Language Documentation & Conservation Style Sheet
Guidelines for Authors

1. SUBMISSION

1.1 *Initial submission.*

A. The text and/or framework of the submission file should be formatted as a Rich Text Format (.rtf), a Microsoft Word document (.doc), or an OpenDocument Text (.odt).

B. If the submission file is in Microsoft Word, the author's name should be removed from the document's properties.

C. In addition to the required .rtf, .doc, or .odt file, authors are encouraged to submit a .pdf version of the manuscript, with fonts embedded and tables and figures in place.

2. MANUSCRIPT FORMAT

2.1 Global.

A. *LD&C* accepts manuscripts in electronic format only.

B. On the first page of the manuscript provide the title, author's name, and professional affiliation. Do not identify the author(s) as such on any other page. The author's affiliation, given at the beginning of the article on the line following the author's name, should be limited to the top-level name of the institution and should not include names of departments or other sublevel units. An e-mail address (and optionally a mailing address) should be provided on a separate page at the end of the article.

C. On the second page, provide a succinct abstract of no more than 200 words. Abstracts are required for all articles and are not part of any paragraph numbering system. Abstracts should be self-contained and not dependent on the reference list, nor should they have footnotes.

D. Begin the text on the third page. Include acknowledgments in the first note.

E. Include a list of nonstandard abbreviations (only those not in the Leipzig rules), separated by semicolons and commas, in an early note.

F. Place references at the end, with the information in each reference arranged according to the *Unified Style Sheet for Linguistics* (appended at the end of this document), including full names of authors and editors as given, and both city and name of publisher.

G. Editorial style follows *The Chicago manual of style*, 15th edition (Chicago: University of Chicago Press, 2003).

H. Spelling follows *Webster's third new international dictionary of the English language*, Unabridged.

I. Morpheme glosses conform to *The Leipzig glossing rules: Conventions for interlinear morpheme-by-morpheme glosses*, including the standard abbreviations listed there. Please see http://www.eva.mpg.de/lingua/files/morpheme.html.

J. Do not use any headers or footers other than page numbers.

2.2 *Formatting*.

A. Manuscripts should be single-spaced.

B. The font used should be Times 12pt except for special symbols.

C. Place forms referred to within the body of English text in italic type.

> In saying *an ewt,* earlier speakers of English evidently stopped breaking up the words between *an* and *ewt* as they started to associate this phrase with phrases like *a name*, rather than with other phrases such as *an apple.*

D. Place all forms given in lists and tables in roman type.

Northern Paamese	Southern Paamese	
eim	aim	'house'
keil	kail	'they'
oul	aul	'maggot'

E. Place glosses in single quotes and quotations in double quotes.

F. Use boldface only in headings.

G. If there are special characters not found on standard English keyboards, prepare, in addition to the original file, a modified .rtf or .doc file in which each special character is given a distinctive alphanumeric coding within angle-brackets. For example:

> b<schwa>gas for bəgas, ho<glottal>o for hoʔo, la<eng>for laŋ

(For this purpose, do not consider subscripts or superscripts, or italic or bold face, as special characters. Leave them as part of the formatting in the modified file.) Codes used may be ad hoc, as long as they are clear, unambiguous, within angle-brackets, and capable of being used by the typesetter to restore the desired symbols.

Authors are referred to *Phonetic symbol guide*, by Geoffrey K. Pullum and William A. Ladusaw (Chicago: University of Chicago Press, 1986) for descriptive names in general use. A separate electronic document of all codes used should be included with the manuscript.

2.3 *Tables & Figures*.

A. Any material that authors wish to appear entirely on one page should be put in a table or figure.

B. Figures should be submitted as separate files in a standard graphic format (.jpg, .gif, .bmp, or .png) on the disk or in an attachment.

C. Tables and figures should be put on separate pages after the references at the end of the manuscript. In the text, indicate approximate placement of tables and figures as a separate paragraph consisting of simply:
    <Table 1> or <Figure 1>

2.4 Notes.

A. *LD&C* style is to use footnotes rather than end-notes.

B. All text footnotes should use superscript arabic numerals.

C. Number all notes to the body of the text serially throughout the manuscript.

D. If footnotes to tables are cited separately, daggers, asterisks, and similar symbols may be used.

E. Because *LD&C* uses author-date citations, footnotes are reserved for substantive comments. Substantive notes may merely amplify the text and include no sources, though if brief and already cited in full, the source may appear parenthetically:

> 1. Holmes takes important notice of this in *Language of Monsters* (59–62) and offers a searching analysis of humanity's regard for things on which our power of action may critically depend.

