

# Language Science Press guidelines

Complete set of guidelines

Language Science Press Guidelines





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# 1 Structure of books

## 1.1 Front matter

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

- optional dedication
- obligatory table of contents
- optional notational conventions
- optional acknowledgements
- optional preface
- optional list of abbreviations
- no lists of figures or lists of tables!

## 1.2 Back matter

The back matter is structured as follows:

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





## 2 Style rules

### 2.1 Generic rules

We use the *Generic Style Rules for Linguistics*.

### 2.2 House Rules

#### 2.2.1 Sections and headings

All sections (= parts of chapters) have headings and are numbered. Authors may use structures with up to six levels, i.e. there may be a section with the number 1.2.3.4.5.6.<sup>1</sup> However, such elaborated structures may be difficult for the readers, so there should be a good motivation for going beyond three or four levels.

Sections and subsections must be minimally two and must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section must belong to some subsection and so on.

Please do not change the capitalization of words when they are used in titles. This also applies to the title (and subtitle) of the book itself and to the bibliographical references. Language Science Press never uses special capitalization.

#### 2.2.2 Epigrams

You can use epigrams for your chapters. When using epigrams in edited volumes, make sure that the combination of epigram and abstract leaves room for the actual chapter to start on the same page.

#### 2.2.3 Italics, small caps, and quotation marks

**Boldface** is generally restricted to section headings. *Italics* are used for the following purposes:

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<sup>1</sup> See page 56 for an actual use of subsubsections.

## 2 Style rules

1. for all object-language forms that are cited within the text or in set-off examples (e.g. in (2) and (4) below), unless they are written in IPA or otherwise in the context of the discussion of sounds;
2. when a technical term is referred to, e.g. “the term *quotative* is not appropriate here”, or “I call this construction *quotative*”. In such contexts, English technical terms are thus treated like object-language forms;
3. for emphasis of a particular word that is not a technical term (“This is possible here, but *only* here”). SMALL CAPS are used for highlighting important terms on first mention, e.g.
  - (1) *On this basis, the two main alignment types, namely NOMINATIVE-ACCUSATIVE and ERGATIVE-ABSOLUTIVE, are distinguished.*

Small caps are also used for category abbreviations in interlinear glossing, and they may be used to indicate stress or focusing in example sentences:

- (2) *John called Mary a Republican and then SHE insulted HIM.*

Double quotation marks are generally used for distancing, in particular in the following situations:

1. when a passage from another work is cited in the text (e.g. According to Takahashi (2009: 33), “quotatives were never used in subordinate clauses in Old Japanese”); but block quotations do not have quotation marks;
2. when a technical term is mentioned that the author does not want to adopt, but wants to mention, e.g.
  - (3) *This is sometimes called “pseudo-conservatism”, but I will not use this term here, as it could lead to confusion.*

Single quotation marks are used exclusively for linguistic meanings, as in the following:

- (4) *Latin habere ‘have’ is not cognate with Old English hafian ‘have’.*

### 2.2.4 Punctuation

Please use punctuation consistently. If you use initial adverbial clauses, please use commas: “When referring to such nominatives, I use ....” EN-dashes are used for ranges (e.g. 1985–1995).

### 2.2.5 Figures and tables

Figures and tables should come with a caption. You do not have to worry about the placement of captions as it is automatic. Like headings, the captions should not use special capitalization. Footnotes should not be used in tables or figures but should be attached to the text where the table is referred to.

### 2.2.6 Glossed examples

Please gloss all example sentences from languages other than English and provide them with idiomatic translations. The glossing should be done according to the Leipzig Glossing Rules. 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.

The formatting of example sentences in the typological series follows the format that is used by the World Atlas of Language Structures (Haspelmath et al. 2005): If there is just one example sentence for an example number, the language name follows the example number directly, as in (5); it may be followed by the reference.

- (5) 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:

- (6) Zulu (Poulos & Bosch 1997: 19; 63)
- a. *Shay-a inja!*  
 hit-IMP.2SG dog  
 ‘Hit the dog!’
  - b. *Mus-a uku-shay-a inga!*  
 NEG.IMP.AUX-2SG INF-hit-INF dog  
 ‘Do not hit the dog!’

If two examples with different numbers belong to the same language, the language name is repeated only if the identity of the language is not clear from the

## 2 Style rules

context. If an example consists of several sub-examples from different languages, the language name and references follow the letters, as in (7).

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

### 2.2.7 Quotations

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

### 2.2.8 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”.

### 2.2.9 British vs. American English

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

## 2.3 Cross-references in the text

Please use the cross-referencing mechanisms of your text editing/type setting 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.

Please use capitals if you refer to numbered chapters, sections, tables, figure, or footnotes: *As we have shown in Section 3.1*, *As Figure 3.5 shows*. Do not capitalize without a number: *In the following section we will discuss*. Depending on the series and the language the book is published in authors may also use the § sign instead of the word *Section*. So the above sentence would read: *As we have shown in § 3.1*.

## 2.4 Citations and references

A citation is author-year information (optionally with page number or other more detailed information) in the text. A bibliographical reference is metadata about a work that is cited.

If books or larger articles are cited for a smaller point, exact page numbers should be provided. This is a good service to the readers, and it is also good for authors since it helps them to keep track of their source and enables them to find and reread the referenced passages and it is a good service to the readers.

For references in the bibliography, we use the *Unified Style Sheet for Linguistics*,<sup>2</sup>. The B<sub>B</sub>T<sub>E</sub>X file is contained in the L<sup>A</sup>T<sub>E</sub>X classes that are used for typesetting Language Science Press books.

Please deliver a B<sub>B</sub>T<sub>E</sub>X file with all your references together with your submissions. B<sub>B</sub>T<sub>E</sub>X 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. These authors will then be cited as Van Eynde (2006) and von Stechow (1984). Note that Dutch names like “de Hoop” are not treated differently from other surnames.

Many bibliographies have inconsistent capitalization. We decapitalize all titles and booktitles. If there is a proper name in a title, enclose it in {} to prevent

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<sup>2</sup> <http://celxj.org/downloads/UnifiedStyleSheet.pdf>

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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.

The references in your `BIBTEX` file will automatically be correctly typeset. 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 2.1.

Table 2.1: Citation style for Language Science Press

citation type	example
author	As Maling & Zaenen (1985: 215) have shown As Maling & Zaenen (1985: 215) and Bloomfield (1933) have shown
work	As was shown in Saussure (1916: 215), this is a problem for theories that ...
work	This is not true (Saussure 1916; Bloomfield 1933).
no double parentheses	This is not true (Saussure 1916 and especially Bloomfield 1933).

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 ‘;’.

If you refer to regions in a text, for instance 111–112, please do not use 111f. or 111ff. but provide the full information.

## 2.5 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 completely. 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 Generic Style Rules

Toward discipline-specific text-structure style rules Scientists have certain style rules for structural aspects of their research papers and monographs, which in the past were primarily set and enforced by the academic publishers. But in the 21st century, science is increasingly international and research papers spread easily even without the publishers' copy-editors and style watchers. This does not mean that there is no need for style rules anymore. It makes our research and our publication activities easier if we agree on a common set of conventions for frequently recurring structural aspects of our writings, of the sort that are commonly prescribed in journal style sheets (called TEXT-STRUCTURE style here). But it is inefficient if these rules are set by individual journal editors or publishers, because scientists usually publish in diverse venues, and being forced to apply different style rules in different papers is an unnecessary burden on the authors. If linguists could agree on a set of rules, then linguistics publishers would probably be happy to adopt them sooner or later, because they would no longer have to worry about enforcing their house styles. For the specific case of formatting rules for bibliographical references, this has already happened: In 2007, a number of linguistics journal editors agreed on a "Unified Style Sheet 1for Linguistics", and these rules for bibliographical reference style have been widely adopted, not just for journals, but also for linguistics books. Another aspect of form style has been widely adopted: The Leipzig Glossing Rules for 2interlinear morpheme-by-morpheme glosses. Quite a few journals and publishers now recommend or prescribe their use, and many authors refer to them. The Leipzig Glossing Rules are now typically taught in linguistics classes, and more and more linguists find it normal that knowing them is part of their disciplinary competence. The following style rules for formal aspects of linguistics papers were formulated in the same spirit. Linguistics papers have been converging in their text-structure style over the last 20 years anyway, so while there are still a number of things that are sometimes done differently, none of the following rules will be particularly controversial. In most cases, the rules reflect majority usage, and none of the rules represents an innovation. Where they do not appear to reflect majority usage, they are always simpler than the majority usage (e.g. eliminating poorly moti-

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vated exceptions to general rules). Text-structure style should primarily be practical and can often leave aside purely aesthetic considerations. The present style rules focus on special conventions for linguistics-specific aspects like numbered example sentences and the representation of material from other languages, but also provide guidance for many other aspects of text-structure style which should be uniform across a paper, or an edited volume, and probably also across the papers of a journal. The rules do not say anything about more specific notational conventions that are relevant only to certain subcommunities of linguists, e.g. for syntactic tree representation,

