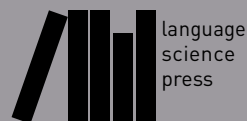


# Language Science Press guidelines

Complete set of guidelines

Sebastian Nordhoff and Stefan Müller

Language Science Press Guidelines





# Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>Structure of books</b>	<b>3</b>
2.1	Front matter . . . . .	3
2.2	Back matter . . . . .	3
<b>3</b>	<b>Style rules</b>	<b>5</b>
3.1	Generic rules . . . . .	5
3.2	House rules . . . . .	5
3.2.1	Academic <i>we</i> . . . . .	5
3.2.2	British vs. American English . . . . .	5
3.2.3	Figures . . . . .	5
3.2.4	Tables . . . . .	6
3.2.5	Abbreviations . . . . .	6
3.2.6	Glossed examples . . . . .	6
3.2.7	Quotations . . . . .	9
3.2.8	Cross-references in the text . . . . .	10
3.2.9	Aspiration, labialization, velarization, etc. . . . .	10
3.2.10	Footnotes in section titles . . . . .	10
3.2.11	Color . . . . .	10
3.3	Citations and references . . . . .	10
3.4	Indexes . . . . .	11
<b>4</b>	<b>Edited volumes</b>	<b>13</b>
4.1	Workflow . . . . .	13
4.2	Special style rules for edited volumes . . . . .	13
<b>5</b>	<b>L<sup>A</sup>T<sub>E</sub>X</b>	<b>15</b>
5.1	Screencasts . . . . .	15
5.2	Installation of the <code>langsci</code> class . . . . .	15
5.2.1	Local installation . . . . .	15
5.2.2	Online editor . . . . .	15

## Contents

5.3	The skeleton . . . . .	15
5.4	Using the langsci class . . . . .	16
5.5	Producing the document . . . . .	16
5.6	Adapting the structure of the document . . . . .	18
5.7	Common commands . . . . .	19
5.7.1	Linguistic examples . . . . .	20
5.7.2	Graphics . . . . .	21
5.7.3	Tables . . . . .	21
5.7.4	Footnotes . . . . .	23
5.7.5	Landscape . . . . .	24
5.7.6	Fitting large content on the page . . . . .	24
5.7.7	Computer code . . . . .	24
5.8	Adapting the class to your needs . . . . .	24
5.9	Drafts . . . . .	25
<b>6</b>	<b>Conversion</b> . . . . .	<b>27</b>
6.1	Conversion using the webservice . . . . .	27
6.2	Manual conversion . . . . .	27
6.3	Manual postprocessing . . . . .	29
6.3.1	Graphics . . . . .	29
6.3.2	Cross-references . . . . .	29
6.3.3	Bibliographical references . . . . .	29
<b>7</b>	<b>Proofreading</b> . . . . .	<b>31</b>
<b>8</b>	<b>Indexing</b> . . . . .	<b>33</b>
8.1	Basic indexing . . . . .	33
8.1.1	Ranges . . . . .	34
8.1.2	Creation of the indexes . . . . .	34
8.1.3	See also . . . . .	35
8.1.4	Checking the index . . . . .	35
<b>9</b>	<b>Typesetting</b> . . . . .	<b>37</b>
<b>10</b>	<b>Commitment to openness</b> . . . . .	<b>41</b>
10.1	Open Access and its friends . . . . .	41
10.2	Tracking progress . . . . .	41
10.2.1	GitHub . . . . .	41
10.2.2	Trello . . . . .	41

<b>11 Showcases</b>	<b>43</b>
11.1 Glossed examples . . . . .	43
11.2 jambox . . . . .	47
11.3 Trees: forest . . . . .	48
11.4 Diagrams . . . . .	49
<b>List of references</b>	<b>51</b>
<b>Bibliography</b>	<b>51</b>
<b>Index</b>	<b>51</b>
Name index . . . . .	51
Language index . . . . .	53
Subject index . . . . .	54



# 1 Introduction

This document describes how to create a manuscript with Language Science Press. It discusses what authors, volume editors and the auxiliary roles of proof-readers, typesetters and indexers have to know in order to produce high quality books.

This document is current as of March 20, 2017.





## 2 Structure of books

### 2.1 Front matter

The front matter of Language Science Press books is structured as follows

dedication	optional
table of contents	obligatory
acknowledgements	optional
preface	optional
list of abbreviations	optional
No lists of figures or tables!	

### 2.2 Back matter

The back matter is structured as follows:

Appendix A	optional
Appendix B	optional
further appendices	optional
List of references	obligatory
Author index	obligatory
Language index	optional (advisable if the book talks about a larger number of languages)
Subject index	obligatory



## 3 Style rules

### 3.1 Generic rules

We use the *Generic Style Rules for Linguistics* available at <http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>

### 3.2 House rules

The generic rules are complemented by the following house rules:

#### 3.2.1 Academic we

Monographs and articles that are authored by a single author should use the pronoun I rather than we as in “As I have shown in Section 3 ...”.

#### 3.2.2 British vs. American English

Choose one and be consistent. For edited volumes, the choice is per chapter.

#### 3.2.3 Figures

Please mention the creator and the licensing status of all photographs and all drawings in the caption unless they were created by you. The licensing must be compatible with the license chosen for the book. For legal reasons, it is not possible to include restricted copyrighted material in an open access book.

Photographs should be in jpg format. For all drawings, maps, diagrams, etc., a vector format (svg, eps, ps, pdf) is preferred, png is acceptable. For jpg and png, resolution should be at least 300 dpi.

See <http://userblogs.fu-berlin.de/langsci-press/2016/12/12/graphics-and-images/> for more information.

### 3 Style rules

#### 3.2.4 Tables

Be aware that the book will not be printed on A4/letter paper. Our paper is 17cm × 24cm; A4 is 21cm × 29.4cm. This means that you have less horizontal and vertical space for your tables. Tables should generally not have more than about 6 columns and about 10 rows (Table 3.1). If the data in the cells are very short, like numbers, phonemes or very short words, there might be exceptions (Table 3.2).

All tables should fit on one page. It is not permitted to break the page in the middle of a table. If your content is very long, split the large table into several smaller ones.

#### 3.2.5 Abbreviations

If you need special abbreviations that are not defined by the Leipzig Glossing Rules, put them in a table in a special section with abbreviations immediately before the first chapter of a monograph. In the case of an edited volume, the lists of abbreviations should be placed immediately before the references of the individual chapters.

#### 3.2.6 Glossed examples

The formatting of example sentences in the typological series follows the format that is used by the World Atlas of Language Structures (Dryer & Haspelmath 2013): If there is just one example sentence for an example number, the language name follows the example number directly, as in (1); it may be followed by the reference.

- (1) Mising (Prasad 1991: 69)  
    *azóně dólun*  
    small village  
    ‘a small village’

If there are two sub-examples for a single example number, the example heading may have scope over both of them:

- (2) Zulu (Poulos & Bosch 1997: 19; 63)  
    a. *Shay-a inja!*  
       hit-IMP.2SG dog  
       ‘Hit the dog!’

Table 3.1: Maximal number of columns and rows in a typical table with sentences.

	English	German	French	Spanish	Italian
1	We wish you a merry christmas	Fröhliche Weih- nachten	Joyeux Noël	Feliz Navi- dad	Buon natale
2	How is the weather today?				
3	We appreciate your business				
4	I do not want to buy this carpet				
5	Please circulate				
6	Apologies for cross- postings				
7	Colorless green ideas sleep furiously	Kleine grüne Ideen schlafen wütend			
8	The man hit the woman and ran away				
9	John gives Mary the book				
10	repeat ad libitum				

3 *Style rules*

Table 3.2: Maximal number of columns and rows in a typical lexical table.

