, justified, and should not exceed 300 words. The abstract section has no title of its own.

Following the abstract, leave two blank lines in 12-point font before the first section head (generally, the introduction.)

**Section numbering:** 1. , 1.1. , 1.1.1. Section numbers begin at 1 (not 0). Please make sure to turn Word's "Automatic Numbering" off for formatting reasons.

[Tools > AutoCorrect Options (AutoFormat As You Type) > Apply as you type]

**Section headings:** Section number followed by two spaces and the title of the section (following the same capitalization standards listed in the Title section above). Section headings are separated from previous text by two blank lines and from the text of the relevant section by one blank line.

**Paragraphs:** The first line of paragraphs should not be indented. The main text of all paragraphs should be justified. Paragraphs are separated from the section headings and other paragraphs by one blank line.

[Format > Paragraph (Indents and Spacing tab) > General, Alignment]

**Examples:** Examples used in the target language in running text should be italicized, and their glosses in running text should be in single quotes.

For a numbered example, the number should be in parentheses and brought to the first tab (0.25"). The remainder of the example should be aligned with its gloss using tabs, rather than spaces, and small caps should be used for things like case markers and other instances where items are not literally translated into English. The idiomatic gloss should be on the following line, in single quotes, and examples should be separated from the text and from other examples by a single blank line (see the example stylesheet).

If there are multiple examples per example number, the lettered sub-examples will occur one tab stop away from the example number (at 0.5").

If the language variety needs to be made clear, it can be put in parentheses, right-aligned on the line directly above the example.

For standard morpheme labels and glossing rules, please refer to the Leipzig Glossing Rules: <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

**Tables:** Tables which are incorporated in the text must fit into the margins of the page, as demonstrated on the example stylesheet. In addition, it is very important to ensure that all borders of the table are printable, else the borders will not appear in your PDF. Note that this is not the default setting in Microsoft Word 2003.

Each table should be consecutively numbered and titled in italics directly below the table: *Table X. Title of table*, with a period and two spaces between the table number and the title.

**Figures:** For our purposes, the term ‘figure’ refers to anything that is not text, not an example, and is not a table. Like tables, figures must fit within the text boundaries and be properly labeled (in italics) and consecutively numbered. In addition, it is important that figures incorporated within the text be in black and white or grayscale. Many more options are possible with appendices.

#### **4. References etc.:**

**Acknowledgments and previous versions:** Acknowledgments and previous versions of the paper should be indicated in an initial footnote appended to the end of the main title, using the asterisk (\*) character.

[Insert > Reference > Footnote > Custom Mark]

**Notes:** The remainder of the in-text notes should be consecutively-numbered footnotes (no endnotes) in 10 pt. Times family font. Footnotes should be at the end of sentences when possible, and the in-text reference should come after the final sentence punctuation.

[Insert > Reference > Footnote]

**In-text citations:** If the name of the author is part of the sentence, place the year (or year and page numbers) within parentheses:

Vowil (1982)

Vowil (1982:223-4) [no space after the colon, no repetition in numbers.]

If the name is not part of the sentence, include the entire reference within parentheses:

(Vowil 1982)

(Vowil 1982:223-4)

If a work has multiple authors, use the ampersand (&):

(Vowil & Homonym 1993)

(Vowil, Homonym & Garley 1997)

In addition, a running quotation which reaches to three or more lines should not have quotation marks and should be set off from the rest of the text by a tab and a preceding and following blank line. The citation should follow the end of the quotation after two spaces.

**References section:** The references section follows the final section of the paper after four blank lines. It is headed by the word REFERENCES, left-aligned, in 12-pt. small caps, followed by a single blank line.

Each reference will be formatted according to the LSA’s “A Unified Stylesheet for Linguistics”, which can be retrieved at:

<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>

In addition, all references will be left-aligned, and in 10-pt. Times New Roman. If a reference wraps to multiple lines, the second and following lines should be indented to the first tab stop (0.25”).

**Appendices section (if you have appendices; see Section 3 of the Example):**

Following the references section, there should be one 12-pt. blank line, the word APPENDICES, left-aligned, in 12-pt. small caps, and another 12-pt. blank line. Following this, list your appendices in the following format in 10-pt. font:

Appendix 1: “Title of Appendix 1” (Video, .avi format)  
http://hdl.handle.net/XXXX/XXXX  
Appendix 2: “Title of Appendix 2” (Audio, .wav format)  
http://hdl.handle.net/XXXX/XXXX  
Appendix 3: “Title of Appendix 3” (Additional data, .xls format)  
http://hdl.handle.net/XXXX/XXXX

If you have appendices, the editor will assign you permanent URLs (i.e. the Xs will be filled in)

**5. Miscellany:**

**Quotes:** “” for direct quotation. Either directional or straight quotes can be used, but please be consistent. ‘ ’ for ‘scare quotes’ (keep to an absolute minimum) and quotations within quotations, as well as meta-language glosses (see Examples section). Unless the period is part of the quote, it should come after the final quotation mark.

**Hyphens and Dashes:** Hyphens (-) are used for morphological boundaries and compounded words like ‘hip-hop’. Em-dashes (—) are used for parentheticals—like this one—in the text. You may use either en-dashes (–) or hyphens (-) for page and year ranges, like 1996-7, or pages 203-327, but please be consistent and refrain from leaving space in between the dash and numbers.

**Hyperlinks:** Microsoft Word has the habit of turning typed-in http:// addresses into hyperlinks, i.e. such that they become blue and underlined. Please ensure that hyperlinks in your paper are clickable, but are black, rather than the standard blue, and that the underlining is removed.