1 <https://linguistlist.org/pubs/journals/>

2 <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

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transcription of spoken dialogue, optimality-theoretic tableaux, and so on. More specific documents would be needed for each of these. Nothing is said here about typographic features such as font type, font size, indentation and line spacing, let alone about margin and paper size. Journal style sheets often specify these as well, but they seem increasingly irrelevant. There is also nothing about English spelling, generic pronoun use or date format, as these are issues that are not specific to linguistics and rarely present problems in editing linguistics papers. The present rules are also different from journal style sheets in that they do not give instructions for submitting a paper for typesetting, but concern the form of a paper as it should look to the reader. The reason for this is that while submission rules will continue to depend on diverse typesetting technologies, there is no reason why linguists should not agree on the way certain formal aspects of their papers should appear to the reader. Occasionally the rules below make reference to some other prominent stylesheets, especially those of the journals *Language* (LSA), *Linguistic Inquiry* (MIT Press), *Journal of Linguistics* (Cambridge), and the "Stylesheet for De Gruyter Mouton journals".<sup>3</sup> There is no systematic comparison, but some cross-references seem useful to make readers aware of certain salient differences between styles. 1. Parts of the text The text of an article begins with the title, followed by the name of the author and the affiliation. Articles are preceded by an abstract of 100–300 words. About five keywords are given. Articles are subdivided into numbered sections (and possibly subsections), each of which has a heading. The numbering always begins with 1 (Section 1: 1.1, 1.2, Section 2: 2.1, 2.2, etc.), so that 0 never occurs in section numbering. More than three levels of subsections should only be used in special circumstances. If this cannot be avoided, unnumbered subsection headings are possible. The last numbered section may be followed by several optional sections (Sources, Acknowl-

edgements, Abbreviations), and by one or more sections called Appendix (A, B, etc.). The last part is the alphabetic list of bibliographical references (References). For the style of references, see §12 below. If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section must belong to some subsection, and so on. A short introductory paragraph is allowed by way of exception. Section headings do not end with a period, and have no special capitalization (see §2). For the parts of monographs and edited volumes, see §17 below.

3 Language: <http://www.linguisticsociety.org/lsa-publications/language> Linguistic Inquiry: [http://www.mitpressjournals.org/userimages/ContentEditor/1377619488121/LI\\_Style\\_Sheet\\_8.20.13.pdf](http://www.mitpressjournals.org/userimages/ContentEditor/1377619488121/LI_Style_Sheet_8.20.13.pdf) Journal of Linguistics: [http://assets.cambridge.org/LIN/LIN\\_ifc.pdf](http://assets.cambridge.org/LIN/LIN_ifc.pdf) De Gruyter Mouton: [http://www.degruyter.com/staticfiles/pdfs/mouton\\_journal\\_stylesheet.pdf](http://www.degruyter.com/staticfiles/pdfs/mouton_journal_stylesheet.pdf)

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2. Capitalization Sentences, proper names and titles/headings/captions start with a capital letter, but there is no special capitalization (“title case”) within English titles/headings, neither in the article title nor in section headings or figure captions.<sup>4</sup> Book titles in the references do not have special capitalization either (but English journal titles and series titles do, as these are treated as proper names). Thus, we have: 1.1 Overview of the issues (NOT: Overview of the Issues) Figure 3. A schematic representation of the workflow (NOT: A Schematic Representation of the Workflow) Anderson, Gregory. 2006. Auxiliary verb constructions. Oxford: Oxford University Press. (NOT: Auxiliary Verb Constructions) Capitalization is used only for parts of the article (chapters, figures, tables, appendixes) when they are numbered, e.g. as shown in Table 5 more details are given in Chapter 3 this is illustrated in Figure 17 5 Capitalization is also used after the colon in titles, i.e. for the beginning of subtitles: Clyne, Michael (ed.). 1991. Pluricentric languages: Different norms in different nations. Berlin: Mouton de Gruyter. 3. Italics Italics are used for the following purposes:<sup>6</sup> • For all object-language forms (letters, words, phrases, sentences) that are cited within the text or in numbered examples (see §10), unless they are phonetic transcriptions or phonological representations in IPA. • For book titles, journal titles, and film titles. • When a technical term is referred to (in such contexts, English technical terms are thus treated like object-language forms), e.g. the term quotative is not appropriate here I call this construction quotative.

4 Note that the title of the present document has special capitalization because the Leipzig Style Rules for Linguistics is a name. 5 Note that the character § is used instead of Section, see §13 below. 6 Italics are not used for commonly used

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loanwords such as *ad hoc*, *façon de parler*, e.g., *et al.*, *Sprachbund*.

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• For emphasis of a particular word that is not a technical term, e.g. This is possible here, but only here. • For emphasis within a quotation, with the indication [emphasis mine]. 4. Small caps Small caps are used to draw attention to an important term at its first use or definition,<sup>7</sup> e.g. On this basis, the two main alignment types, namely NOMINATIVE-ACCUSATIVE and ERGATIVE- ABSOLUTE, are distinguished. Small caps are also used for category abbreviations in interlinear glossing (see §8, §10), and they may be used to indicate stress or focusing in example sentences: (1) John called Mary a Republican and then SHE insulted HIM. 5. Boldface and other highlighting Boldface can be used to draw the reader's attention to particular aspects of a linguistic example, whether given within the text or as a numbered example. An example is the relative pronoun *dem* in (4) in §10 below. Full caps and underlining are not normally used for highlighting. Exceptionally, underlining may be used to highlight a single letter in an example word, and in some other cases where other kinds of highlighting do not work. 6. Quotation marks Double quotation marks are used for distancing, in particular in the following situations: • When a passage from another work is cited in the text, e.g.<sup>8</sup> According to Takahashi (2009: 33), "quotatives were never used in subordinate clauses in Old Japanese". • When a technical term or other expression is mentioned that the author does not want to adopt, e.g.<sup>9</sup> This is sometimes called "pseudo-conservatism", but I will not use this term here, as it could lead to confusion. Single quotation marks are used exclusively for linguistic meanings,<sup>10</sup> e.g.

<sup>7</sup> This is in line with the Language stylesheet. The De Gruyter stylesheet requires italics for this purpose. <sup>8</sup> But note that block quotations do not have quotation marks.

<sup>9</sup> Alternatively, italics could be used here, cf. §3.

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Latin *habere* 'have' is not cognate with Old English *hafian* 'have'. Quotes within quotes are not treated in a special way. Note that quotations from other languages should in a footnote if they are longer). *betranslated* (inline if they are short, <sup>7</sup>. Other punctuation matters The n-dash (–) surrounded by spaces is used for parenthetical remarks – as in this example – rather than the m-dash (—). The n-dash is also used for number ranges, but not surrounded by spaces (e.g. 1995–1997). Ellipsis in a quotation is indicated by [...]. Angle brackets are used for specific reference to written symbols, e.g. the letter <q>. 8. Abbreviations Abbreviations of uncommon expressions should be avoided in the text. Language

names should not normally be abbreviated. The use of abbreviations is desirable for grammatical category labels in interlinear morpheme-by-morpheme translations. (The Leipzig Glossing Rules include a standard list of frequently used and widely understood category label abbreviations.) When a complex term that is not widely known is referred to frequently, it may be abbreviated (e.g. DOC for “double-object construction”). The abbreviation should be given both in the text when it is first used and at the end of the article in the Abbreviations section. Abbreviations of uncommon expressions are not used in headings or captions, and they should be avoided at the beginning of a chapter or section.

9. In-text citations Published works can be cited by including the author-year name of the work as an element in the primary text (as in the first example below), or by backgrounding it in parentheses (as in the second example below). Thomason & Kaufman (1988: 276-280) point out that the northern dialects of English show more morphological innovations (and are morphologically more simple) than the southern English dialects. The notation we use to represent this is borrowed from theories according to which  $\phi$ -features occur in a so-called feature geometry (Gazdar & Pullum 1982). The full bibliographical references corresponding to all citations are listed alphabetically at the end of the work. The author-year name consists of the author’s surname and the

10 The distinction between single and double quotation marks is not made by Language and Journal of Linguistics, but is very useful and is practiced widely (e.g. required by the Linguistic Inquiry and De Gruyter Mouton stylesheets).

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publication year (with no comma between them),<sup>11</sup> followed by page numbers. The page numbers may only be omitted if the citation concerns the entire work. In primary citations, the year (plus page numbers) is enclosed in parentheses, while in backgrounded citations,<sup>12</sup> the year is not in parentheses. The page numbers follow the year after a colon and a space and are given with complete numbers (no digits dropped). The use of “f” or “ff” (for ‘and following’) is not acceptable. When there are two authors, the ampersand & (rather than and) is used, and when there are more than two authors, the most normal author-year name includes only the first surname plus et al. (though the full list of authors may be given if this helps the reader).<sup>13</sup> Sperber & Wilson (1986) Bannard et al. (2009) = Bannard, Lieven & Tomasello (2009) When multiple citations are listed in parentheses, they are separated by semicolons,<sup>14</sup> and they are normally listed in chronological order. Speakers rely heavily on formulaic chunks or “prefabs” during speech comprehension and production (Pawley & Syder 1983; Sinclair 1991; Erman & Warren 2000; Bybee 2006; see Wray 2002 for a broader historical

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review). When multiple works by the same author and the years are separated by semicolons, are cited, the author name need not be repeated. While Hawkins (2004; 2014) has argued for a Minimize Domain principle of language performance, other authors have tried to explain the observed effects in purely grammatical terms. Previous empirical studies report that object fronting in these languages occurs under the same contextual conditions for canonical transitive verbs and experiencer-object verbs (see Verhoeven 2008b; 2010a for Turkish and Chinese). Instead of page numbers, chapter numbers or section numbers may be given (e.g. Auer 2007: Chapter 7, Matras 2009: §6.2.2).

