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Title of your Paper Goes Here

AUTHOR NAME

This Microsoft Word document and the styles in it have been designed to assist authors in formatting their chapters and manuscripts for submission to CSLI Publications. This file contains descriptions of the styles as well as suggestions about how to format your paper. If you have questions, please contact CSLI Publications at the following address:

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The best way to use this file is to save a copy of it under a different name and either paste or enter your text directly into the new document. We ask that you use 10 point Times or Times New Roman font for formatting the main text of your document. If you are not using Microsoft Word, then please use this as a visual aid to assure that your final document and formatting efforts closely resemble this file.

1 Text Area

Text area of each page must be 4.25" by 7.25". The 7.25" text length begins from the top of the running head to the bottom of the last line on the page. The text area can run less than 7.25" but must not exceed 7.25". Under File, Page Setup, Paper should be Letter and not A4.

2 Typesetting Styles

This style guide has specific set styles for chapter titles, section titles, block quotations, running heads, and others. Please use these styles to typeset

Name of Edited Volume.

Miriam Butt and Tracy King (eds.).

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each part of your text accordingly. In general, the styles can be found in the upper-left-hand corner of the toolbar.

When typesetting the manuscript, note that when the Show/Hide button is activated, the appearance of the paper's pagination onscreen changes. When trying to see if the chapter is typeset correctly, please deactivate the Show/Hide button to get a correct view of your final typeset chapter.

3 Hyphenation

It is important that hyphenation is activated in the entire text of your document to assure proper spacing between words. To do this, go to the "Tools" menu, select "Hyphenation" and check the box next to "Automatically Hyphenate Document." Note that the only portion of a typeset manuscript that is not hyphenated is the chapter title and the section headings. The rest of the text is hyphenated.

Words with the following prefixes should be spelled out, and not hyphenated: anti, co, extra, inter, intra, macro, micro, non, pre, post, pro, pseudo, psycho, re, semi, socio, sub, trans

This will be done even when it juxtaposes two like vowels or consonants:

reeducate, interracial

but hyphens will be used where closing up the word might lead to confusion in meaning or pronunciation:

re-create, post-test, pro-union, co-worker, un-ionized

The hyphen after the prefix will be retained when the second element begins with a capital letter or a number:

non-American, post-1980

Words with the prefix "self" should be hyphenated: self-conscious

Words with the suffixes -like (but commonsense-like), -wise, -wide, should be closed up.

Compound nouns in common use will be spelled solid:

taxpayer, handbag, checkbook

and compound nouns formed from a noun and a gerund, from two nouns, or from a noun and an adjective will be spelled as two words:

decision making, master builder, attorney general
(but vice-president, president elect, poet-scholar)

Authors are recommended to avoid using contractions like don't, can't, or won't. Instead, use their full forms do not, cannot, and will not.

4 Capitalization

When text following a colon is a complete sentence, the first word will be capitalized. References to specific chapters, tables and figures in the text should be capitalized:

...as demonstrated in Figure 3.1; see Chapter 4.

BUT the word chapter, figure and table should be lowercased when used in non-specific situations. "...There are a lot of figures in the chapter."

5 Abbreviation

The symbol "%" will be used in tabular material, notes and displays, but should be spelled out as "percent" in the text, except in statistical discussion.

Possessive abbreviations should be set with an apostrophe and a lowercase s; plurals should be set with a closed up s (no apostrophe):

The USA's national anthem; Many SUVs

Units of measure will generally be spelled out in the text, but may be abbreviated in notes and tables. These such abbreviations should be identical in singular and plural:

It is recommended to drink 64 ounces of water each day.

6 Numbers

In general, cardinal numbers under 100 should be spelled out in the text; numbers of 100 or more should be set in numerals:

fifty-two playing cards, four day work week, 175 years ago, 5280 feet

When a list of numbers under 100 appears in a sentence or paragraph, it is often better to use numerals:

His brothers are 42, 45, and 49 years old.

Pages 42, 47, and 49 in the textbook are missing.

Also, numerals will be used for numbers under 100 when being compared with numbers over 100:

There were 120 participants but only 40 were preregistered.

Ordinal numbers and fractions should be spelled out unless the use of numerals makes the information more clearly presented:

one-half of the cake, BUT a 5- x 7-inch photograph.
the twentieth century, seventeenth-century imperialism

Numerals should be used for dates, time of day, percentages, decimals (including currency), ratios and measurements in which the unit of measure is abbreviated.

