

Papers of the LSB  
Studies van de BKL  
Travaux du CBL  
Author guidelines

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**Abstract** This document provides a full overview of the information relating to submissions for the Papers of the LSB. This information includes (i) the stylesheet, and (ii) further author guidelines. So as to provide instruction both by example and by rule, this document has been formatted in accordance with the stylesheet it contains.

## 1. General

Manuscripts are accepted in Dutch, French, English and German. Should your contribution be in English, please make a consistent choice between British and American spelling. When submitting the initial manuscript to the editors of the volume, make your paper anonymous, and add a separate sheet with the full title of the work, your full name, affiliation, as well as current mailing and e-mail address.

The contributions should not exceed the limit of 4600 words (including footnotes, references etc.).

## 2. Copyright

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## 3. Files

Please name the file containing your submission with the first three letters of the (first) author's last name. Do not use the three-character extension for things other than the identification of the file type (smi.doc, not smi.new or smi.rev).

## 4. Templates

### 4.1. $\LaTeX$

Contributions in  $\LaTeX$  are strongly preferred. The necessary files are available at <https://github.com/guidovw/LSBlatex>. The current document, which is available as a tex file, can be used as a template by replacing the document text with the text of your paper.

#### 4.2. *MS Word*

A template for MS Word files (BKLtempl.dot) is also available at the above web address. Click on the file BKLtempl.dot, and then click on the Download button. Make use of the electronic template, as this automatically takes care of the most important formatting aspects of your document.

Please also use the appropriate predefined styles in the template.

(1)	Title	Title of your article
	Subtitle	Subtitle of your article
	Authors	Author name(s)
	Affiliation	Your affiliation
	Abstract	Abstract
	utitle0, u	Unnumbered section heading (for notes, references)
	Vtitle1, v	Section heading, first level
	Wtitle2, w	Section heading, second level
	Xtitle 3, x	Section heading, third level
	Normal, s	Running text
	Quote, q	Block quotation
	Table, t	Table
	Figure, f	Figure
	Example, e	Example
	Notes, n	Notes
	References, r	References
	Scaps, sc	small caps
	IPA	IPA signs
	/1, /2, /4	White line (whole, half, quarter)

The running heads will be generated automatically if you have filled in the appropriate information under File – Properties – Summary info.

#### 4.3. *Margins*

It is not possible to fix the settings of the margins in the electronic style, and copying material into the document may change the margin settings. Please check the margin settings before you start formatting your article

and before you submit it to the editors. The margin settings should be as in (2) (on the basis of A4 paper size):

(2)	Top	7,20 cm
	Bottom	5,85 cm
	Left	4,75 cm
	Right	4,75 cm
	Header	6,20 cm
	Footer	1,25 cm

## 5. Font enhancements

Font enhancements (such as italics, bold, caps, small caps, etc.) within the text must be supplied by you. Whatever formatting or style conventions are employed, please be consistent.

Please use italics for foreign language words, highlighting and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface), unless this is a strict convention in your field of research.

## 6. Quotations

In the main text quotations should be given in double quotation marks. Quotations longer than 3 lines should be formatted as block quotations, without quotation marks and with the appropriate reference to the source.

## 7. Examples and glosses

Examples should be numbered with Arabic numerals in parentheses.

- (3) *Japanese*  
 Kare wa besutoseraa o takusan kaite-iru  
 he TOP best-seller ACC many write-PFV  
 ‘He has written many best-sellers.’

Please note that the interlinear gloss gets no punctuation and no highlighting. In MS Word, the example and its gloss are lined up through the use of spaces; make sure the number of elements on both lines match. For the abbreviations in the interlinear gloss use small caps. For more information on glossing conventions, consult the Leipzig Glossing Rules (<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>). If you use different abbreviations than the standard ones in the Leipzig Glossing Rules, add a list of abbreviations at the end of your paper (just before the References).

## 8. Tables and figures

Number your tables and figures consecutively, and provide appropriate captions. The caption goes at the top of tables and at the bottom of figures.

In L<sup>A</sup>T<sub>E</sub>X, tables and figures are treated as floats. This means that their placement on the page will not necessarily be where you put it in your manuscript, as this may lead to large parts of the page ending up white (e.g. when a table or figure does not fit on the current page anymore and wraps onto the following page). For this reason, you must always refer to tables and figures in the running text, as in the following example: “In certain languages, the superlative transparently contains the comparative morphologically, as illustrated in Table 1 (Bobaljik 2012:46).” Do not refer to tables and figures using the words ‘following’, ‘below’ or ‘above’, as the final placement of your table or figure may be different from where you put them in your manuscript.

Table 1: Morphological containment

	Pos	CMPR	SPRL	
Persian	kam	kam-tar	kam-tar-in	‘little’
Cimbrian	šüa	šüan-ar	šüan-ar-ste	‘pretty’
Czech	mlad-ý	mlad-ší	nej-mlad-ší	‘young’
Hungarian	nagy	nagy-obb	leg-nagy-obb	‘big’
Latvian	zīl-ais	zīl-āk-ais	vis-zīl-āk-ais	‘blue’
Ubykh	nūs <sup>wə</sup>	ç’a-nūs <sup>wə</sup>	a-ç’a-nūs <sup>wə</sup>	‘pretty’

## 9. Notes

Notes should be kept to a minimum and not be used for references. Note indicators in the text should appear at the end of sentences and follow punctuation marks. Use footnotes rather than endnotes.

## 10. References

It is essential that the references are formatted according to these guidelines. Examples of references in the text:

“Hayes (1995a) has proposed to use ...”  
 “... if it is followed by a yer (Rubach 1993:144).”  
 “... (see for example Yarmohammadi 1973, and Baynham 1991).”

For examples of references in the reference section: see the next section.

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