10. Numbered examples

A hallmark of many linguistics articles is the use of numbered examples. Unless they are from English (or more generally, the language of the article), they must be glossed and translated. Glossing refers to the use of interlinear word-by-word or morpheme-by-morpheme translations, as described in detail in the Leipzig Glossing Rules.

11 Using a comma between author and year is widespread in other disciplines, but in linguistics it seems to be mostly confined to the Elsevier journals.

12 In line with majority usage, no special distinction is made here between the author and the published work (contrasting with the Language and Linguistic Inquiry style sheets).

13 Language now uses and colleagues rather than et al. (when the author rather than the work is referred to), but the latter is extremely widespread across the disciplines. (It derives from Latin *et alii* ‘and others’.)

14 Linguistics publications more frequently use a comma in such listings, but the semicolon is much more frequent in other disciplines, so it is adopted here.

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Example numbers are enclosed in parentheses. When there are multiple examples (“sub-examples”) under a single number, they are distinguished by the letters a, b, etc. The text of numbered examples is in italics, just like the text of in-line examples (§3).

(2) a. She saw him. b. He saw her.

15 Cross-references to examples use parentheses as well, but immediately inside parentheses these can be omitted: As shown in (6) and (8-11), this generalization extends to transitive constructions, but (29b) below constitutes an exception. In all other environments, the stress is on the second syllable (see 15a-d). When an example is from a language other than the language of the main text, it is provided with an interlinear gloss (with word-by-word alignment) in the second line, as well as an idiomatic translation in the third line, e.g.

(3) Icelandic Storm-ur-inn rak bát-inn á land. storm-NOM - DEF drove boat.ACC-DEF on land ‘The storm drove the boat ashore.’

The precise conventions for interlinear glossing are given in the Leipzig Glossing Rules, which have become a worldwide standard. The most

important principle is that each element of the primary text corresponds to an element in the gloss line, and boundary symbols (especially the word-internal boundary symbol - and the clitic boundary symbol =) have to be present both in the primary text and in the gloss. Abbreviated category labels are set in small capitals, and the idiomatic translation is surrounded by single quotes. A list of abbreviations is provided at the end of the article (or at the beginning of a monograph). Example sentences usually have normal capitalization at the beginning and normal punctuation (normally a period) at the end. The gloss line has no capitalization and no punctuation. The idiomatic translation again has normal capitalization and punctuation, as seen in (3) above. When the example is not a complete sentence, as in (4), there is no capitalization and no punctuation. (4) *das Kind, dem du geholfen hast* the child.NOM who.DAT you.NOM helped have 'the child that you helped' When the language is not normally used as a written language, the primary text may lack initial capitalization and normal punctuation, e.g.

15 This is the most widespread practice, although the Language stylesheet omits the parentheses in cross- references.

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(5) *Hatam a-yai bi-dani mem di-ngat i* 2SG-get to-me for 1SG-see Q 'Would you give it to me so that I can see it?' (Reesink 1999: 69) When multiple languages are mentioned in a single text, the name of the language may be given in the line next to the example number, as in (5) and (6a-b). (6) Sakha a. *En bytaan buol-uq-uŋ* you slow be-FUT-2SG 'You will be slow.' (Baker 2012: 7) b. *\*En bytaan-yaq-yŋ* you slow-FUT-2SG ('You will be slow.') (Baker 2012: 7) Ungrammatical examples can be given a parenthesized idiomatic translation, as in (6b). A literal translation may be given in parentheses after the idiomatic translation, e.g. (7) Japanese *Tsukue no ue ni hon ga aru.* table GEN top at book SUBJ be 'There is a book on the table.' (Lit. 'At the top of the table is a book.') The object-language text may be given in two lines, one unanalyzed ("surface") line, and an analyzed line (in roman type), which may contain a more abstract representation, e.g. (8) Karbi *amatlo la kroikrelo amāt=lo là krōi-Cē-lò* and.then=FOC this agree-NEG-RL 'And then, she disagreed.' (Konnerth 2014: 286) When a numbered example is not glossed and translated (i.e. in English works, when it is from English), it may be in roman (non-italic) type. Thus, (2a-b) above could alternatively be printed in roman. Angle brackets are never set in italics, even when the text is in italics. 11. Source indications Sources of linguistic examples are standardly given directly after the idiomatic translation, as in the following examples (see also (5-6) and (8) above): (9) Luganda *Maama a-wa-dde taata ssente.* Mother she.PRS-give-PRF

### 3 Generic Style Rules

father money 'Mother has given father money.' (Ssekiryango 2006: 67)

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(10) Jalonke I sig-aa xon-ee ma. 2SG go-IPFV stranger-DEF at 'You are going to the stranger.' [Mburee 097] If the source is not a bibliographical reference, but is the name of a text (perhaps unpublished), as in (10), the source is given in square brackets and the article must contain a special section at the end where more information about the sources is given. 12. Tables and figures Tables and figures are numbered consecutively (Table 1, Table 2; Figure 1, Figure 2, etc.). They must be mentioned in the running text and identified by their numbers. They appear in the text as close as possible to the place where they are mentioned. Each table and each figure has a caption that ideally is not longer than a line. The caption precedes a table and follows a figure. It is not followed by a period, and does not have special capitalization, like section headings. Tables generally have a top line and a bottom line plus a line below the column headers, e.g. Table 3: English (British National Corpus of English) SG PL % OF SG person 24671 persons 4034 86% house 49295 houses 9840 83% hare 488 hares 136 78% bear 1182 bears 611 65% feather 487 feathers 810 38% Further explanation may go below the table, or below the caption of a figure. Footnotes within a table use the footnote reference characters a, b, c and are given immediately below the table (not at the bottom of the page). 13. Cross-references in the text Cross-references to chapters, tables, figures or footnotes use the capitalized names for these items (e.g. Chapter 4, Figure 3, Table 2, Footnote 17). Abbreviations like "Fig. 3", "Ch. 4", or "n. 17" are not used. Cross-references to sections use the § character (e.g. §2.3). 14. Footnotes The footnote reference number normally follows a period or a comma, though exceptionally it may follow an individual word. Footnote numbers start with 1. The acknowledgements are printed as a separate section following the body of the text, not as a footnote. Likewise, abbreviations and other notational conventions are given in a separate section (following the acknowledgements, see §1 above).

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Numbered examples in footnotes have the numbers (i), (ii), etc. If there are sub-examples, they have the numbers (i.a), (i.b), etc. 15. Non-Latin scripts All forms in languages that are not normally written with the Latin alphabet (such as Japanese or Armenian) should (also) be given in transcription or transliteration. When the article is entirely about a particular language, the original script should not be omitted, at least in numbered examples. Non-Latin forms need not be printed in italics. 16. List of references The list of references listed alphabetically. 16.1. General points at the end of an article has the heading References. The



entries are For the formatting, the Leipzig Style Rules follow the 2007 “Unified Style Sheet for Linguistics” in almost all respects. Four very minor differences (which simplify the rules by removing exceptions) are noted in footnotes 18-21 below.<sup>16</sup> It should be noted especially that • full given names of all author and all editors should be included (unless the author habitually uses abbreviated given names, e.g. R. M. W. Dixon) • page numbers are obligatory, but issue numbers of journals and series titles are optional (though recommended) • journal titles are not abbreviated • main title and subtitle are separated by a colon, not by a period. 16.2. Standard parts and standard reference types A reference consists of the standard parts given in Table 1 (some of them are optional): author list, year, article title, editor list, publication title, volume number, issue number, series, page numbers, city, publisher. Nonstandard parts may follow in parentheses. There are four standard reference types: journal article, book, article in edited book, thesis. Works that do not fit easily into these types should be assimilated to them to the extent this is possible. Different reference types make use of different parts, as shown in Table 1.

16 Perhaps the strongest justification for simple rules is that the references should be automatically parsable (e.g. by Google Scholar), and correct and complete author names should be extractable. In the modern age, this is crucial for scientometric and hence career-building purposes.