1945–1955, January 19, 1996/in January 1996, the 1920s (not 1920's)
but the twenties, 6:20 a.m. but seven o'clock, half past eleven

7 Pagination

There should be no orphaned numbered examples that is, example numbers with corresponding text on the following page; page breaks in definitions or between examples and glosses, etc.

8 Footnotes

The use of footnotes as opposed to endnote is preferred. Footnotes are to appear at the bottom of the page but not violating the margin requirements.¹ They should be numbered serially throughout each chapter.

The footnote reference number is a raised numeral following the work or passage to which it applies; it is not enclosed in parentheses, and is not followed by parentheses or a period. Footnote reference numbers follow marks of punctuation.

It is preferred that footnotes do not extend over to a second page. If it is necessary for a footnote to spill over onto a second page, the second page footnote should have a continuation footnote line (a line that extends the entire width of the text area) A continued footnote from an even page to an odd page (essentially, facing pages) is acceptable. A continued footnote from an odd page to an even page (where you have to turn the page to see the remainder of the footnote) is not recommended and should try to be avoided.

¹Footnote text should be set in 8 point Times or Times New Roman (2 points smaller than the text.)

Lastly, for an edited volume, each chapter should begin with footnote number 1.

9 Tables, Figures and, Numbered Examples

Do not use vertical and horizontal rules in a table unless the table would be unclear without them. Instead, leave ample white space between columns.

Column headings should be short, so as to stand clearly above the several columns. If you need longer headings, represent them by numbers of capital letters and explain these in the text preceding the table.

Each table should have a caption above it. The caption contains the table number and optionally a concise title, or in addition (as a separate line) a brief explanation or comment. It is preferred that the caption be centered and placed above the table.

Do not use tables that span more than one page, as it cannot be guaranteed that their parts will be printed on facing pages.

Figures, graphs, diagrams, pictures, parse trees, etc., should be produced in a professional manner. Each should be accompanied by a caption, which should be centered and placed below the item.

Numbered examples can be typeset in any fashion, just as long as they are typeset consistently throughout the chapter.

10 Punctuation

We ask that authors be consistent in their use of single and double quotation marks. We prefer that our authors use the LSA style of using only single quotation marks and resorting to double quotation marks only for quotes within quotes.

If a second pair of quotes stands at the same point as another mark of punctuation, the quote precedes unless the other mark is itself part of the quoted matter: The word means ‘cart’, not ‘horse’. He writes, ‘This is false.’ Does this mean ‘You heard me’? It means ‘Did you hear me?’

Do not use quotes to enclose a word or phrase cited as a linguistic example. Ellipsis is indicated by three dots (option ; on a Macintosh keyboards), close set, with a blank space before and after, like ... this. Add a fourth dot if the ellipsis is at the end of a sentence.

Use a comma after the expressions e.g. and i.e. only when a full sentence follows and do not italicize them. Use a comma before the conjunction that joins the last of a series of three or more coordinate items: Larry, Curly, and Moe; Harpo, Groucho, or Karl.

11 Quotations and Citations

Block quotations, extracts or excerpts should be set off from the text, without quotation marks. They should be set in type that is one point smaller than the text i.e., 9 point Times or Times New Roman font, justified (even right and left margins without a ragged edge), and indented 1/4" from the left margin of the rest of the text.

11.1 Long Quotation

Below is an example of a long quotation. Please apply the style Block Quote when you have a quotation that's longer than three lines as in the following example:

The words contained in this paragraph were composed by a Program called "WriteANovel" for the purpose of demonstrating how the Block Quote style works. Having accomplished that objective, WriteANovel ceased generating additional useless words.

After you're done with the long quotation, hit carriage return and you will automatically go back to the Normal style.

One or two line quotations should be integrated into the text in the same type size as the text and enclosed in quotation marks.

11.2 Citations

Full citations of literature should be placed in the references section at the end of the chapter or manuscript. Within the text, only brief author-date citations should be made, giving the authors' surname, year of publication, and page number(s) where relevant. Such brief citations should be given in the body of the text, not in footnotes, unless they refer specifically to a statement made in the footnote. In general, place in-text citations at the end of a structural unit (a sentence, a paragraph, or a block quotation). Note the placement of the periods in the following examples. The first shows a citation in running text, the second before a block quotation:

The crew dug for seventeen hours in one day (Johnson 1950: 245).

Johnsons earlier idea, in "This Too Shall Pass," was in total agreement:

12 Headings

Section headings and subsection headings in the body of the article should be in boldface type and in title case. Headings are placed above the paragraph with no period. Leave one-and-a-half blank lines above the heading and one blank line below section headings. Subsection headings are also placed above the paragraph with no period. Leave one blank line above the

subsection heading and one blank line below it. Section headings cannot be hyphenated. This means that if a section heading needs to run two lines long, the last word in the first sentence cannot be end with a hyphenation.