3. EXTRA-TEXTUAL COMPONENTS

A. Sound or video files should be in a common format, such as WAV or MP3 for audio, MPEG for video.

B. Files must be named to reflect the order they appear in the article.

C. Authors should mark clearly in the manuscript where each file should be located, e.g. [sound01. wav].

4. BIBLIOGRAPHIC REFERENCES

LD&C has adopted the *Unified Style Sheet for Linguistics* (available at http://celxj.org). The Style Sheet is attached as an Appendix below.

Unified style sheet for linguistics

These guidelines grew out of discussions among a group of editors of linguistics journals during 2005-2006 and were approved on January 7, 2007. They are intended as a "default, but with discretion to use common sense", to quote David Denison on the matter. Our principles, as elaborated primarily by Stan Dubinsky, are:

1. **Superfluous font-styles should be omitted.** Do not use small caps for author/editor names, since they do not help to distinguish these from any other bits of information in the citation. In contrast, italics are worthwhile for distinguishing volume (book, journal, dissertation) titles [+ital] from article and chapter titles [-ital].

2. **Superfluous punctuation should be left out.** Once italic is adopted to distinguish volumes from articles/chapters (as above), then single or double quotations around article titles are superfluous and only add visual clutter.

3. **Differing capitalization styles should be used to make category distinctions.** Use capitalization of all lexical words for journal titles and capitalize only the first word (plus proper names and the first word after a colon) for book/dissertation titles and article/chapter titles. This is a useful diagnostic for discriminating between titles that are recurring and those that are not. The journal style for capitalization should also be applied to the title of book series. Thus, the citation of a *SNLLT* volume would be punctuated: *Objects and other subjects: Grammatical functions, functional categories, and configurationality* (Studies in Natural Language and Linguistic Theory 52).

4. **All author/editor first names should be spelled out.** Not doing so only serves to make the citation less informative. Without full first names, the 20th century index for *Language* alone would conflate five different people as 'J. Smith', four as 'J. Harris', three each under 'A. Cohen' and 'P. Lee', two each under 'R. Kent', 'J. Anderson', 'H. Klein' and 'J. Klein'.

5. **The ampersand is useful.** Use ampersand to distinguish higher and lower order conjuncts, i.e. [W & X] and [Y & Z], as in Culicover & Wilkins and Koster & May. It is relatively easy to see that reference is made here to two pairs of authors here (cf. Culicover and Wilkins and Koster and May).

6. **Name repetitions are good.** While using a line _____ may save a little space, or a few characters, it also makes each such citation referentially dependent on an antecedent, and the effort of calculating such antecedents is more than what it saved typographically. Each citation should be internally complete.

7. **Four digit year plus period only.** Extra parentheses are visual clutter and superfluous.

8. **Commas and periods and other punctuation.** Separate citation components with periods (e.g., Author. Year. Title.) and subcomponents with commas (e.g., Author1,

Author2 & Author3). Please note the ampersand (&), rather than the word "and" before the name of the last author, and no comma before the "&". The use of the colon between title and subtitle and between place and publisher is traditional, but we do not use it between journal volumenumber and pagenumbers.

9. Parentheses around ed. makes sense. Commas and periods should be used exclusively to separate citation components (e.g., "Author. Year."), or subcomponents (e.g. "author1, author2 & author3). Since "ed." is neither a component nor a subcomponent, but a modifier of a component, it should not be separated from the name by a comma:

>   surname, firstname = author
>   surname, firstname (ed.). = editor (NOT surname, firstname, ed.)
>   surname, firstname & firstname surname (eds.) = editors

10. For conference proceedings, working papers, etc. For conference proceedings published with an ISSN, treat the proceedings as a journal: Include both the full conference name and any commonly used acronym for the conference (*BLS, WCCFL*, etc.) in the journal title position. For proceedings not published with an ISSN, treat the proceedings as any other book, using the full title as listed on the front cover or title page. If the title (and subtitle if there is one) only includes an acronym for the conference name, expand the acronym in square brackets or parentheses following the acronym. If the title does not include an acronym which is commonly used for the conference name, include the acronym in square brackets or parentheses following the conference name. The advantage of including the acronym after the society title is that it makes the entry much more identifiable in a list of references.

