

Tutorial and Template for a Linguistics Paper in MS Word¹

1 Before starting

1.1 *Do you really want to use Word?*

Consider using **LaTeX** if your paper is going to contain lots of **syntactic trees** or lots of **semantic formula**.

1.2 *Update your Word program*

You can download the latest version of MS Office using your Stony Brook account.

<https://it.stonybrook.edu/software/title/microsoft-office>

1.3 *Turn off automatic formatting features of your Word program*

Before you start, turn off all the automatic format options of the Word program installed on your computer.

Go to File > Options > Proofing > AutoCorrect Options... and uncheck every box except for the options you really want.

I personally like the two following options:

- "Straight quotes" with "smart quotes"
- Internet and network paths with hyperlinks

¹ Adopted from Professor Jiwon Yun's *Word tutorial session (2016)* and Maria Gouskova (2006) *Online tutorial session* (http://www.nyu.edu/projects/gouskova/teaching/using_word_like_a_pro.pdf)

Even if you maintain some autocorrect options, you can still cancel them each time when they are applied by pressing Ctrl + Z. This is useful for exceptional cases, e.g., you want smart quotes in most cases but you do want to use straight quotes in some cases.

Try Ctrl + Z after you type "double quotes" and 'single quotes'.

Here's another 'smart' option you would want to turn off:

Go to Options > Advanced > Cut, Copy, and Paste and uncheck "Use smart cut and paste"

This will prevent adding extra space or removing space when you copy and paste part of the word.

2 Style (this title is written in Heading 1)

Using styles is the most important feature to create a well-formatted document. This document contains commonly used styles in linguistics papers. Heading 1 is used for sections. The style of the main text is "Normal", which is a pre-defined Word style.

2.1 Heading 2

Heading 2 is used for subsections.

2.1.1 Heading 3

Heading 3 is used for subsubsections.

2.1.1.1 *Heading 4*

You would rarely need Heading 4, and don't go for Heading 5 - it will make the structure of your paper too much complicated.

Here's an exercise to make a template for an experimental linguistics paper.

Create a "Heading 1" section with the title "Experiment".
Create a "Heading 2" section with the title "Methods".
Create a "Heading 2" section with the title "Overview".
Select and cut the title "Methods" and paste into the line above "Overview". See that the automatic numbering is updated!
Create a "Heading 3" section with the title "Stimuli".
Create a "Heading 3" section with the title "Participants".
Create a "Heading 3" section with the title "Procedure".
Create a "Heading 2" section with the title "Results".

Now you just created a whole section to report your experiment!

3 Table of Content

This is useful only in really long documents, such as your dissertation or an overgrown QP. To make a table of contents, go to Insert>Index and Tables and click on Table of Contents.

Every time you update or move sections/headings around your document, you will need to regenerate this table of contents to reflect recent changes.

Word updates most of its “gray fields” (such as numbered examples cross-referenced in the text) whenever you preview the document for printing, so this is the quickest and easiest method for updating things if you change your document. To do this, go to File>Print Preview. By the time you enter the Print Preview mode, all of your gray fields will reflect the new numbering. To update the Table of Contents, though, you have to manually delete the old one and re-create a new one. It’s best to simply wait to create a TOC when you are finished with the paper.

4 Font

Most conference abstracts/proceedings and journal papers are required to be written in **Times New Roman, 11 or 12 font size, double-spaced**. The current template is 12 font size. You can update Styles to change the font: Home > Styles > right-click the style you want to modify > Modify...

Modify the style “Heading 1” to 14 font size.
Modify the style “Normal” to 11 font size.

It is useful to remember shortcuts for some frequently used features for emphasis:

Bold: Ctrl + B

Italic: Ctrl + I

Underline: Ctrl + U

If you press the key combination twice, you can cancel the formatting.

In linguistics paper, italic font is used for linguistics examples and single quotes are used to indicate their meaning. (E.g. *sakwa* means ‘apple’ in Korean.)