	English	German	French	Spanish	Italian
1	one	eins	un	uno	uno
2	two	zwei	deux	dos	due
3	three				
4	four				
5	five				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					

- b. *Mus-a*                      *uku-shay-a inga!*  
 NEG.IMP.AUX-2SG INF-hit-INF dog  
 ‘Do not hit the dog!’

If an example consists of several sub-examples from different languages, the language name and references follow the letters, as in (3).

- (3) a. Apatani (Abraham 1985: 23)  
       *aki atu*  
       dog small  
       ‘the small dog’  
       b. Temiar (Benjamin 1976: 155)  
       *dēk mənū?*  
       house big  
       ‘big house’

You should use the numbered example environment only for linguistic examples, theorems and the like. Lists of consultants, lists of recordings, lists of geographical places where a language is spoken and the like should be put in a table environment.

Example sentences are in italics/roman depending on the subcommunity. Currently, *Studies in Diversity Linguistics* uses italics while all other series use roman.

### 3.2.7 Quotations

If long passages are quoted, they should be indented and the quote should be followed by the exact reference. Use the quotation environment `\text` provides:

Precisely constructed models for linguistic structure can play an important role, both negative and positive, in the process of discovery itself. By pushing a precise but inadequate formulation to an unacceptable conclusion, we can often expose the exact source of this inadequacy and, consequently, gain a deeper understanding of the linguistic data. (Chomsky 1957: 5)

Short passages should be quoted inline using quotes: Chomsky (1957: 5) stated that “[o]bscure and intuition-bound notions can neither lead to absurd conclusions nor provide new and correct ones”.

If you quote text that is not in the language of the book provide a translation. Short quotes should be translated inline, long quotes should be translated in a footnote.

#### 3.2.8 Cross-references in the text

Please use the cross-referencing mechanisms of your text editing/typesetting software. Using such cross-referencing mechanisms is less error-prone when you shift text blocks around and in addition all these cross-references will be turned into hyperlinks between document parts, which makes the final documents much more useful.

Depending on the series and the language the book is published in, cross-references to sections use the § sign or the word Section.

#### 3.2.9 Aspiration, labialization, velarization, etc.

For phonetic symbols of aspiration and secondary articulation, do not use a superscript normal letter; use the special Unicode characters <sup>h w j ɣ ʁ</sup> etc. You can define a special command like `{\lab}` for <sup>w</sup> for easier input.

#### 3.2.10 Footnotes in section titles

You should not use footnotes in section titles.<sup>1</sup> Very often, a plain sentence in the running text will be just as good. If you really want a footnote, insert it after the first sentence of the relevant section.

#### 3.2.11 Color

Use color sparingly. Color should never be the only means to access information, but can be used as an addition. Alternatives to color are using different shapes or shadings instead of color, grouping items, or verbal description.

### 3.3 Citations and references

Please deliver a `BIBTEX` file with all your references together with your submissions. `BIBTEX` can be exported from all common bibliography tools (We recommend BibDesk for the Mac and JabRef for all other platforms).

Please provide all first and last names of all authors and editors. Do not use “et al.” in the `BIBTEX` file; this will be generated automatically when inserted.

For bipartite family names like “von Stechow”, “Van Eynde”, and “de Hoop” make sure that these family names are contained in curly brackets. Note that Dutch names like “de Hoop” are not treated differently from other surnames.

---

<sup>1</sup> The footnote about §3.2.10 can easily be added after the first sentence of the running text.



Many bibliographies have inconsistent capitalization. We do not use Title Case, i.e. all words are spelled as they would be spelled in running text (sentence case). Hence, we use *A grammar of Tagalog* and not *A Grammar of Tagalog*. There are two strategies to achieve this: `DECAPITALIZATION WITH PROTECTION`, or `LITERAL OUTPUT`. If you use decapitalization with protection, all titles and booktitles will be decapitalized. If there is a proper name in a title, enclose it in `{}` to prevent decapitalization, e.g. `title = {The Languages of {A}frica}`. Use the same procedure for German nouns and all other characters in titles which should not be decapitalized. This is not necessary for other fields, especially the author and editor fields, where capitalization is kept as is. You can use your `*bib` file for publisher requiring title case and for publishers requiring sentence case.

If you opt for literal output, add the option `undecapitalize` to `\documentclass` in `main.tex`. In this case, it is your task to lowercase all words in Title Case in your bibliography (`title = {The languages of Africa}`). You cannot use your `*bib` file for publishers which require Title Case anymore.

The references in your `BibTeX` file will automatically be typeset correctly. So, provided the `BibTeX` file is correct, authors do not have to worry about this. But there are some things to observe in the main text. Please cite as shown in Table 3.3.

If you have an enumeration of references in the text as in As X, Y, and Z have shown, please use the normal punctuation of the respective language rather than special markup like ‘;’.

## 3.4 Indexes

All Language Science Press books have a Subject Index and a Name Index. The Language Index is optional and should be used if the book treats several languages. Subject Index and Language Index have to be prepared by the authors. We can automatize some of this if you send us a list of languages and a list of subject terms. You might want to try <http://sketchengine.co.uk> to compile a candidate list.

The Name Index is generated automatically from the citations in the text. This means that you only have to add people to the Name Index who, for whatever reason, are mentioned without connection to a work in the list of references. Examples would be politicians, ancient philosophers, novelists and the like.

### 3 Style rules

Table 3.3: Citation style for Language Science Press

citation type	example	yields
author	As \citet[215]{MZ85a} have shown  As \citet[215]{MZ85a} and \citet{Bloomfield1933lg} have shown	As Maling & Zaenen (1985: 215) have shown  As Maling & Zaenen (1985: 215) and Bloomfield (1933) have shown
work	As was shown in \citet[215]{Saussure16a}, this is a problem for theories that ...	As was shown in Saussure (1916: 215), this is a problem for theories that ...
work	This is not true \citep{Saussure16a,Bloomfield1933lg}.	This is not true (Saussure 1916; Bloomfield 1933).
no double parentheses	This is not true (\citealt{Saussure16a} and especially \citealt{Bloomfield1933lg}).	This is not true (Saussure 1916 and especially Bloomfield 1933).

## 4 Edited volumes

### 4.1 Workflow

Edited volumes are submitted as a whole. It is thus the task of the volume editor to assure the integration of the various chapters. It is highly recommended that all authors use the templates provided (Word, LibreOffice,  $\LaTeX$ ). Chapter authors should use the template for papers. The editor should download the skeleton for edited volumes and add all author's files to the folder chapters when they are ready. See our screencast on edited volumes available at <http://langsci-press.org/forAuthors>. In the skeleton, the files should be included via `\includepaper{chapters/kim.tex}`. Make sure that the options `collection` and `collectionchapter` are used in the preamble of your master file. If you use our skeleton for edited volumes, this is already done for you. The chapter templates for edited volumes contain fields for epigrams and abstracts. While abstracts should be used, epigrams should rather be avoided as they clutter the page in combination with the abstract.

All chapters will have their own list of references, but all lists will be built using the same  $\BibTeX$  file. This is done in order to avoid that two authors cite the same work differently. In order to compile the bibliographies for the individual chapters, you have to run  $\BibTeX$  on the relevant `blx.aux` file which will show up after compiling the master file. There is a Makefile in the skeleton which includes all relevant commands, and you may also use the script `bibtexvolume.sh` shipped with the skeleton.

### 4.2 Special style rules for edited volumes

Some special rules apply to the chapter of edited volumes:

- Each paper should start with a short abstract
- A paper may have a special unnumbered section Acknowledgements just after the last numbered section. This is preferable to putting the acknowledgements into the footnotes.

#### *4 Edited volumes*

- A paper may have a special unnumbered section Abbreviations (or similar) just before the References. This is strongly preferred to listing the abbreviations in a footnote.
- Each paper has its own list of references (unnumbered section labeled References).
- Chapter numbers should not be used in numbering tables and figures within such chapters.