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Table 1: Standard parts of bibliographical references

	author	year	article	editor	publica	volume	page	city:	pub-	list.	title.	list.	-tion	number	num	lisher.	title(.)	
-bers.	journal	*****	article	book	*****	article	*****	*****	in	edited	book	thesis	*****	16.3.	General formatting rules			
	• Article titles are printed in roman, with no quotation marks around them. • Publication titles (both book titles and journal titles) are printed in italics. • Editors are followed by (ed.) or (eds.) (depending on the number of editors). • The author list, the year number, the article title, the editor list, the volume number, the page numbers, and the publisher are followed by a period (as seen in the headings of Table 1). • The city is followed by a colon. • Additional nonstandard parts may follow the reference in parentheses. 16.4. Standard reference types Here are examples of the four standard types of references: journal articles, books, articles in edited volume, and thesis:																	
	• Journal article (journal title is immediately followed by the journal volume number): Milewski, Tadeusz. 1951. The conception of the word in languages of North American natives. <i>Lingua Posnaniensis</i> 3. 248–268. • Book (whether authored or edited, book title followed by a period): Matthews, Peter. 1974. <i>Morphology</i> . Cambridge: Cambridge University Press. Lightfoot, David W. (ed.). 2002. <i>Syntac-</i>																	

tic effects of morphological change. Oxford: Oxford University Press. • Article in edited volume (editor list is preceded by In and followed by (ed.) or (eds.) and comma, book title is followed by a comma):17 Erdal, Marcel. 2007. Group inflexion, morphological ellipsis, affix suspension, clitic sharing. In Fernandez-Vest, M. M. Jocelyne (ed.), *Combat pour les langues du monde: Hommage à Claude*

17 The complete information about the volume is always included, even if other articles from the same volume are listed in the references. There is no need to list the volume itself separately, unless it is cited separately. (This means that more space is needed, but it is otherwise much simpler than the old paper-saving convention of making some references sensitive to the existence of other references in the list).

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Hagège, 177–189. Paris: L’Harmattan. • Thesis (university is treated as publisher, type of thesis/dissertation is mentioned in parentheses as a nonstandard part):18 Yu, Alan C. L. 2003. *The morphology(Doctoral dissertation.) and phonology of infixation*. Berkeley: University of California. Other kinds of publications should be treated like one of these to the extent that this is possible. For example, published conference papers can be treated like articles in edited volumes or like journal articles. In unpublished conference papers, the conference is treated as a nonstandard part in parentheses (but such unpublished papers should only be cited from recent conferences, if it can be expected that the material will eventually be published): Filppula, Markku. 2013. Areal and typological distributions of features as evidence for language contacts in Western Europe. (Paper presented at the conference of the Societas Linguistica Europaea, Split, 18–21 September 2013.) 16.5. Optional parts Optionally, the journal volume number may be followed by an issue number, given in parentheses: Coseriu, Eugenio. 1964. *Pour une et de littérature* 2(1). 139–186. *sémantique diachronique structurale*. Travaux de linguistique The book title may in parentheses: be followed by series information (series title plus series number), given Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter. Series titles have special capitalization, like journal titles (see §2). Especially issue numbers are very useful for retrieving articles, so it is recommended that they should be used. 16.6. Author surnames and given names The author names always appear in the order “surname, given name” in the list of references,<sup>19</sup> in order to make it unambiguously clear which elements of the author name belong to the surname and which belong to the given name. If the second name in the following example were given in the order “given name surname” (Francisco José Ruiz de Mendoza), the parsing

would not be clear.

18 The 2007 Unified Style Sheet has the university and the dissertation information as one single part, even though they are quite different types of information (“Berkeley: University of California dissertation”). 19 This is a simplification over the 2007 Unified Style Sheet, which treats non-first names in author and editor lists in a special way, with inverted order.

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Pérez Hernández, Lorena & Ruiz de Mendoza, Francisco José. 2002. Grounding, semantic motivation, and conceptual interaction in indirect directive speech acts. *Journal of Pragmatics* 34(3). 259–284. When there are more than two authors (or editors), each pair of names is separated by an ampersand.<sup>20</sup> No author name is omitted, i.e. *et al.* is not used in references. Chelliah, Shobhana & de Reuse, Willem. 2010. *Handbook of descriptive linguistic fieldwork*. Dordrecht: Springer. Johnson, Kyle & Baker, Mark & Roberts, Ian. 1989. Passive arguments raised. *Linguistic Inquiry* 20. 219–251. 21 Surnames with internal complexity are never treated in a special way. Thus, Dutch or German surnames that begin with *van* or *von* (e.g. *van Riemsdijk*) or French and Dutch surnames that begin with *de* (e.g. *de Groot*) are treated just like Belgian surnames (e.g. *De Schutter*) and Italian surnames (e.g. *Da Milano*) and are alphabetized under the first part, even though they begin with a lower-case letter. Thus, the following names are sorted alphabetically as indicated (i.e. mechanically). *Da Milano, Federica* > *de Groot, Casper* > *De Schutter, Georges* > *de Saussure, Ferdinand* > *van der Auwera, Johan* > *Van Langendonck, Willy* > *van Riemsdijk, Henk* > *von Humboldt, Wilhelm*. When they occur in the prose text, they are not treated in a special way either, i.e. they have lower case unless they occur at the beginning of a sentence (this is in line with the French and German practice,<sup>22</sup> but in contrast to the Dutch practice), e.g. as has been claimed by *van Riemsdijk & Williams* (1981) Chinese and Korean names may be treated in a special way: As the surnames are often not very distinctive, the full name may be given in the in-text citation, e.g. the neutral negation *bù* is compatible with stative and activity verbs (cf. *Teng Shouhsin* 1973; *Hsieh Miao-Ling* 2001; *Lin Jo-wang* 2003) 16.7. Internet publications Regular publications that are available online are not treated in a special way, as this applies to more and more publications anyway. When citing a web resource that is not a regular scientific publication, this should be treated like a book, to the extent that this is possible, e.g.

20 This is a simplification over the 2007 Unified Style Sheet, which treats the last pair of names differently from the non-last pairs. 21 This is a simplification over the 2007 Unified Style Sheet, which treats “names with *von*, *van*, *de*, etc.” in

### 3 Generic Style Rules

a special way. 22 With classical authors such as de Saussure and von Humboldt, the first part of the name can be (and is often) omitted. But this is not possible with modern names (e.g. von Heusinger, never \*Heusinger).

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Native Languages of the Americas. 1998–2014. Vocabulary in Native American languages: Salish words. [http://www.native-languages.org/salish\\_words.htm](http://www.native-languages.org/salish_words.htm). (Accessed 2014-08-13.) 16.8. Miscellaneous Books may include a volume number, separated from the book title by a comma: Rissanen, Matti. 1999. Syntax. In Lass, Roger (ed.), *Cambridge history of the English language*, vol. 3, 187–331. Cambridge: Cambridge University Press. And there may be information about the edition, following the book title: Croft, William. 2003. *Typology and universals*. 2nd edn. Cambridge: Cambridge University Press. If a publisher is associated with several cities, only the first one needs to be given, e.g. Berlin: De Gruyter Mouton, or Amsterdam: Benjamins. Other nonstandard types of information may follow the standard parts in parentheses, e.g. Mayerthaler, Willi. 1988. *Morphological naturalness*. Ann Arbor: Karoma. (Translation of Mayerthaler 1981.) Titles of works written in a language that readers cannot be expected to know may be accompanied by a translation, given in brackets: Haga, Yasushi. 1998. *Nihongo no shakai shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha. Li, Rulong. 1999. *Minnan fangyan de daici* [Demonstrative and personal pronouns in Southern Min]. In Li, Rulong & Chang, Song-Hing (eds). *Daici* [Demonstrative and personal pronouns], 263–287. Guangzhou: Ji'nan University Press. If the title is not only in a different language, but also in a different script, it may be given in the original script, in addition to the transliteration (following it in parentheses). Likewise, the name of the author may be given in the original script, as follows: Plungian, Vladimir A. (Плунгян, Владимир А.) 2000. *Obščaja morfologija: Vvedenie v problematiku* (Общая морфология: Введение в проблематику) [General morphology: Introduction to the issues]. Moskva: URSS. Chen, Shu-chuan (陳書川). 2013. *Taipei Shezi fangyan de yuyin bianyi yu bianhua* (臺北市澤字方言的音韻變異與變化) [The sound variation and change of Shezi dialect in Taipei city]. *Language and Linguistics* 14(2). 371–408. 17. Rules for monographs and edited volumes 17.1. Parts of books Books consist of the following parts (with optional parts in parentheses): title page, colophon page, (dedication page,) contents, (acknowledgements or preface, abbreviations or

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notation,) chapter 1, chapter 2, etc., appendix A, appendix B, etc., bibliography, name index, (language index,) subject index. Books may also group the chapters into parts (Part I, Part II, etc.). A new part does not start a new chapter num-

bering. Parts mainly serve to provide orientation in the table of contents. 17.2. Monographs vs. edited books Chapters of edited books are preceded by an abstract, like journal articles, but chapters of monographs are not accompanied by an abstract. Edited books are treated like a collection of journal articles, i.e. each article has its own list of references and abbreviations, so that the articles can be read and understood independently. Chapters in edited volumes are numbered like chapters in monographs, but the chapter number is not contained in the section number, i.e. Section 2 of Chapter 5 is §2, not §5.2. 17.3. Table of contents The table of contents (called Contents) lists the chapters, chapter sections and subsections (indented and preceded by their numbers), together with the page numbers. 17.4. Cross-references While articles refer only to sections within the same article, books may refer to chapters and sections within the same book, and to sections within the same chapter. Note that when referring to parts of a book, §2.3 means §3 of Chapter 2. 17.5. Numbering tables and figures In monographs, the numbers of tables and figures are preceded by the chapter number. Thus, the second table in Chapter 3 is Table 3.2. (However, examples simply start with (1) in each new chapter.) This rule does not apply to chapters in edited volumes, as the chapter numbers are not salient here. 17.6. Bibliographical references When a self-standing chapter in an edited book contains a reference to another chapter in the same book, the referred-to chapter is listed in the references in the normal way, as if it were published in a different edited volume. However, the in-text citation may contain the additional comment (in this volume) in parentheses, e.g. As explained by Li & Kim (2015) (in this volume), it is often useful to...