Headings can only go three deep—a subsection heading. This means that you can have a section (for example, 2.1.2 Subsubsections) that is numbered to a third degree. Anything beyond that (four-deep or after) is unacceptable. The subsection heading is typeset like a subsection heading.

13 Running Heads

When generating running heads when using a word processor such as Microsoft Word, please set them flush left on verso (left-hand) pages and flush right on recto (right-hand) pages. The font should be set in 9 point (one point size smaller than the text) small caps format. The running head and page number should appear on the same line with 1/3" between the page number (folio) and the running head. Also, place a space before and after the slash (/) mark. Most importantly, a running head should not run the entire width of text. The running head should be short, usually just a portion of the actual title to give the reader an idea of which chapter they are reading. The longest length that a running head can be is 0.75" of the actual text width (which is 4.25").

14 Chapter Opening Pages

Chapter opening pages begin on recto (right-hand) pages. Because there are no running heads on chapter opening pages, the page number will be located on the bottom center of the page. The chapter number is in 18 point, boldface type. The chapter title is in title case, 18 point, and boldface type.

On the bottom of each chapter opening page is the volume's copyright information. The first line is the title of the edited volume, the second line contains the names of the volume editors, and the third line is the copyright information for CSLI Publications. All three lines should be in 8 point (two point sizes smaller than the text) title case format. Only the first line (the title of the volume) should be italicized. Each of the three lines should end in a period (.).

15 General Information

In reference citations and notes, give beginning and ending pages, i.e. pp117–49. Do not use “f”, “ff”, “et seq.”, or “passim”.

Do not use “op. cit.” or “loc. cit.” Using “ibid.” is okay, but note that *ibid.* refers only to the immediately preceding note; if more than one work is cited in that preceding note, then cite the relevant source again in its short form.

Be sure to distinguish between “cf.” (which means compare) and “see”. “Cf. Chomsky 1989” does not mean the same as “See Smith 989”.

Please make sure to use smart quotes throughout the entire manuscript. To activate smart quotes, go to Tools, Auto Correct, Auto Format as You Type, and click on the box Straight Quotes with Smart Quotes.

16 Spell Check

Before submitting the final manuscript to CSLI Publications, please make sure that you spell check the entire document.

17 Index Entries

You would be well suited by inserting index commands into your file to help create index entries. After submitting the final PDF of your chapter to the volume’s editor(s), they will let you know the final page range of your chapter. At this point you can renumber your pages to produce correctly numbered index entries, which you will then submit to the editor(s) so that they can assemble an overall index for the complete volume. See Word Help about how to insert index entries and commands.

18 References

The references section should be typeset in the manner indicated below. Each chapter should end with a reference section.

References should be preceded by a section heading consisting of the word References flush at the left margin and written in boldface. The font size of the text of your references should be 9 point (1 point smaller than the text).

Arrange the entries alphabetically by the authors’ last names. Multiple works by one author should be listed chronologically (with the most recent appearing last). Use a suffixed letter a, b, c, etc. to distinguish different items published by the same author in the same year. Each entry should contain the following information: author’s last name, first initial, coauthors (if any) (first initial appears first), year of publication, title of work, city of publication, publisher. In the case of journal articles, give the name of the journal, volume number, and page numbers for the article as a whole. In the

case of an article in a collection, give the title of the collection, the editor's name and the page numbers of the article.

Please use the punctuation as in the following examples:

References

- Bloomfield, L. 1933. *Language*. New York: Holt.
- Bolinger, D. 1965. The Atomization of Meaning. *Language* 41:555–73.
- Brugmann, K. 1906. Grundriss der vergleichenden Grammatik der indogermanischen Sprachen. 2nd ed., vol. 2, part 1. Strassburg: Trubner.
- Chafe, W. L. 1965. Review of Grammar Discovery Procedures, by R.E. Longacre. *Language* 41: 640–7.
- Chomsky, N. 1957. *Syntactic Structures*. (Janua Linguarum, 4.) The Hague: Mouton.
- Hockett, C. F. 1964. The Proto Central Algonquin Kinship System. *Explorations in Cultural Anthropology*, ed. W. Goodenough, 329-58. New York: McGraw-Hill.
- Ross, J. R. 1967. Constraints on Variables in Syntax. Doctoral dissertation, MIT.