# 5 L<sup>A</sup>T<sub>E</sub>X

## 5.1 Screencasts

Please note that we have screencasts available for many topics relating to L<sup>A</sup>T<sub>E</sub>X at <http://langsci-press.org/forAuthors> supplementing these guidelines.

## 5.2 Installation of the `langsci` class

### 5.2.1 Local installation

For your first book, the easiest way will be to download the skeleton from <http://langsci-press.org/templatesAndTools>. There is a skeleton for monographs and a skeleton for edited volumes. Choose what is appropriate for you.

### 5.2.2 Online editor

In order to familiarize yourself with L<sup>A</sup>T<sub>E</sub>X, you might also want to try the web-service [overleaf.com](http://overleaf.com) first (Figure 5.1). Visit <http://bit.ly/1u05Xgr> and select “open as template”. Click on [Project] at the very top to see all files. The most important file is `chapters/filename.tex`.

## 5.3 The skeleton

The skeleton has a main file, which is called `main.tex`. That main file draws information from a number of other files which are in the same directory. All those files start with `local...` Furthermore, the main file includes the `chapters`, which are found in the directory `chapters/`.

A number of auxiliary files are generated on the fly, these are `.toc` for the table of contents; `.bbl` for the bibliography; and `.ind`, `.and`, and `.lnd` for the indexes.

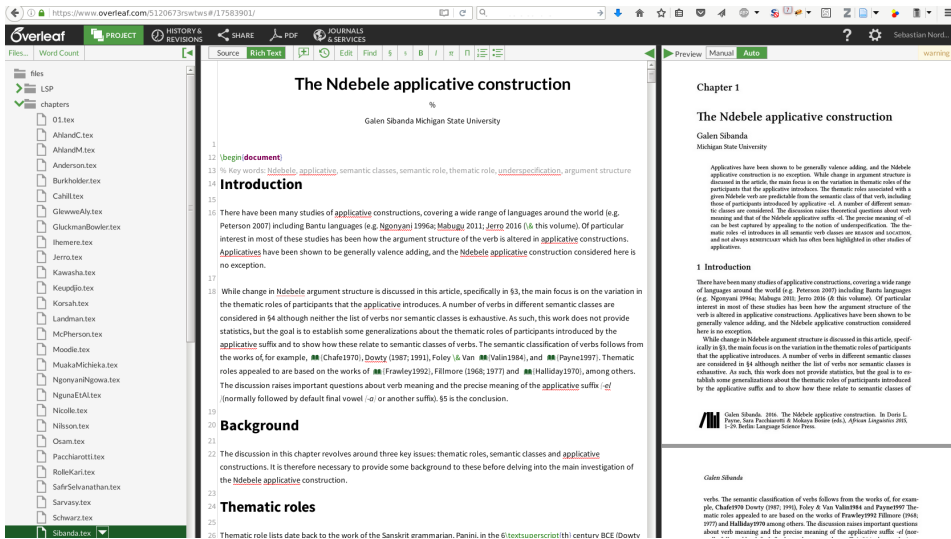


Figure 5.1: Overleaf

## 5.4 Using the langsci class

There are a variety of programs for making writing L<sup>A</sup>T<sub>E</sub>X documents easier.

For Mac OS, Texshop (Figure 5.2) and Texstudio (Figure 5.3) are popular choices. The latter is also available on Windows. For Linux, Kile is a very good L<sup>A</sup>T<sub>E</sub>X editor (Figure 5.4).

## 5.5 Producing the document

For an introduction to producing documents with L<sup>A</sup>T<sub>E</sub>X, see our screencast at <http://langsci-press.org/forAuthors>. In your L<sup>A</sup>T<sub>E</sub>X editor, there are various ways to create a pdf from your sourcecode. Choose x<sub>e</sub>l<sub>a</sub>tex. The first time you run it, it will produce a pdf with all the text, but with no table of contents. When you run it again, you will see the table of contents and the text. There are chances that your editor will show error messages. Common causes are unmatched braces or `\begin{...}` not followed by `\end{...}`. See <https://github.com/langsci/latex/wiki/Troubleshooting> for a list of common errors and remedies.

In order to include the bibliography, you have to run bibtex to read the bibliography, and then again x<sub>e</sub>l<sub>a</sub>tex to include it into your document. Pay attention to error messages and warnings.

## 5.5 Producing the document

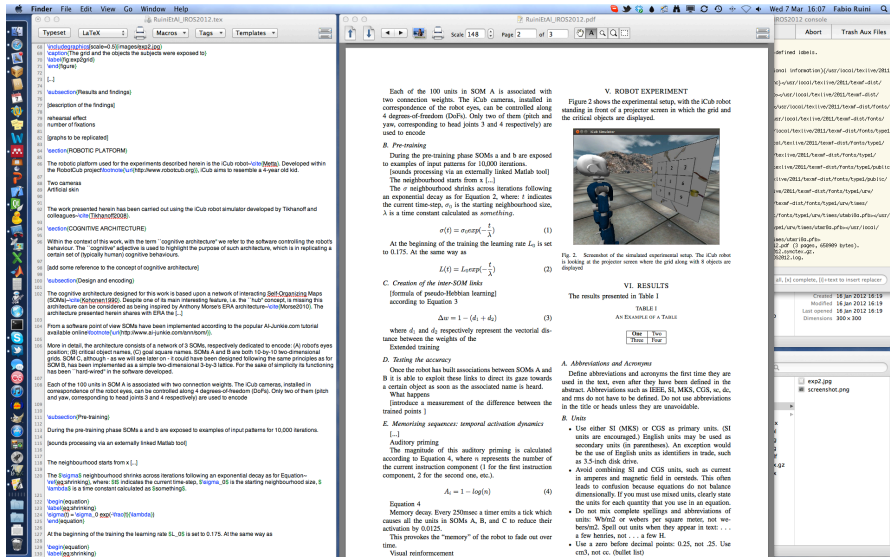


Figure 5.2: Textshop

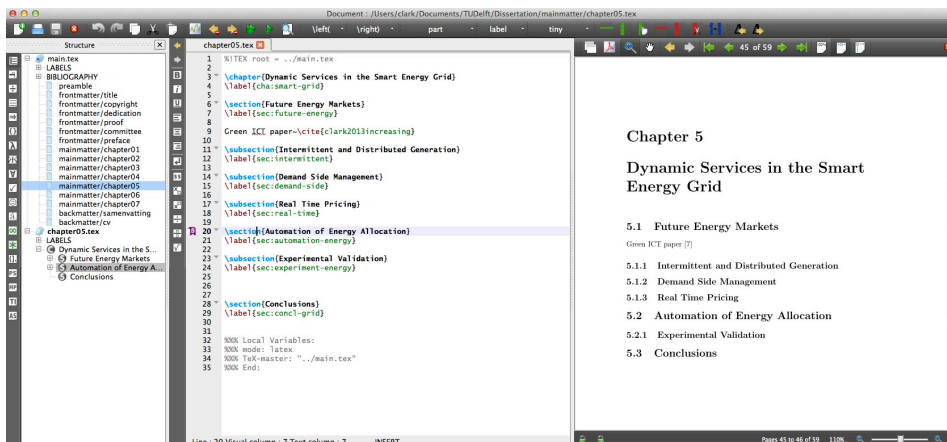


Figure 5.3: Textstudio

Table 5.1: File structure of the skeleton

file	content
localmetadata.tex	information about the author, the title, the ISBN, etc.
localpackages.tex	extra packages you might require, for instance for syntactic trees or Hebrew text
localcommands.tex	extra commands you might want to define, e.g. for very frequent abbreviations in your text
localhyphenation.tex	for words where the <i>L<sup>A</sup>T<sub>E</sub>X</i> hyphenation algorithm does not produce the desired result
localbibliography.bib	your bibliography in <i>BiB<sub>T</sub>E<sub>X</sub></i> -format
chapters/chapter1.tex	text
chapters/chapter2.tex	text
...	text
localseealso.tex	cross-references for the index

If you are using the skeleton for edited volumes, you have to run `bibtex` on all `*-blx.aux`-files (one for each chapter). If this is too cumbersome, you can also use the program `bibtexvolume.sh`, which will do this for you and which is found in the skeleton as well.