11. Use "edn." as an abbreviation for "edition", thus "2nd edn.". This avoids ambiguity and confusion with "ed." (editor).

12. Names with "von", "van", "de", etc. If the "van" (or the "de" or other patronymic) is lower case and separated from the rest by a space (e.g. Elly van Gelderen), then alphabetize by the first upper-case element:

>   Gelderen, Elly van

The addition of "see ..." in comprehensive indices and lists might be helpful for clarification:

>   van Gelderen, Elly (see Gelderen)

13. Names with "Jr.", "IV.", etc. Following library practice, list elements such as "Jr." as a subelement after names, separated by a comma.

>   Smith, Sean, Jr.

14. Use "In" to designate chapters in collections. This makes the book's format maximally similar to the standard citation format. This, in turn, would be time-saving when the author or the editor notice that more than one article is cited from a given collection and hence that that book's details should be set out as a separate entry in the references (and the full details deleted from the articles' entries).

author. year. chaptertitle. In editorname (ed.), collectiontitle, pagenumbers. publisher.

15. Journal volume numbers. We favor: volumenumber(volumeissue). startingpage-endingpage. Thus: 22(1). 135-169. Note the space between volume number/issue and page numbers. Special formatting (e.g., bold for volume number) is superfluous. Issue numbers are a parenthetical modifier (cf. "ed." above) of the volume number. While it is not NECESSARY information for identifying the article, it is extremely USEFUL information.

16. Dissertations/theses. These conform to the already-widespread Place: Publisher format and fit readily into the rest of the standard: Cambridge, MA: MIT dissertation. Instead of archaic state abbreviations, use the official two-letter postal abbreviations. Note that national and other traditions vary in exactly what is labeled 'thesis' versus 'dissertation' and in distinguishing 'PhD' from 'doctoral' dissertations.

> Cambridge, MA: MIT dissertation.
> Chapel Hill: UNC MA thesis.

17. On-line materials. The basic information here — author, date, title — remains the same, and the URL where the resource was found takes the place of publisher or journal. We urge authors to include the date the material was accessed, in parentheses after the URL, since new versions often replace old ones. For a .pdf file, this would be the date of downloading, but for a resource like an on-line dictionary consulted repeatedly, a range of dates may be needed. For additional discussion of handling on-line citations, authors may want to consult this guide:

> Walker, Janice R. & Todd Taylor. 1998. *The Columbia Guide to Online Style*. New York: Columbia University Press.

Example references
Blevins, Juliette. 2004. *Evolutionary phonology.* Cambridge: Cambridge University Press.
Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society* (*CLS*) 34(1). 55-68.
Chomsky, Noam. 1986. *Knowledge of language*. New York: Praeger.
Coetsem, Frans van. 2000. *A general and unified theory of the transmission process in language contact.* Heidelberg: Winter.
Franks, Steven. 2005. Bulgarian clitics are positioned in the syntax. http://www.cogs.indiana.edu/people/homepages/franks/Bg_clitics_remark_dense.pdf (17 May, 2006.)
Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11. 191-200.

Comments:

Joseph Salmons 5/12/05 12:14 PM
Comment: No use of caps/small caps for author/editor names.

Joseph Salmons 5/12/05 12:34 PM
Comment: Capitalize only the first word of a book/dissertation title (plus proper names and the first word after a colon).

Joseph Salmons 6/1/05 2:26 PM
Comment: Call conference proceedings titles according to the name of the society, including the meeting's acronym in parentheses. Do not include "proceedings of the" or "papers from the".

Joseph Salmons 6/6/05 2:13 PM
Comment: Author/editor first names should be spelled out (recommended, but not obligatory).

Joseph Salmons 5/12/05 12:21 PM
Comment: Four digit year plus period only; no parentheses.

Joseph Salmons 6/6/05 2:13 PM
Comment: alphabetize names with "von", "van", "de", etc. according to first upper-case element.

Joseph Salmons 4/1/07 10:28 AM
Comment: For on-line materials, give the date the resource was accessed.