## 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,  $\LaTeX$ ). The editor should download the skeleton for edited volumes and add all author's files to the folder `chapters`. In the skeleton, the files should be included via `\includepaper{chapter}`. 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.

### 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.
- 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.

#### *4 Edited volumes*

- 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 Installation of the `langsci` class

### 5.1.1 Local installation

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

If you are dealing with Language Science Press books on a regular basis, you might want to opt for a system wide installation. The LSP class can be downloaded from ... and will be available on CTAN in the near future.

Language Science Press uses the Libertine fonts. If there are not found on your system, please contact your system administrator to install them. If for whatever reason the fonts cannot be installed, we provide a skeleton which does not require the Libertine fonts. The creation of the book will be the same, but the look will be slightly different. Before the book enters the final production phase, a system with the correct fonts has to be available.

### 5.1.2 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 [writelatex.com](http://writelatex.com) first (Figure 5.1). Visit <https://www.writelatex.com/templates/language-science-press-template-1-dot-1/vhnyshymvjzb#> and select “open as template”. Click on [Project] at the very top to see all files. The most important file is `chapters/filename.tex`.

## 5.2 The skeleton

The skeleton has a main file, which is called `lsp-skeleton.tex`. You can leave that name or choose a name more suitable for your book, e.g. `smith.tex` or `hawaiiangrammar.tex`. That main file draws information from a number of other files which are in the same directory. All those files start with `lo-`

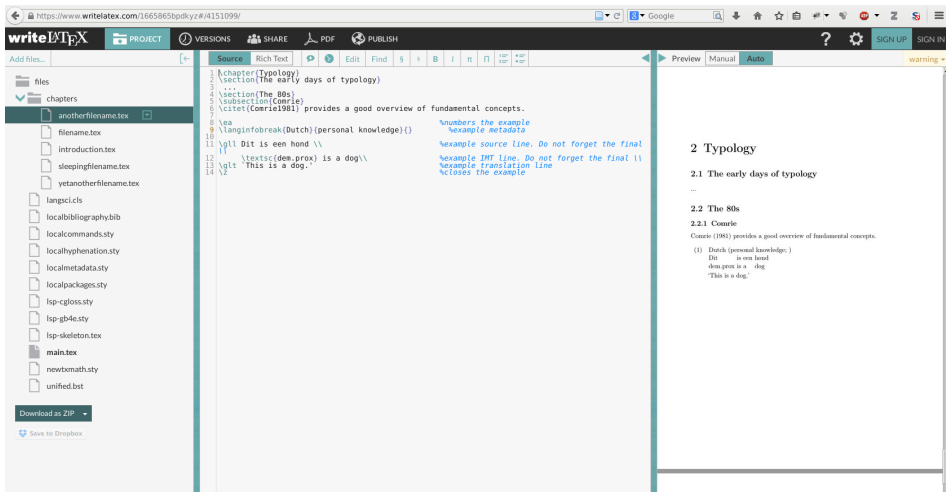


Figure 5.1: Writelatex

cal.... 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.

### 5.3 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 Microsoft Windows, Texniccenter is the most popular one Figure 5.2. For Mac, Texshop (Figure 5.3) and Textstudio (Figure 5.4) are popular choices. For Linux, Kile is a very good L<sup>A</sup>T<sub>E</sub>X editor Figure 5.5.

### 5.4 Producing the document

In your L<sup>A</sup>T<sub>E</sub>X editor, there are various ways to create a pdf from your sourcecode. Choose `xelatex`. 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{...}`