The creation of the indexes is a bit more complicated. You can leave this to the Language Science Press staff. The relevant commands are:

```
makeindex -o lsp-skeleton.and lsp-skeleton.adx
makeindex -o lsp-skeleton.lnd lsp-skeleton.ldx
makeindex -o lsp-skeleton.snd lsp-skeleton.sdx
```

## 5.6 Adapting the structure of the document

The general structure of the document is given by Language Science Press. You have a couple of options to change the structure:

- You can choose the skeleton for monograph or edited volume



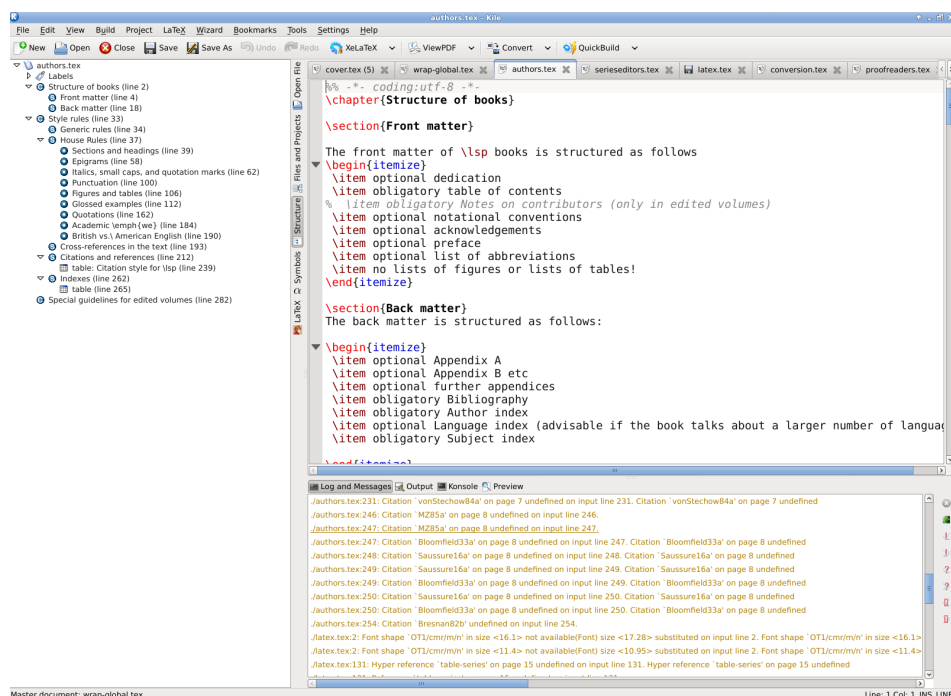


Figure 5.4: Kile

- You can add additional chapters to the directory chapters, for instance chapters/chapter4.tex or chapters/introduction.tex. Make sure to add `\include{chapters/introduction}` (without .tex) to your main file.
- You can add a preface, acknowledgements, or a list of abbreviations by removing the % from the relevant line in main.tex.

## 5.7 Common commands

The wealth of commands available in  $\text{\LaTeX}$  can be daunting at first sight. However, very soon you will see that you can get a very long way with some very basic commands. The first batch involve the structure of your document, i.e. the various levels of headings. These are:

- `\chapter{titleofheading}`
- `\section{titleofheading}`

- `\subsection{titleofheading}`
- `\subsubsection{titleofheading}`

These commands give you a numbered title in the right layout. Other common commands are `\label{labelname}` to assign a label, and `\ref{labelname}` to refer to a label. It is good practice to use `\sectref{labelname}`, `\tabref{labelname}`, `\figref{labelname}`, `\REF{labelname}`, to refer to sections, tables, figures, and linguistic examples, respectively. A reference to this section will be see `\sectref{sec:latex:commoncommands}`, which will produce “see §5.7”.

Other commands very often used in academic texts are `\citet{somework}` and `\citep{somework}`. Use the former to cite a work in the running text and the latter to cite it in parentheses. In order to avoid double parentheses, you can use `\citealt{somework}`. Page numbers are added with `\citet[99--123]{somework}`. Make sure to use a double hyphen for ranges, which will give a dash in the pdf. Citations work with keys from your Bib<sub>T</sub><sub>E</sub>Xfile. In the examples above `somework` is the key of a record in your Bib<sub>T</sub><sub>E</sub>Xfile. When `somework` is cited in the document, the pdf will show the right citation in the right style, and the work will be added automatically to the list of references at the very end. Please refer to the guidelines for bibliographies for more information.

If some text should not be in the normal font, use `\textit{text to change}` for italics, `\textbf{text to change}` for boldface, `\textsc{text to change}` for small capitals. Boldface must not be used in running text. It may be used for emphasis in linguistic examples. There is generally no need to use underlining. If you want to use underlining, get in touch with support.

### 5.7.1 Linguistic examples

Linguistic examples are typeset like this

```
\ea\label{ex:examplelabel}
\langinfo{French}{Indo-European}{personal knowledge}\\
\gll Jean aime Marie \\
      John love-\textsc{3s.pres.ind} Mary \\
\glt 'John loves Mary.'
\z
```

This gives you

- (1) French (Indo-European; personal knowledge)

*Jean aim-e Marie*  
 John love-3s.PRES.IND Mary  
 ‘John loves Mary.’

Rough alignment of glosses in the source text can be helpful, but is not necessary.  $\LaTeX$  will take care of alignment of the glosses automatically.

For more complicated examples with more lines, judgments, additional information and the like, refer to the showcases section, or to the documentation of the package `langsci-gb4e`. `\langinfo` should be used if the language cannot be assumed to be widely known. The first argument is the language, the second the family, the third the source. If the family is left blank, it will not display. If you give a reference in the source, use `\citealt` rather than `\citep`.

To avoid a page break in an example, put it between `\protectedex{...}`.

```
\protectedex{
\ea\label{ex:examplelabel}
\langinfo{French}{Indo-European}{personal knowledge}\\
\gll Jean aim-e Marie \\
      John love-\textsc{3s.pres.ind} Mary \\
\glt ‘John loves Mary.’
\z
}
```

## 5.7.2 Graphics

In order to add a graphics file, use the following stretch of code

```
\begin{figure}
\includegraphics[height=.3\textheight]{figures/filename.png}
\caption{Some good caption.}
\label{fig:chapterhandle:keytofigure}
\end{figure}
```

You can adapt the height, or use `\textwidth` instead of `\textheight`.

## 5.7.3 Tables

### 5.7.3.1 Basic tables

In order to add a table, use the following stretch of code:

```

\begin{table}
  \begin{tabularx}{\textwidth}{XXX}
    \lsptoprule
    German & French & Spanish \\
    \midrule
    Zelle & cellule & celda \\
    Zelle & cellule & celda \\
    Zelle & cellule & celda \\
    \lsppbottomrule
  \end{tabularx}
  \caption{Some good caption.}
  \label{tab:chapterhandle:keytotable}
\end{table}

```

This will give you Table 5.2. There are ways to add additional vertical lines, but this should generally not be done.

Table 5.2: Some good caption.

German	French	Spanish
Zelle	cellule	celda
Zelle	cellule	celda
Zelle	cellule	celda

You can use `\tablevspace` for separation of groups within a table.

You should not assume that a figure or table will be placed exactly where it appears in the text. Therefore, references like “in the table above/below” should not be used.