5 Linguistic Examples

5.1 Numbering

Use automatic numbering for linguistic examples. One way is use the default automatic numbering menu (Paragraph > Numbering) provided by Word.

Insert a number in parentheses and add an example “This is the first example in English”.
Press Enter and add another example “This is the first example in English”.
Go back to the end of the first example and press Enter. Add another example “This is the second example in English”.
Press enter twice at the end of the examples to get out of automatic numbering.

Another cool feature of using automatic numbering is that you can now refer to your example in a way it can be automatically updated! References > Insert Cross-reference.

Insert a reference of the third example.
Remove the second example. To see the updated references, see the preview by File > Preview.

Well, the default numbering does not allow additional description after the number when cross-referenced. For example, you might want to refer to your example as (1a). You can do this by using the automatic numbered examples in this template. The easiest way to add an example is copy the entire line of one existing example in this template and paste it, then rewrite the content.

- (1) a. apple
 b. orange

c. pear

(2) This is a single-line example in English.

Refer to the example (1c).
Create a new example.

This numbering format does not include a closing parenthesis. You need to add it manually. By default, automatic numbering is followed by a tab, so removing the closing parenthesis results in (1 ☐. To avoid this, click one of the numbers and it will select the entire list. Right-click (or Shift + F10), and then choose **Adjust List Indents**. Set **Follow number with** as “nothing”.

- In this template, numbers are not indented. If your target journal requires indentation of examples: **Adjust List Indents** > update **Number position**.

5.2 *Multiline examples*

For linguistics examples in languages other than English, you need to provide their word-by-word gloss and translation in English. The example and its glosses should be aligned well. There are several ways for alignment:

- Spaces: Never use them! So ugly!
- Tabs: Lots of work; what if you need to change the font size??
- Invisible tables: This is what I use. (see below for example)
- For invisible tables, you can still show gridlines to help see where each cell is located. If you cannot see the gridlines, select any table > Table Tools > Layout > View Gridlines.

- Add a blank column at the end of the example, in case the translation is longer than the text of the example.
- For abbreviations in gloss, use small caps (Right Click > Font > Effects > Small caps).

5.3 *Template for multiline examples*

Let's create templates for your convenience.

One word example

(3) *ca-ni?*

sleep-Q

'Are you sleeping?'

Two words

(4) *Yenghuy-ka ca-n-ta.*

Yenghuy-NOM sleep-PRES-DECL

'Yenghuy is sleeping.'

Three words

(5) *Yenghuy-ka Chelswu-lul cohaha-n-ta.*

Yenghuy-NOM Chelswu-ACC like-PRES-DECL

'Yenghuy likes Chelswu.'

Four words

(6) *Yenghuy-ka Chelswu-eykey chayk-ul cwu-ess-ta.*

Yenghuy-NOM Chelswu-DAT book-ACC give-PAST-DECL

‘Yenghuy gave a book to Chelswu.’

Five words

(7) *Yenghuy-uy chayk-i thakca wi-ey iss-ta.*

Yenghuy-GEN book-NOM table above-LOC exist-DECL

‘Yenghuy’s book is on the table.’

Six words

(8) *Yenghuy-nun pay-ka apha-se cemsimul mek-ci anh-ass-ta.*

Yenghuy-TOP stomach-NOM sick-because lunch-ACC eat-DECL NEG-PAST-DECL

‘Yenghuy did not eat lunch because she had a stomachache.’

As you can see, it is better to split the example into multiple lines if it is too long.

(9) *Yenghuy-nun pay-ka apha-se*

Yenghuy-TOP stomach-NOM sick-because

cemsimul mek-ci anh-ass-ta.

lunch-ACC eat-DECL NEG-PAST-DECL

‘Yenghuy did not eat lunch because she had a stomachache.’

6 Special Characters

You can insert a special character from the pre-defined list of symbols. Go to Insert tab > Symbols or press Alt + I + S.