Joseph Salmons 5/15/05 11:51 AM
Comment: No italics with article titles.

Joseph Salmons 5/15/05 11:56 AM
Comment: Capitalize all lexical words in journal or series titles.

Iverson, Gregory K. 1989. On the category supralaryngeal. *Phonology* 6. 285-303.

Johnson, Kyle, Mark Baker & Ian Roberts. 1989. Passive arguments raised. *Linguistic Inquiry* 20. 219-251.

Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological theory: The essential readings*, 238-288. Malden, MA & Oxford: Blackwell.

Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3). 514-528.

Oxford English Dictionary, 2nd edn. 1989. Oxford: Oxford University Press.

Pedersen, Johan. 2005. The Spanish impersonal *se*-construction: Constructional variation and change. *Constructions* 1, http://www.constructions-online.de. (3 April, 2007.)

Rissanen, Matti. 1999. Syntax. In Roger Lass (ed.), *Cambridge History of the English Language*, vol. 3, 187-331. Cambridge & New York: Cambridge University Press.

Stewart, Thomas W., Jr. 2000. *Mutation as morphology: Bases, stems, and shapes in Scottish Gaelic.* Columbus, OH: The Ohio State University dissertation.

Webelhuth, Gert (ed.). 1995. *Government and binding theory and the minimalist program: Principles and parameters in syntactic theory.* Oxford: Blackwell.

Yu, Alan C. L. 2003. *The morphology and phonology of infixation.* Berkeley, CA: University of California dissertation.

Joseph Salmons 5/15/05 11:50 AM
Comment: Repeat names for each entry.

Joseph Salmons 5/12/05 12:23 PM
Comment: Comma used to separate subcomponents (e.g. author1, author2, author3.)

Joseph Salmons 5/12/05 12:24 PM
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Joseph Salmons 5/16/05 7:04 AM
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Joseph Salmons 5/12/05 12:35 PM
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Joseph Salmons 5/16/05 5:18 PM
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Joseph Salmons 6/1/05 1:50 PM
Comment: Use "In" for chapters in collections.

Joseph Salmons 5/12/05 12:26 PM
Comment: Volume (book, journal, dissertation) title italicized.

Joseph Salmons 5/12/05 12:29 PM
Comment: Lexical words in journal titles capitalized.

Joseph Salmons 5/12/05 12:29 PM
Comment: Format for journal information: volumenumber(volumeissue).startingpage-endingpage, e.g. 22(1).135-169.

Joseph Salmons 6/6/05 1:37 PM
Comment: Use "edn." as an abbreviation for "edition"

Joseph Salmons 4/3/07 8:19 AM
Comment: For on-line journal, give journal URL after title (and volume, if applicable), followed by date consulted.

Joseph Salmons 6/6/05 2:40 PM
Comment: Place "Jr.", "IV", etc. after names.

Joseph Salmons 5/12/05 12:30 PM
Comment: Use parentheses around "ed."; do not separate from last name by comma.

Joseph Salmons 5/12/05 12:30 PM
Comment: Use two-letter postal abbreviations.

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Comment: Format for dissertations/theses: City, State: Institution dissertation/MA thesis (e.g. Cambridge, MA: MIT dissertation; Chapel Hill, NC: UNC MA thesis).

LD&C Addendum to the Unified Style Sheet
February 2010

Titles of unpublished materials are to be in plain font, not italic.

(1) Conference presentations.

England, Nora. 2007. Marking aspect and mood and inferring time in Mam (Mayan).
    Paper presented at the Berkeley Language Society. University of California, Berkeley.

(2) Government/Agency publications.

UNESCO Ad Hoc Expert Group on Endangered Languages. 2003. *Language Vitality and
    Endangerment*. Paris.

(3) Unpublished manuscripts.

 Kaufman, Terrence. 1963. Mixe-Zoque diachronic studies. Unpublished ms.

(4) Archived materials.

Delkittie, Gulia. 1974. Nini ggagga sukdu'a: Porcupine and brown bear story. Recorded
    by Joan Tenenbaum on December 10, 1974. Recording TI1290, manuscript in
    Tenenbaum 1973, Alaska Native Language Archive. Fairbanks, Alaska. Published in
    Tenenbaum 2006.