You can adapt the width of the table by using `.75\textwidth`, `.66\textwidth`, or `.5\textwidth`.

XXX tells *L<sup>A</sup>T<sub>E</sub>X* to split the available space into three equal portions and to justify the content inside the cells.

### 5.7.3.2 Tweaking tables

In order to assign explicit width to a column, use `p{1.75cm}` or whatever the desired length might be, instead of X. This will set the column width to 1.75cm

and justify the cell contents. If you would rather have left-aligned content without hyphenation, use `L{1.75cm}`, for center use `C{1.75cm}`, for right-aligned use `R{1.75cm}`.

If you want columns of equal width, use `X` as above for justified, `Q` for left-aligned, `S` for right aligned and `Z` for centered.

If you want the cell to be exactly the width of its content, use `l`, `r`, `c`, respectively. You can mix all column types freely as in Table 5.3. In case you find this to complex, stick to `l` and `X` for a start.

Table 5.3: Illustration of different column types.

<code>l</code>	<code>X</code>	<code>r</code>	<code>R{2cm}</code>	<code>Q</code>	<code>c</code>
			This content is very long but does not hyphenate.		
start	long cell w/ wrap- ping words	.95	It is right- aligned. The cell has a width of 2cm.	This cell, together with cells in column 2, takes up all remaining space, shared equally. It does not hyphenate.	center
s		.0001			c

#### 5.7.4 Footnotes

In order to add footnotes, use the command `\footnote{...}`. If you want to use a footnote in an example, use `word\footnotemark word` and add a line with `\footnotetext{text of the footnote}` just before the translation of the example. You should not add footnotes to tables or figures. Add the content in the running text, either in the main body of the text or as a footnote.

### 5.7.5 Landscape

A common requirement is to put pages in landscape orientation rather than portrait. In order to do this, use `sidewaysfigure` or `sidewaystable` instead of the normal `figure` or `table`.

### 5.7.6 Fitting large content on the page

Another common requirement is fitting a table or other element which is a bit too large on the page. In order to do this, use `\fittable{stuff to resize}`. This works for figures as well.

For other special needs, please contact our coordinator at [support@langsci-press.org](mailto:support@langsci-press.org).

### 5.7.7 Computer code

Please use the `listings` environment. You can change which words should count as keywords. A list of pre-defined languages can be found in the user guide of the `Listings` package.

```
\begin{lstlisting}[language=Python, stringstyle=\color{blue}]
greeting = "Hello"
addressees = ["World", "Sky"]
for addressee in addressees:
    print greeting, addressee
\end{lstlisting}
```

```
greeting = "Hello"
addressees = ["World", "Sky"]
for addressee in addressees:
    print greeting, addressee
```

## 5.8 Adapting the class to your needs

Additional packages can be added via `\usepackage{package}` in the file `localpackages.tex`. Additional commands can be added via

```
\newcommand{\commandname}{commanddefinition}
```

Different subdisciplines of linguistics have different requirements. Syntactic trees, generously stacked diacritics, attribute-value matrices, foreign scripts (possibly right-to-left) or OT-tableaus come to mind. Have a look at the “showcases” guideline to see how to typeset these elements.

## 5.9 Drafts

Since Language Science Press does not have any commercial interest, you can put your book on webpages and distribute it freely. We encourage authors to do this in order to discuss the work and improve it before final publication. If authors want to circulate prefinal versions, they can use the option `draftmode`. This prints a large watermark onto the first page and adds a footer to every page that informs the reader about the fact that they are reading a draft and the date and time of the creation of the draft.





## 6 Conversion

### 6.1 Conversion using the webservice

While it is preferable to work in  $\text{\LaTeX}$  from the start, this is not always possible. For edited volumes, for instance, it is common that not all authors can acquire the necessary skills in due course. For those cases, you can use the templates for MS Word and LibreOffice provided on <http://langsci-press.org/templatesAndTools>. Follow the instructions in the templates. When you are finished, upload your file to <http://glottotopia.org/doc2tex/doc2tex>. This will give you a file which you can copy into the skeleton (Figure 6.1). You have the choice between “raw” and “mod”. Generally, “mod” is preferable as a number of adaptations for linguists and Language Science Press are already in place. If you run into problems with “mod”, you can use “raw” as a fallback. You can then either copy and paste the converted document to a file of your own, or you can open the document directly in Overleaf (Figure 6.2).

Note that the converter was built in 2015. Newer versions of MS Word/LibreOffice may introduce items unknown to the converter. In this case, contact support immediately.

### 6.2 Manual conversion

If you want to convert your file on your local computer, you can use the program `writer2latex`. The relevant command is

```
w2l -wrap_lines_after=0 -multilingual=false
-simple_table_limit=10 -use_supertabular=false
-float_tables=true -float_figures=true
-use_caption=true -image_options=width=\textwidth
-inputencoding=utf8 -use_tipa=false -use_bibtex=true
-formatting=convert_most -ignore_empty_paragraphs=true
-use_color=false -page_formatting=ignore_all
-use_hyperref=true mydocument.odt
```

## 6 Conversion

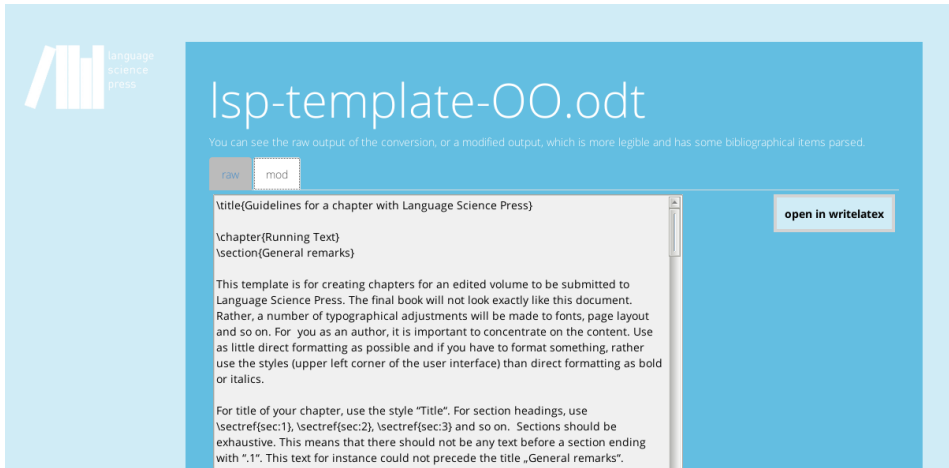


Figure 6.1: After converting the template on [http://glottopia.org/doc2tex](http://glottopia.org/doc2tex/doc2tex).

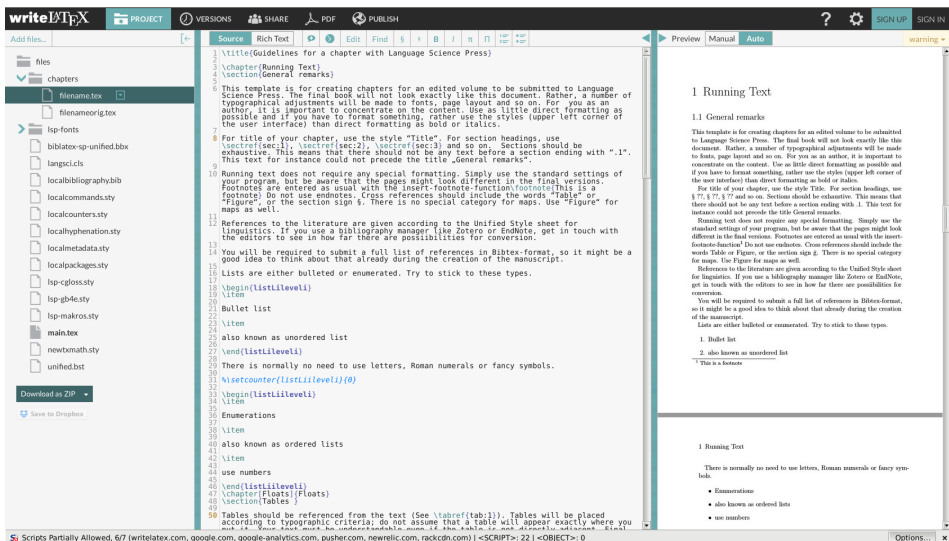


Figure 6.2: Opening the converted document on Overleaf.