Insert the × symbol. (e.g. 2×2 experimental design)

You can also define a shortcut key combination for the symbols you use often. Go to Insert > Symbol > then choose the symbol you want to define a shortcut > Shortcut Key.. > New shortcut key > Assign.

Assign “Ctrl + Shift + X” for the × symbol. Then close the dialogue box and try the key combination.

For example, these are some key combinations I use (for phonology).

h: Ctrl + Shift + H

æ: Ctrl + Shift + A

ə: Ctrl + Shift + E

i: Ctrl + Shift + I

ø: Ctrl + Shift + O

Also, you can go to <http://ipa.typeit.org/full/>. You can point and click on any IPA symbol with your mouse or finger, and the character will appear in the text box. From there, you can copy and paste the transcriptions into your document writing program.

Do NOT use special characters to express semantic formula.

7 Semantic Formula

As mentioned in the beginning, if your paper is going to contain lots of semantic formula, I really recommend using LaTeX. If your paper contains just a couple of formula and you don't want to give up the advantages of Word, alright. Use mathematical equations instead of special symbols.

Insert > Equations

$$\exists x \left(\text{Person}(x) \wedge \forall y (\text{Time}(y) \rightarrow \text{Happy}(x, y)) \right)$$

Do NOT use special symbols to express semantic formula. In particular, **do NOT use curly brackets** in the text of your paper if you are going to use EndNote because curly brackets interfere with the automatic features of Endnote.

8 Syntactic trees

There are several standalone programs, both webapps and desktop apps, that you can use to enter tree structures, and they will render the structures as pictures for you. I like **phpSyntaxTree**: Given the input [S [NP [N Trees]] [VP [V grow] [PP in apps]]], this produces a PDF with the following image.

<http://www.ironcreek.net/phpsyntaxtree/?PHPSESSID=edmn94kgoftd19lee1vub9c31>

More ways of drawing trees

<https://www.gouskova.com/2017/01/02/drawing-linguistic-structure-trees/>

9 Tables and Figures

Insert > (Choose the object you want to insert)

Tables and figures should be numbered and provided with captions. Their numbers should be referenced in the text (e.g. “see Table 1”, instead of “see the table below”). E.g., Figure 1 illustrates the canonical intonational contours of two types of questions in Korean.

9.1 Figures

If there are more than one picture file that need to be included in a single figure, use an invisible table.

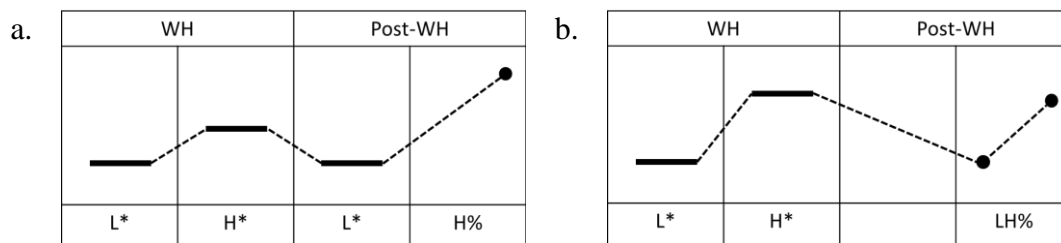


Figure 1. Canonical intonational contours of (a) the YNQ and (b) the WHQ.

9.2 Tables

	Present	Absent
YNQ	90% (81/90)	10% (9/90)
WHQ	26.7% (24/90)	73.3% (66/90)

Table 1. The frequency of the L tone on the first post-*wh* syllable.

9.3 How to Format Brackets and Phonological rule with feature matrices

Click where you want to insert a field. Click Insert > Quick Parts > Field.

TIP: If you know the field code for the field that you want to insert, you can type it directly in your document. First press CTRL+F9, and then type the code within the brackets.

To indent a table, use Ctrl+M or right-click > *Table Properties* > *Indent from Left*.