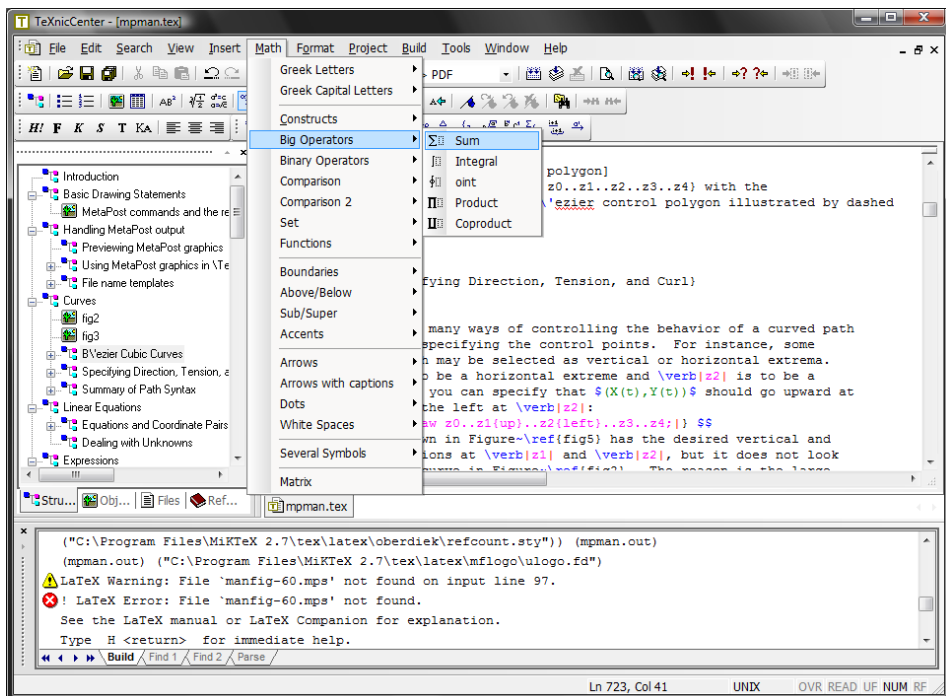


Figure 5.2: Texniccenter

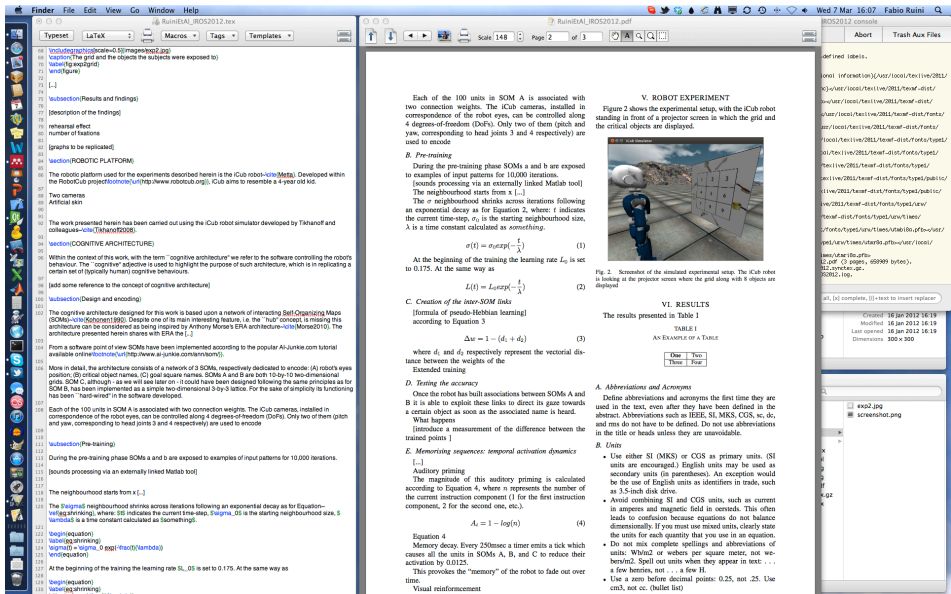


Figure 5.3: Texshop

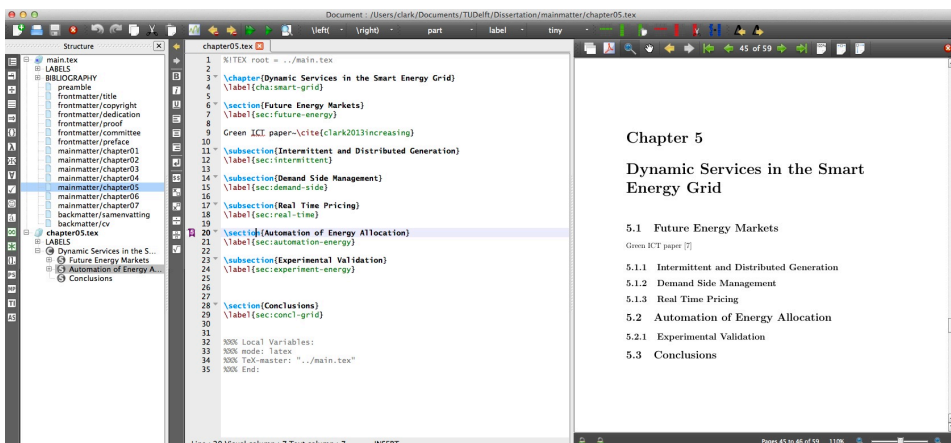


Figure 5.4: Texstudio

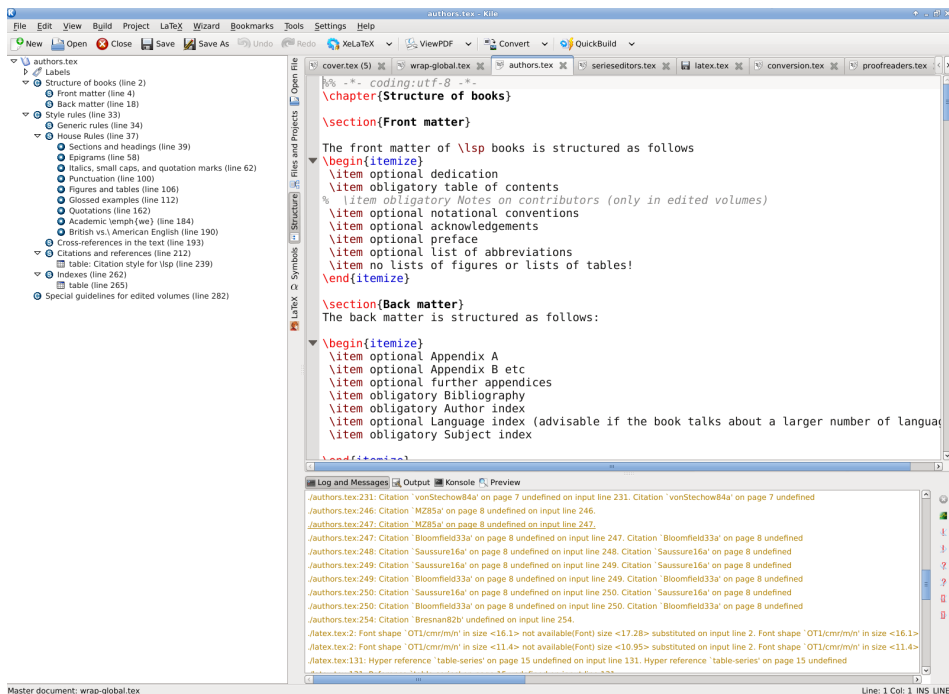


Figure 5.5: Kile

Table 5.1: File structure of the skeleton

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

In order to include the bibliography, you have to run `bibtex` to read the bibliography, and then again `xelatex` to include it into your document. Pay attention to error messages and warnings.

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

```
makeindex -o lsp-skeleton.ind lsp-skeleton.idx
makeindex -o lsp-skeleton.lnd lsp-skeleton.ldx
authorindex -i -p lsp-skeleton.aux > lsp-skeleton.bib.adx
sed 's/|hyperpage//' lsp-skeleton.adx > lsp-skeleton.txt.adx
cat lsp-skeleton.bib.adx lsp-skeleton.txt.adx > lsp-skeleton.combined.adx
makeindex -o lsp-skeleton.and lsp-skeleton.combined.adx
```

Because the whole compilation process is rather involved, there is a shortcut for the creation of the complete document: type `make` into the terminal, hit enter, and the right sequence of commands should run automatically!

## 5.5 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
- 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 with `\addchap{Preface}`

## 5.6 Common commands

The wealth of commands available in  $\LaTeX$  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. For prefaces, acknowledgements etc., which are not numbered, use `\addchap{Preface}` instead of `\chapter{Preface}`.

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}`, to refer to sections, tables, and figures, respectively. A reference to this section will be see `\sectref{sec:latex}` which will produce “§ 5.6”.

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>E<sub>X</sub> file. In the examples above `somework` is the key of a record in your Bib<sub>T</sub>E<sub>X</sub> file. 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 be changed}` for italics, `\textsc{text to be changed}` for small capitals. There is generally no need to use boldface. If you want to use boldface, get in touch with your series editors.

Linguistic examples are typeset like this

```
\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
```

fix index

This gives you

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

*Jean aim-e*                      *Marie*  
 John love-3SG.PRS.IND Mary  
 'John loves Mary.'

Most glosses from the Leipzig Glossing Rules can be accessed via shortcuts. The example above could also be typeset as

```
\ea\label{ex:examplelabel}
\langinfo{French}{Indo-European}{personal knowledge}\\
\gll  Jean aim-e Marie \\
      John love-3{\sg}.\{\prs}.\{\ind} Mary \\
\glt  'John loves Mary.'
\z
```

For more complicated examples with more lines, judgments, additional information and the like, refer to the documentation of the package `lsp-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`.

In order to add a graphic, 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}
```

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

```
\begin{table}
\begin{tabular}{lll}
\lsptoprule
German & French & Spanish \\
\midrule
Zelle & cellule & célula \\
Zelle & cellule & célula \\
Zelle & cellule & célula \\
\lspbottomrule
\end{tabular}
\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. If your cells get too wide, use `\begin{tabular}{p{4cm}p{4cm}p{4cm}}` rather than `\begin{tabular}{lll}`

Table 5.2: Some good caption.

German	French	Spanish
Zelle	cellule	célula
Zelle	cellule	célula
Zelle	cellule	célula

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.

In order to add footnotes, use the command `\footnote{...}`. If you want to use a footnote in an example, use `word word word \{\footnotemark\}` `word 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.

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

Another common requirement is fitting a table or other element which is a bit too large on the page. In order to do this, you can use `\resizebox{\linewidth}{!}{statement to resize}`.

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

## 5.7 Adapting the class to your needs

Additional packages can be added via `\usepackage{packagename}` in the file `localpackages.sty`. Additional commands can be added in the file `localcommands.sty` with `\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.

## 5.8 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

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/Meta/downloads>. Follow the instructions in the templates. When you are finished, upload your file to <http://glottotopia.org/doc2tex/home>. This will give you a file which you can copy into the skeleton. 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.

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

```
w2l -clean -wrap_lines_after=0 -multilingual=false -float_table=
```

manual postprocessing



## 7 Proofreaders

Proofreaders should pay attention to spelling, grammar, style etc. A couple of points require special attention:

- are all floats referenced?
- are all examples referenced?
- are the guidelines adhered to? Common oversights include using lower case section table figure in references, instead of capitalizing these words.
- Spacing after punctuation and parentheses.



## 8 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 current.	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

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 `\{someterm| ( }` for the start

## 8 Indexing

and `\is{someterm|} }` for the end of the range.

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

If you compile your document with the option `draftmode` all indexed terms will show up in the margins.

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

```
makeindex -o yourfilename.ind yourfilename.idx  
makeindex -o yourfilename.lnd yourfilename.ldx
```

In order to produce the author index, use

```
xindy -M texindy -M page-ranges -L english -C utf8 authors.idx
```

check file-  
names

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.

Check your index for overlong lines. Use hyphenations `\mbox{...}` or `\newlines` in the `.adx` file to repair these. Again, a recompilation of the index will overwrite your changes.



## 9 Typesetters

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 all chapter authors fit the page width and on their line in the table of contents.
6. check that even page headers fit the page width for all chapters
7. check that odd page headers fit the page width for all chapters
8. check the appearance of the table of contents
9. check the impressum page. Is all information about authors, typesetters, proofreaders, series given?
10. 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.
11. check whether all tables and figure fit page width and page length. You can use `\resizebox{\linewidth}{!}{stuff to resize}` to make them fit.

12. 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. `\egin{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.
13. 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 `\enlargethispage{1\baselineskip}`. This will allow an extra line on this page. You can add more extra lines with `2\baselineskip` and so on.
14. check for split footnotes. Sometimes, long footnotes are split across pages. You can use `\enlargethispage{1\baselineskip}` 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 whether the name index contains non-persons, such as “SIL”. The Name Index is generated from the bibliography, and if the bibliography lists an institution as an author, that institution will figure in the Name Index. Open the `{.and}` file and remove the relevant entries. Be aware that if you generate a new index afterwards, your changes will be overwritten.
16. check the index for overlong lines. Either add relevant information about hyphenation to `localhyphenation.sty`, or open the relevant index file (`.ind`, `.and`, `.lnd`) and fix the issue there.

# 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, meaning that everybody is always free to use our work if they attribute it properly.