## 6.3 Manual postprocessing

While the converter tries to convert as much as possible, there are a some places where manual postprocessing is still required. These include graphics, cross-references and some bibliographical references.

### 6.3.1 Graphics

All graphics are commented out by default since the files will not be available on Overleaf until you upload them. So the following stretch

```
\begin{figure}[h]
[Warning: Image ignored] %Unhandled or unsupported graphics:
%\includegraphics[width=\textwidth]
{a8dc5773011814b3b98013db7af4ec7e9-img1.png}
\caption[Some caption]{Some caption}
\end{figure}
```

has to become

```
\begin{figure}[h]
\includegraphics[width=\textwidth]{realnameofthefile.png}
\caption{Some caption}
\label{fig:chaptername:filehandle}
\end{figure}
```

### 6.3.2 Cross-references

Generally, references to sections and examples should work. Occasionally, there might be problems with stretches like “(12a)” or “(12-15)”. These have to be fixed manually.

### 6.3.3 Bibliographical references

The most common bibliographical references should work. Where authors have names which consist of two parts (such as “Van Valin”), the author is often mis-recognized as “Valin”. Also, stretches like “Smith 2000, 2001a,b, 2002” will need manual postprocessing.



## 7 Proofreading

Proofreaders should pay attention to spelling, grammar, style, etc. Please refer to the Generic Style Rules and the house rules listed in §3.2.

Proofreaders can choose their preferred way of working. PDF comments, scanned comments on printout, or lists of errors with page numbers are in principle all acceptable. In general, however, it is preferable that proofreaders work on the online annotation platform [www.paperhive.org](http://www.paperhive.org).

### Proofreading text

- ☐ All floats are referenced.
- ☐ All examples are referenced.
- ☐ The guidelines adhered to.
- ☐ British or American spelling is consistent per author.
- ☐ “Section”, “Table”, or “Figure” in cross-references are capitalized.
- ☐ Spacing after punctuation and parentheses is correct.
- ☐ Parentheses and brackets in examples are not italicized.
- ☐ Subscripts in examples are not italicized.
- ☐ Footnotemarks in examples are not italicized.
- ☐ Parentheses are set correctly for all references.
- ☐ Examples which are full sentences finish with punctuation in both source and translation.
- ☐ Examples which are not full sentences do not have a punctuation mark in source or translation.
- ☐ Alignment of glossed examples is correct.

### Proofreading list of references

- ☐ All first names are given in full unless the person prefers to use initials.
- ☐ et al. not used in list of references
- ☐ Subtitles are capitalized
- ☐ Proper nouns are capitalized
- ☐ German nouns are capitalized
- ☐ No extraneous information in list of references
- ☐ Series title and series number are typeset correctly

# 8 Indexing

## 8.1 Basic indexing

Language Science Press books have an obligatory Name Index and an obligatory Subject Index. The Language Index is optional and should be used if your work makes reference to more than one language. For the various ways to add entries to the index, refer to Table 8.1. For every index, there are two commands. The shorter one adds a term to the relevant index but does not change your text. This is useful if the term you want to add to your index does not appear in exactly the same way in the text. If the term is indeed identical, you can use the command with an extra `i`.

Table 8.1: Commands for creating index entries.

type	command	indexed term
Subject index	Nominalized sentences <code>\is{nominalization}</code> are common.	nominalization
Subject index identical	... while <code>\isi{nominalization}</code> is less frequent ...	nominalization
Language index	Varieties of Chinese <code>\il{Sinitic languages}</code> differ in that ...	Sinitic languages
Language index identical	The <code>\ili{Sinitic languages}</code> , however, ...	Sinitic languages
Author index	In Homeric <code>\ia{Homer}</code> language, ...	Homer
Author index identical	This contradicts <code>\iai{Homer}</code> , who had advocated ...	Homer

Do not use the indexing commands directly before punctuation as it can produce unwanted white space. Put it after the punctuation instead.

### 8.1.1 Ranges

If there are two or more entries on subsequent pages, the index generation will automatically produce a range. So, instead of ‘33,34,35,36’, it will print out ‘33–36’. You can produce ranges yourself by using `\is{someterm}|()` for the start and `\is{someterm}|)` for the end of the range.

### 8.1.2 Creation of the indexes

When you are done with adding index terms to your document, the following commands will produce the Subject Index and the Language Index

```
makeindex -o main.lnd main.ldx
makeindex -o main.snd main.sdx
```

In order to create the author index, run

```
sed -i s/.*\emph.*// main.adx
makeindex -o main.and main.adx
```

After the creation of the indexes, check for every index whether it contains only terms that should be found in this index (no languages in Subject Index and vice versa). Furthermore, check that every concept has exactly one entry in the index. It is easy to index the same concept once in the singular and then again in the plural, or once with a hyphen and once without.

For the Name Index, make sure that every author has exactly one entry. Common errors include abbreviated names, middle initials which are present in one entry but absent in another, different transcriptions of a name, and diacritics. These issues are fixed by opening your bibliography file and conforming the names of the authors there.

After your indexed terms are final, check the Name Index for terms which are not names. This happens if one of your cited works has an institution as the author. Open the `.adx` file and remove that entry. Be aware that a recompilation of your index will overwrite your changes. You can also adapt the `Makefile` to automatically remove such items in future compilations.



### 8.1.3 See also

We provide a file `localseealso.tex` where you can list crossreferences in the index.

### 8.1.4 Checking the index

You can show the indexed terms on their pages with the option `showindex`.

#### Indexes

- ☐ Subject index is there
- ☐ Language index is there
- ☐ Author index is there
- ☐ No duplicate terms in subject index
- ☐ No duplicate terms in language index
- ☐ Author index has no titles in it
- ☐ Author index has no institutions in it
- ☐ No duplicate authors in author index



## 9 Typesetting

In order to finalize the typesetting of your volume, proceed as follows, in exactly that order:

1. Make sure that the content of your book is absolutely final. No typos, no misrepresentations, no weird sentences should be left.
2. Make again sure that the content is final.
3. Make sure title and author fit on both cover and spine.
4. Check that all chapter titles fit the page width and on their line in the table of contents.
5. Check that even page headers fit the page width for all chapters.
6. Check that odd page headers fit the page width for all chapters.
7. (For edited volumes) check that all chapter authors have correct affiliations.
8. (For edited volumes) check that all chapter authors fit the page width and on their line in the table of contents. Check spacing in the table of contents.
9. Check the appearance of the table of contents.
10. Check the impressum page. Is all information about authors, typesetters, proofreaders, series given?
11. Check whether all lines fit the page width. If there are lines which stick out, this is either due to missing information about hyphenation, or there is simply no good way to fit the words in one line. In the former case, add hyphenation information to the file `localhyphenation.sty`. You can also prevent hyphenation of a word by putting it in an `\mbox{}`. Sometimes, the only solution is to change the sentence slightly. Common operations include changing the place of an adverb or using synonyms.