- (1) This rule is done with box drawing symbols (and normal list numbering)

$$\left[\begin{array}{l} + \text{ high} \\ - \text{ back} \end{array} \right] \rightarrow \emptyset / \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right] - \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right]$$

If you copy this into another document and see strange characters, make sure the box drawing symbols are in Times New Roman (some other fonts work too, like Calibri).

- (1) This rule is done with the EQ field (and SEQ field numbering)

$$\left[\begin{array}{l} + \text{ high} \\ - \text{ back} \end{array} \right] \rightarrow \emptyset / \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right] - \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right]$$

To edit a [feature matrix], right-click on it and select *Toggle Field Codes*. (To see all the code for all the feature matrices, use Ctrl+A, Shift+F9.)

Normal hyphens are fine, but if you want minus signs as above, go to *Insert* > *Symbol* > *Special Characters* > *En Dash*.

9.4 Phonological tableaux

Here's a sample tableau. You can copy it and then insert extra rows and columns as needed and put in your phonological representations. Notice how it uses tabs to line up the letters a, b, the fist,² and the candidates. Published tableaux don't all use the same borders and shading, so you have a lot of flexibility, and of course many authors use → instead of ☞.

Input: /xyz/			
a. abc	**!	(white, darker 25%)	
b. ☞ def	*	*	

Table 2 A sample tableau

10 Footnotes

- References > Insert Footnote

(Note: inserting footnote is not under the menu Insert!)

Footnote indicators in the text should appear at the end of the sentences and follow punctuation marks.³ They should not appear in the middle of the sentence⁴ or before the punctuation marks⁵.

² "The symbol ☞ is a punctuation mark, called an **index, manicule** (from the Latin root *manus* for 'hand' and *manicula* for 'little hand') or **fist**. Other names for the symbol include **printer's fist, bishop's fist, digit, mutton-fist, hand, hand director, pointer, and pointing hand**" (Wikipedia, [https://en.wikipedia.org/wiki/Index_\(typography\)](https://en.wikipedia.org/wiki/Index_(typography))).

³ I am a well-formed footnote.

⁴ I am an ill-formed footnote.

⁵ I am an ill-formed footnote.

11 References

References

Carlson, Greg N. 1977. *Reference to kinds in English*. PhD Dissertation. University of Massachusetts, Amherst.

Chang, Suk-Jin. 1973. A generative study of discourse: pragmatic aspects of Korean with reference to English. *Ehak yenkwu* [Language Research] 9.2 (supplement).

11.1 Word built-in reference option

Please find info about these three articles and make them properly formatted (Hint: Reference > insert citation > Add New Source ; then inset Bibliography):

(10) Noam Chomsky (2005)'s paper *Three Factors in Language Design*

(11) Richard Larson (2014)'s book *On Shell Structure*

(12) Lori Reppetti (2012)'s paper *Consonant-Final Loanwords and Epenthetic Vowels in Italian*

11.2 Online resources to help you get a well-formatted reference list

<http://wals.info/refdb>

11.3 Use EndNote!

<https://it.stonybrook.edu/software/title/endnote>

<http://www.endnote.com/training>

12 Using existing template

A convenient way to incorporate your paper with specific formatting requirement is to use the template, replace the text in each style with whatever you need. All the styles from the .dot file will be available in your new document. Conferences such as WCCFL and NELS make you format your .doc file according to very specific guidelines. If you know how to use styles, you will have no problem following these guidelines, because both NELS and WCCFL provide you with very well-made stylesheets which are basically templates:

http://www.cascadilla.com/wccfl/style/Wccfl_Stylesheet.doc

<http://glsa.hypermart.net/author/nels36-style.doc>

You can copy styles you like from these templates directly into your Normal template using the style Organizer.

13 More resources

13.1 *Word for Linguistics*

<http://www.eching.org/resources/word.htm><http://www.eching.org/resources/word.htm>

13.2 *The template for a Stony Brook dissertation here*

<https://www.grad.stonybrook.edu/CurrentStudents/templates.shtml>