## 10.2 Tracking Progress

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

Figure 10.1: Github highlighting version history

## 10 Commitment to openness

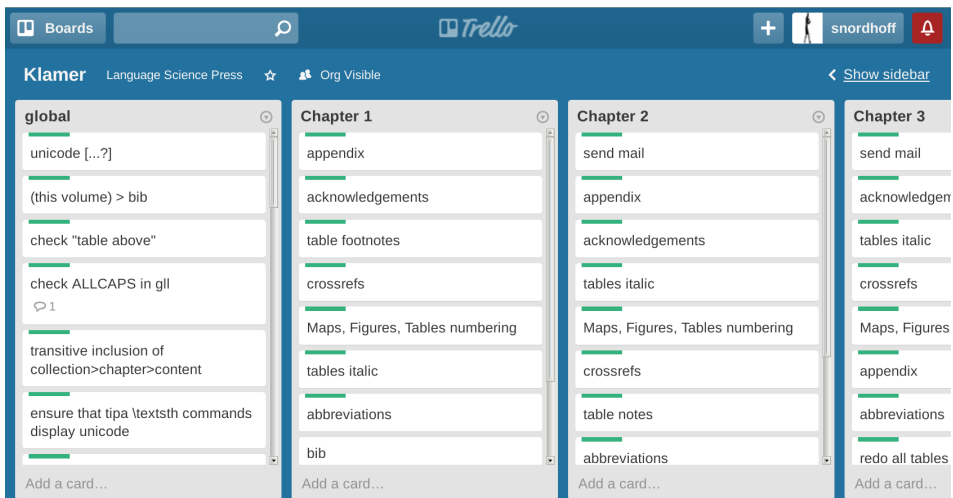


Figure 10.2: Trello

# 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, as this book proves.

## 11.1 Glossed examples

Glossed examples are typeset with a modified version of the `gb4e` package by Craig Thiersch. The modified package is called `lsp-gb4e`. It is contained in the styles directory that is delivered with the Language Science Press L<sup>A</sup>T<sub>E</sub>X classes. It differs from the original package in loading a version of `gloss` that was modified by Alexis Dimitriadis in order to be compatible with `jambox` (see Section 11.2).

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
```

Lists of examples can be typeset with `\eal` and `\zl` respectively. The example in (2) shows how the sentences can be aligned properly:

- (2) a. *Ich glaube dem Linguisten nicht, einen Nobelpreis gewonnen zu haben.*  
 I believe the linguist not a Nobel.prize won to  
 haben.  
 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.price believe I not won to  
 haben.  
 have
- (3) a. *Ich glaube dem Linguisten nicht, einen Nobelpreis gewonnen zu haben.*  
 I believe the linguist not a Nobel.prize won to  
 haben.  
 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.price believe I not won to  
 haben.  
 have

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.{\sc 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.

---

<sup>1</sup> KorpusDK.

For the typesetting of an additional line with the original script, one may use `\glll` rather than `\gll`. (5) shows a Chinese example:

- (5) 狗 叫 了  
       gou3 jiao4 le  
       dog bark ASP/CRS  
       ‘The dog is barking.’/‘The dogs are barking.’

```
\ea
\glll 狗      叫      了\\
      gou3    jiao4    le\\
      dog     bark     ASP/CRS\\
\glt  ‘The dog is barking.’/‘The dogs are barking.’
\z
```

In some subdisciplines of linguistics (e. g. typology) the examples are written in italics as in the following example:

- (6) *Piloten fik frataget sit certifikat*<sup>2</sup>  
       pilot.DEF got deprived.of his license  
       ‘The pilot was deprived of his license to fly.’

Authors do not have to care for this. The code for typesetting this is exactly the same as for the variant without italics. The series editor decided whether italics is used or not.

If the series decides to use italics, it has to be ensured that structural markup like brackets are not typeset in italics:

- (7) *ein [interessantes Beispiel]*  
       an interesting example  
       ‘an interesting example’

```
\ea
\gll ein {\rm[]}interessantes      Beispiel{\rm[]}\
      an \hspaceThis[{}interesting example\\
\glt ‘an interesting example’
\z
```

In typological series examples often come with the language name and references. The examples on page 5 are typeset as follows:

---

<sup>2</sup> KorpusDK.

## 11 Showcases

```
\ea
{\rm Mising\il{Mising} \citep[69]{Prasad91a}}\\
\gll azóně dólun\\
    small village\\
\glt ‘a small village’
\z

\ea
\ex {\rm Apatani\il{Apanti} \citep[23]{Abraham85a}}\\
\gll aki atu\\
    dog small\\
\glt ‘the small dog’
\ex {\rm Temiar\il{Temiar} \citep[155]{Benjamin76a}}\\
\gll dēk mənū?\\
    house big\\
\glt ‘big house’
\zl
```

### 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.

- (8) 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 `\jambox` 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{(SVO)}
\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`:

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

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

### 11.3 Trees: `tikz-qtrees`

Several tree-drawing packages are around and all have their advantages and disadvantages. I used `tree-dvips` for decades, but it is incompatible with  $\text{\LaTeX}$ , since it creates PostScript rather than PDF. Exploring the options I discovered `tikz-qtrees`, which is a `tikz`-based reimplement of Alexis Dimitriadis' `q-tree` package. The syntax for drawing trees is rather simple and in comparison to `tree-dvips` drawing trees is considerably speeded up. Figure 11.1 shows a simple example.

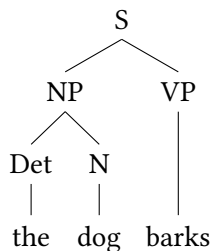
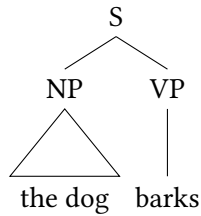
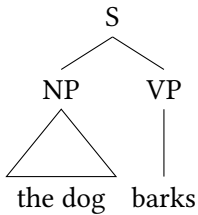


Figure 11.1: Tree for *The dog barks*. drawn with `tikz-qtrees`

Figure 11.2: Tree for *The dog barks.* with abbreviated NP

The code below shows how words below a certain node can be put under a triangle as in Figure 11.2.



## 11.4 DRSeS: **drs**

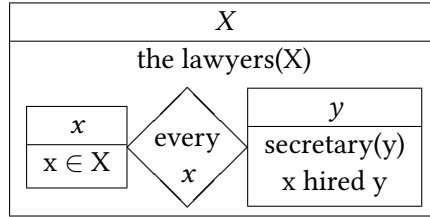
DRSeS can be typeset using the `drs` package by Alexis Dimitriadis. There are various commands that let you typeset simple DRSeS, ones with implications and DRSeS with quantifiers. Some examples from the manual are given below:

$x\ y$
Jones( $x$ )
Ulysses( $y$ )
$x$ owns $y$

```
\drs{x y}{Jones(x) \\\ Ulysses(y) \\\ x owns y}
```

$x$					
Jones( $x$ )					
<table><tr><th><math>y</math></th></tr><tr><td>donkey(<math>y</math>)</td></tr><tr><td><math>x</math> owns <math>y</math></td></tr></table>	$y$	donkey( $y$ )	$x$ owns $y$	$\Rightarrow$	
$y$					
donkey( $y$ )					
$x$ owns $y$					
	<table><tr><th><math>z\ w</math></th></tr><tr><td><math>z = x</math></td></tr><tr><td><math>w = y</math></td></tr><tr><td><math>z</math> feeds <math>w</math></td></tr></table>	$z\ w$	$z = x$	$w = y$	$z$ feeds $w$
$z\ w$					
$z = x$					
$w = y$					
$z$ feeds $w$					

```
\drs{x}{Jones(x) \\  
  \ifdrs{y}{donkey(y) \\  
    {z w}{z = x \\  
      w = y \\  
        z feeds w}}
```



```
\drs{X}{ the lawyers(X) \\  
  \qdrs{x}{x $\in$ X}  
    {every}{x}  
    {y}{secretary(y) \\  
      x hired y}}
```

## 11.5 AVMs

The package for typesetting AVMs that is most widely used is the package `avm` by Chris Manning.

(10) shows an example of an AVM typeset with the `avm` package:

(10) 
$$\left[ \begin{array}{ll} \text{PHON} & \langle \textit{porcupine} \rangle \\ & \left[ \begin{array}{ll} \text{FEAT-AA} & \textit{type-aa} \\ \text{FEAT-A } \boxed{10} & \left[ \begin{array}{ll} \text{FEAT-AB} & \left\langle \left[ \begin{array}{ll} \text{SYNSEM|LOC|CAT|HEAD} & \textit{type-aba} \\ \text{FEAT-ABC} & \textit{type-abc} \end{array} \right] , \text{NP} \right\rangle \\ & \textit{type-a} \end{array} \right] \\ \text{FEAT-B } \boxed{10} & \textit{type-b} \\ & \textit{some-type} \end{array} \right] \end{array} \right]$$

```
\begin{avm}  
\[phon & \< {\it porcupine}\> \> \\  
  feat-a & \@{10} \[feat-aa & type-aa \\  
    feat-ab & \< \[ synsem|loc|cat|head & type-aba \\  
      feat-abc \tpv{type-abc}  
      \],
```

## 11 Showcases

```

\textup{NP} \>\\
\tp{type-a}
\\]
feat-b & \@{10} type-b\\
\tp{some-type}
\]
\end{avm}

```

The command `\tp` is defined as follows (the code is taken from Detmar Meurers' `avm+`):

```

% command to fontify the type values of an avm
\newcommand{\tpv}[1]{\avmjvalfont #1}