12. Check whether all tables and figure fit page width (and page height). You can use `\resizebox{\linewidth}{!}{...}` or `\fitpagewidth{...}` to make them fit.
13. Place all tables and figures with the options `. [h]ere`, `[t]op` of page, `[b]ottom` of page, separate `[p]age`. You can use several of these options, e.g. `\begin{figure}[ht]` to place a figure either exactly where it is in the document or on the top of this page or another page. A figure should generally appear as close to the text which refers to it, either on the same page or a following page. If the figure is on a following page, it is preferable that the reader does not have to turn the page. Next to the parameters `[hbpt]`, you can also change the position of the relevant lines of source code to “move” a figure to the top or bottom of another page of the pdf. Finally, you can also slightly change the size of the figure or table to be able to fit it on the desired page.
14. check for split footnotes. Sometimes, long footnotes are split across pages. You can use `\largerpage` as above, or you can try to move the word with the footnote to another page. Sometimes, there are chain dependencies, which can be tough to resolve.
15. check for widows and orphans. If a paragraph is split between pages, there should be at least two lines on both pages. In order to move an orphan to the following page, use `\newpage` at the relevant position. In order to pull a widow back to the preceding page, use `\largerpage`. You can also use `\largerpage[2]`, or any other number, if every you really need a much longer page. Negative numbers are also possible.

## Typesetting

- ☐ Content fits on title page
- ☐ Content fits on back page
- ☐ Content fits on spine
- ☐ Chapter titles fit toc
- ☐ Author names fit line below chapter titles
- ☐ Author names fit line in toc
- ☐ Even page headers fit page
- ☐ Odd page headers fit page
- ☐ Imprint page has information about authors
- ☐ Imprint page has information about proofreaders
- ☐ Imprint page has information about typesetters
- ☐ Series overview page has information about this title
- ☐ Series overview page has information about other titles in series
- ☐ All lines in book fit page width
- ☐ All tables fit on pages
- ☐ All figures fit on pages
- ☐ Tables and figures are placed in sensible positions
- ☐ No split footnotes
- ☐ No widows
- ☐ No orphans



# **10 Commitment to openness**

## **10.1 Open Access and its friends**

Language Science Press has a commitment to openness. This means that, beyond Open Access, we also use Open Source Software, and we make our workflows and organizational structure publicly available so that other projects can draw on our work. The licenses we use obey the Open Definition (<http://opendefinition.org>), meaning that everybody is always free to use our work if they attribute it properly.

## **10.2 Tracking progress**

### **10.2.1 GitHub**

A book is a complex document. Once your book is in final production mode, we use github to track versions and changes (Figure 10.1). You can use GitHub during the writing process as well (in fact, this will make the transition much smoother).

### **10.2.2 Trello**

In order to keep things organized, we use Trello (Figure 10.2). Trello allows to distribute tasks such as bibliography update, proofreading, index creation and so on and keeps track of progress.

10 Commitment to openness

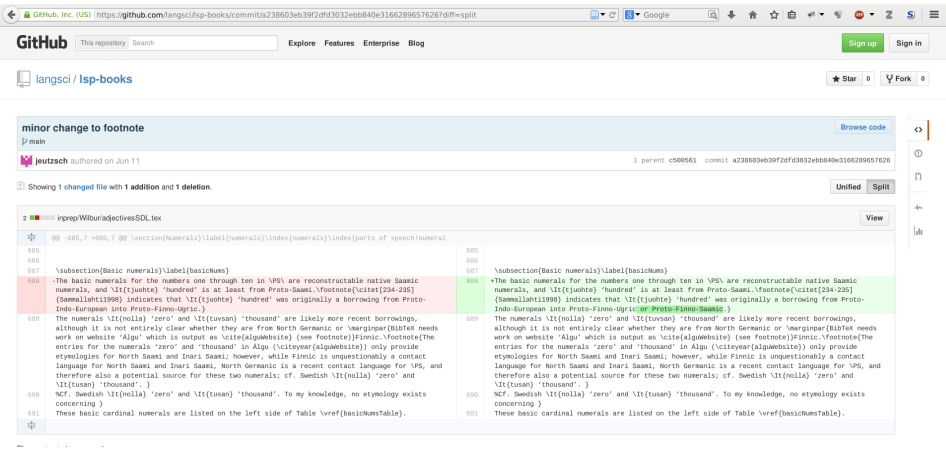


Figure 10.1: GitHub highlighting version history

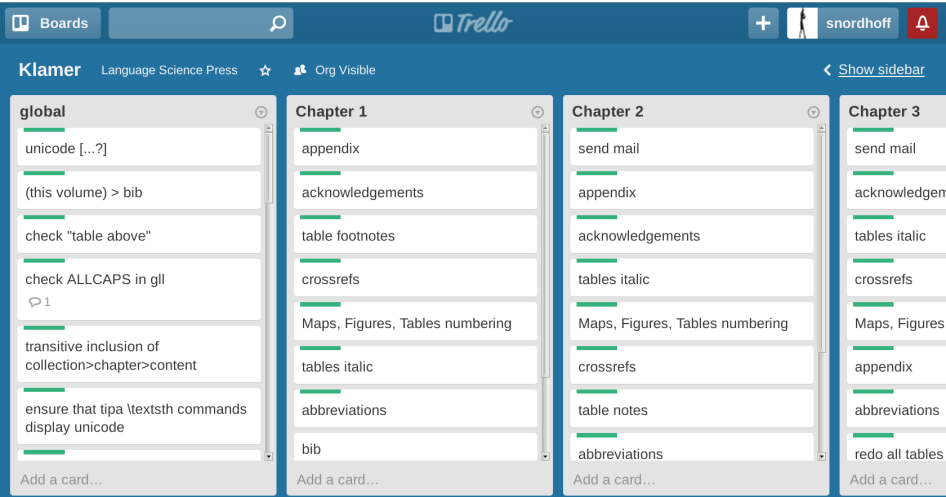


Figure 10.2: Trello



# 11 Showcases

There is a huge amount of packages that can be used for various purposes. Mittelbach & Goossens (2013) is a good reference book. This section discusses some aspects of some packages that are relevant for linguistics. Every L<sup>A</sup>T<sub>E</sub>X package comes with a documentation and users should consult these documentations, too. The purpose of this section is to point users to the packages that we think serve their purpose best and that are compatible with other packages and the Language Science Press classes.

## 11.1 Glossed examples

Glossed examples are typeset with a modified version of the gb4e package by Craig Thiersch. The modified package is called `langsci-gb4e`.

Simple examples like (1) can be typeset as shown below.

- (1) *Der Mann schläft.*  
the man sleeps  
'The man sleeps.'

```
\ea
\gll Der Mann schläft.\\
      the man sleeps\\
\glt 'The man sleeps.'
\z
```

Grammaticality judgments can be added in brackets. Note that in this case, braces have to be used around the rest of the example

- (2) \* *Der Mann schlafen.*  
the man sleep  
'(The man sleeps.)'

## 11 Showcases

```
\ea[*]{
  \gll Der Mann schläft.\\
        the man sleeps\\
  \glt '(The man sleeps.)'
}
\z
```

Lists of examples can be typeset with nested `\ea` and `\z` respectively. The example in (3) shows how the sentences can be aligned properly. Note that the first example in a list gets `\ea`, the subsequent ones get `\ex`. Also note the empty grammaticality judgment for the first example in order to align it with the second example, which has a `*`.

- (3) a. *Ich glaube dem Linguisten nicht, einen Nobelpreis gewonnen zu haben.*  
I believe the linguist not a Nobel.prize won to have  
'I don't believe linguist's claim that he won a Nobel prize.'
- b. *\* Dem Linguisten einen Nobelpreis glaube ich nicht gewonnen zu haben.*  
the linguist a Nobel.prize believe I not won to have

```
\ea
\ea[] {
  \gll Ich glaube dem Linguisten nicht,
        einen Nobelpreis gewonnen zu haben.\\
        I believe the linguist not
        a Nobel.prize won to have\\
  \glt 'I don't believe linguist's claim
        that he won a Nobel prize.'
}
```

```

\ex[*]{
\gll Dem Linguisten einen Nobelpreis  glaube
      ich nicht gewonnen zu haben.\\
      the linguist   a      Nobel.prize believe
      I   not   won      to have\\
}
\z
\z

```

If you want to add a footnote that provides the source of an example as in (4), you can do this as follows:

- (4) *Piloten fik frataget sit certifikat*<sup>1</sup>  
 pilot.DEF got deprived.of his license  
 ‘The pilot was deprived of his license to fly.’

```

\ea
\gll Piloten fik frataget sit certifikat{\footnotemark}\\
      pilot.\textsc{def} got deprived.of his license\\
\footnotetext{KorpusDK.}
\glt ‘The pilot was deprived of his license to fly.’
\z

```

Please call the `\footnotetext` command before the translation, since otherwise the footnotetext may be typeset on a page that is different from the one where the footnotemark is set.

In some subdisciplines of linguistics (e.g. typology) the examples are written in italics. This is done automatically according to the series you publish in.

If the series decides to use italics, it has to be ensured that structural markup like brackets are not typeset in italics. Use `\ob` for opening brackets and `\cb` for closing brackets. `\op` and `\cp` provide the same for parens.

```

\ea
\gll ein {\ob}interessantes Beispiel{\cb}\\
      an   interesting      example\\
\glt ‘an interesting example’
\z

```

---

<sup>1</sup> KorpusDK.

## 11 Showcases

- (5) *ein [interessantes Beispiel]*  
an interesting example  
'an interesting example'

In order to align the gloss with the beginning of the source word, and not with the bracket, you can use {\db} (dummy bracket).

```
\ea
\gll ein {\ob}interessantes Beispiel{\cb}\\
      an {\db}interesting           example\\
\glt 'an interesting example'
\z
```

- (6) *ein [interessantes Beispiel]*  
an interesting example  
'an interesting example'

In typological series examples often come with the language name and references. The examples on page 6 are typeset as follows:

```
\ea
\langinfo{Mising}{Sino-Tibetan}{\citealt[69]{Prasad91a}}\\
\gll azóně dólun\\
      small village\\
\glt 'a small village'
\z
```

- (7) Mising (Sino-Tibetan; Prasad 1991: 69)  
*azóně dólun*  
small village  
'a small village'

```

\ea
\ea
  \langinfo{Apatani}{Sino-Tibetan}{\citealt[23]{Abraham85a}}\\
  \gll aki atu\\
    dog small\\
  \glt ‘the small dog’
\ex
\langinfo{Temiar}{Austroasiatic}{\citealt[155]{Benjamin76a}}\\
  \gll dēk mənū?\\
    house big\\
  \glt ‘big house’
\z
\z

```

- (8) a. Apatani (Sino-Tibetan; Abraham 1985: 23)  
*aki atu*  
 dog small  
 ‘the small dog’
- b. Temiar (Austroasiatic; Benjamin 1976: 155)  
*dēk mənū?*  
 house big  
 ‘big house’

## 11.2 jambox

The package `jambox` by Alexis Dimitriadis can be used to provide information about the language of an example or about a certain other aspect to be highlighted.

- (9) a. Ingrid kiel-et il-mazzit-a. (SVO)  
 Ingrid eat-3SG.F DEF-black.pudding-SG.F  
 ‘Ingrid ate black pudding.’
- b. Kielet ilmazzita Ingrid. (VOS)
- c. \* Kielet Ingrid ilmazzita. (VSO)
- d. Ingrid ilmazzita kielet. (SOV)
- e. Ilmazzita Ingrid kielet. (OSV)
- f. Ilmazzita kielet Ingrid. (OVS)

The call of `\jambbox` has to follow the linebreak after the gloss:

```
\ex[]{\label{ex-ingrid-kielet-ilmazzita}
\gll Ingrid kiel-et il-mazzit-a.\
      Ingrid eat-3fsg def-black.pudding-fsg\ \jambox{(SV0)}
\glt 'Ingrid ate black pudding.'
}
```

The distance from the right margin can be specified by passing the largest object to be placed in a jambox to `\settowidth`:

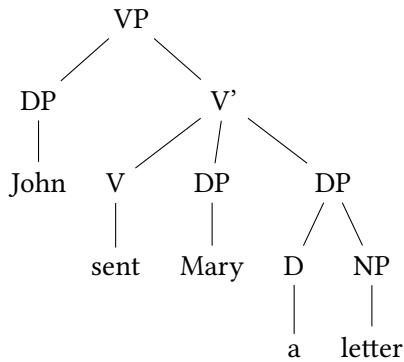
- (10) a. The man reads the book. (English)  
b. Manden læser bogen. (Danish)  
c. Der Mann liest das Buch. (German)

```
\ea
\settowidth\jamwidth{(German)}
\ea The man reads the book.      \jambox{(English)}
\ex Manden læser bogen.          \jambox{(Danish)}
\ex Der Mann liest das Buch.      \jambox{(German)}
\z
\z
```

### 11.3 Trees: forest

Linguistic trees can be typeset with the forest package. An example is given below.

```
\begin{forest}
  [VP
    [DP[John]]
    [V'
      [V[sent]]
      [DP[Mary]]
      [DP[D[a]][NP[letter]]]
    ]
  ]
\end{forest}
```



## 11.4 Diagrams

For easy diagrams, we provide the command `\barplot` (see Figure 11.1). More complicated programs can be drawn with TikZ as well, please contact support. For diagrams consisting only of lines, curves, boxes, and symbols, please provide the data, we will draw them in TikZ. For heatmaps and the like, please provide high resolution graphics files.

```

\begin{figure}
  \barplot{Person}{\%}{P01,P02,P03}{
    (P01,19.47733441)
    (P02,04.99311069)
    (P03,01.22486586)
  }
  \caption{Ratio of fixation time in the caption area in
    relation to fixation time to the whole screen}
\end{figure}

```

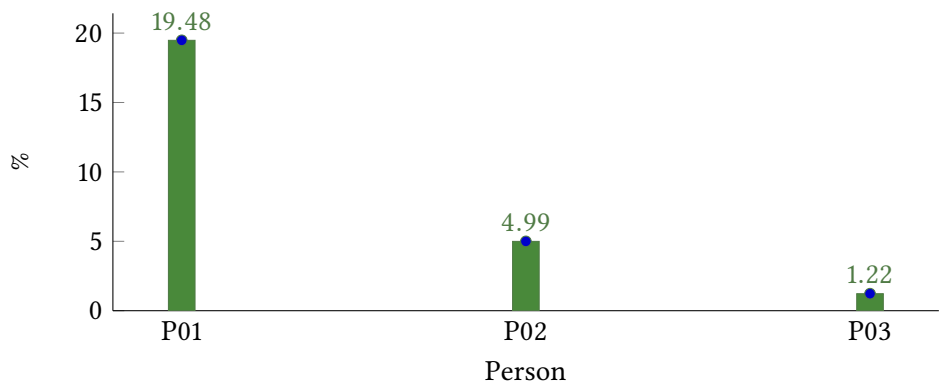


Figure 11.1: Ratio of fixation time in the caption area in relation to fixation time to the whole screen



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# Name index

Abraham, P. T., 9, 47

Benjamin, Geoffrey, 9, 47

Bloomfield, Leonard, 12

Chomsky, Noam, 9

Dimitriadis, Alexis, 47

Dryer, Matthew S., 6

Goossens, Michael, 43

Haspelmath, Martin, 6

Maling, Joan, 12

Mittelbach, Frank, 43

Prasad, Bal Ram, 6, 46

Saussure, Ferdinand de, 12

Thiersch, Craig, 43

Zaenen, Annie, 12

# Language index

Apatani, 9, 47

French, 21

Maltese, 47

Mising, 6, 46

Temiar, 9, 47

Zulu, 6

# Subject index

footnote, 45

glossing, 43–46

package

- jambox, 47–48

- lsp-gb4e, 43–46

- GB4E, 43