% command to fontify the type of an avm and avmspan it
\newcommand{\tp}[1]{\avmspan{\tpv{#1}}}

```

A more complex example is given in (11):

$$(11) \quad \text{word} \rightarrow \left[ \begin{array}{l} \text{MORPHS} \quad \boxed{e_1} \bigcirc \cdots \bigcirc \boxed{e_n} \\ \text{MORSYN} \quad \boxed{0} (\boxed{m_1} \uplus \cdots \uplus \boxed{m_n}) \\ \text{RULES} \quad \left\langle \left[ \begin{array}{ll} \text{MORPHS} & \boxed{e_1} \\ \text{MUD} & \boxed{m_1} \\ \text{MORSYN} & \boxed{0} \end{array} \right], \dots, \left[ \begin{array}{ll} \text{MORPHS} & \boxed{e_n} \\ \text{MUD} & \boxed{m_n} \\ \text{MORSYN} & \boxed{0} \end{array} \right] \right\rangle \end{array} \right]$$

The code is given below:

```


\begin{avm}
{\it word\ /} $\rightarrow$
\[\ morphs & $\@{e_1}\bigcirc\cdots\bigcirc\@{e_n}$\\
\quad morsyn & \@0 $\(\@{m_1}\uplus\cdots\uplus\@{m_n})$\\
\quad rules & \< \[\ morphs & \@{e_1}\\
& \quad mud & \@{m_1}\\
& \quad morsyn & \@0\], \ldots, \\
& \[\ morphs & \@{e_n}\\
& \quad mud & \@{m_n}\\
& \quad morsyn & \@0\] \>
\]
\end{avm}


```

With the `avm` package it is possible to use brackets as they are used in AVMs. The package has a good documentation and we will not repeat all the details here.

11.6 OT tableaux


This section just provides some examples of how Optimality Tableaux can be typeset.


Input	Cnstrnt 1	Cnstrnt 2	Cnstrnt 3
candidate 1	*!		
candidate 2		*	
 candidate 3			*


Input	Cnstrnt 1	Cnstrnt 2	Cnstrnt 3
candidate 1	*!		
candidate 2		*	
 candidate 3			*

`\hand` is defined as follows:

```
\usepackage{pifont}
\newcommand{\hand}{\ding{43}}
```

Input	Constraint 1	Constraint 2	Constraint 3
candidate 1	*!		
candidate 2		*	
 candidate 3			*

Input	Constraint 1	Constraint 2	Constraint 3
candidate 1	*!		
candidate 2		*	
 candidate 3			*

	/qi/	qi	qi
	[qi]		*
	[*qi]	*!	

```
\usepackage{pstricks,colortab}

\begin{tabular}[t]{r|c|c|c|}
\cline{2-4}
```

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```

      & /qi/   & qi      & qi      \\
\LCC
      &      &      & \lightgray \\ \cline{2-4}
\hand & [qi]  &      & *      \\ \cline{2-4}
      & [*qi] & *!    &      \\ \cline{2-4}
\ECC
\end{tabular}
```

	VO	OV
prefixing	Tagalog	Ma'a
suffixing	Kwakwala	Japanese

```

\begin{tabular}{|l||c|c|} \hline
      &VO      &OV      \\ \hline
\LCC
      &      &\lightgray \\ \hline
prefixing &Tagalog      &Ma'a      \\ \hline
\ECC
\LCC
      &\lightgray &      \\ \hline
suffixing  &Kwakwala    &Japanese  \\ \hline
\ECC
\end{tabular}
```

11.7 Conversation transcripts

11.8 Font issues and right to left scripts

Since we are using Xe<sub>La</sub>TeX, all fonts that are installed in the canonical font directories can be used. We are using the font `Linux Libertine`, which is unicode-based and contains a lot of the characters linguists want to use.

11.8.1 Chinese

You can enter Chinese characters directly and mix them with ASCII text without any further markup provided you load the `xeCJK` package. We already saw an example in (??) on page ?? . In order to type Chinese text, one has to load the

`xeCJK` package with the option `\indentfirst` set to `\false` and select an appropriate font:

```
\usepackage[indentfirst=false]{xeCJK}
\setCJKmainfont{SimSun}
```

### 11.8.2 Arabic script

Arabic script is the most challenging script for typesetting since it is written from right to left and contains ligatures. If you load the `bidi` package, you can mix right to left and left to right text.<sup>3</sup>

- (12) *U mard rā dust naxāhad dāšt.*  
 He/she man DOM friend NEG.want have  
 ‘He/she will not love the man.’

```
\newfontfamily\Parsifont[Script=Arabic]{XB Niloofar}
\usepackage{bidi}
\newcommand{\PRL}[1]{\RL{\Parsifont #1}}

\ea
\PRL{داشت.\\نخ واهد دوست را مرد او}
\gll U mard rā dust naxāhad dāšt.\\
He/she man {\sc dom} friend {\sc neg}.want have\\
\glt ‘He/she will not love the man.’
\z
```

### 11.8.3 Hebrew

Hebrew is also written from right to left. The characters are part of Linux Libertine, so no extra font has to be loaded to set examples like (13):

- (13) *ha-’iša qore’t sefer.*  
 DEF-woman read.PRES.F.SG book  
 ‘The woman is reading a book.’
- (14) *ha-’iša qore’t sefer.*  
 DEF-woman read.PRES.F.SG book  
 ‘The woman is reading a book.’

---

<sup>3</sup> Please have a look at the source code. The verbatim environment has difficulties to display Arabic text and hence the call to `\PRL` comes out scrambled.

#### 11.8.4 IPA symbols

The IPA symbols are part of the Linux Libertine font and hence can be entered into the document directly. The IPA unicode symbols can be created online at <http://ipa.typeit.org/full/>. (15) shows some examples:

(15) *ḃ ɐ ʁ ɿ ɹ ʑ θ ʈʂ ʈʂ̥ ʈ̥ ʊ ʊ̥ ʱ ʌ ʊ ɯ ɯ̥ ɣ ʎ ʎ̥ ʎ̥̥ ʒ ʒ̥ ʔ ʔ̥ ʔ̥̥ ă ɔ ɪ ɪ̥ ɪ̥̥ ɹ̥ ɹ̥̥ ɹ̥̥̥*

If you find symbols that are not covered by the font, please use the `tipa` package.



## **12 New series**

### **12.1 Introduction**

Language Science Press is keen to evaluate proposals for new book series in all areas of linguistics and neighboring fields. The following notes aim at helping you prepare a proposal that can be fully and rapidly assessed by the managing board. We kindly ask you to include the following aspects into your proposal, giving as specific information as possible. Your proposal should give the managing board a clear idea of the aims and scope of the proposed series. Proposal may vary in length. We expect proposals ranging between five to eight pages. Your initial submission should include a letter of introduction.

### **12.2 The proposed series in a nutshell**

Please give the proposed title of the new series and describe the aims and scope of the proposed series briefly in two or three sentences.

### **12.3 Content and contribution of the series**

Please give an explicit statement on the aims and scope of the book series, addressing also the following aspects.

What sub-discipline or sub-disciplines of linguistics will be covered? Which kind of topics would you like to see addressed in potential volumes?

Please explain how the proposed book series will fill a gap in existing publication programs for the scholarly community addressed by the series. Have there been new developments in the fields which have caused the need for a new series?

Please provide a brief list of keywords relating to the topics to be covered in potential volumes. It might also be worthwhile to comment on your choice of a title for the proposed series.

## 12.4 Readership

What is the main audience of the new book series? Does the series aim at academic specialists, at graduate or undergraduate students or at specialists in areas other than that of the editors or authors?

## 12.5 Competition

Please explain how the series differs from existing series in the area. What is its unique focus?

What is the existing competition? Please give details of the most relevant existing series in the area, providing publisher and editors. How does the proposed series relate to existing programs? How does it stand out from the competition?

## 12.6 Form of publications to appear in the proposed series

Which kind of publications will be included in the proposed series? Do you expect to publish monographs, edited books, textbooks, theses, handbooks and/or reference manuals?

How long will books be? Please give an approximate word count.

How many volumes do you expect to publish per year? Do you anticipate a limitation of the total number of books appearing in the series?

Will the proposed series accept only publications written in English, or do you expect to publish contributions written in other languages? If so, which languages other than English do you consider suitable for publications appearing in the proposed series? How do you plan to deal with possible difficulties arising with respect to publications in English authored by non-native speakers?

## 12.7 Editorial policies

Please give details on how you propose to administer the planned series. What role do you expect to play as editors, and what part do you plan to assign to the editorial board? Whom would you suggest as members of the editorial board?

As series editors you are responsible for ensuring the quality of each volume appearing in the series. In particular, it will be crucial that each proposed volume be commented on by at least two referees besides the series editor or editors. Please explain how you propose to accomplish this task. How do you propose to make editorial decisions?

Please specify how you project to approach potential authors or editors for future volumes in the proposed series. Do you plan to commission contributions on particular topics?

What lead time do you anticipate for each volume? How do you propose to ensure that editorial decisions and preparation of manuscripts will be accomplished in a timely manner?

## **12.8 About the editors**

Please list for each editor present academic interests, position and professional affiliation, including a list of recent publications which are relevant to the area of the proposed series. If applicable, specifically mention previous editorial experience. We ask you to make sure to include the following details for each prospective editor: Name, mailing address, work phone, email. Please try to explain as specifically as possible in which respect you are the right editor or editors for the proposed series.

## **12.9 Proposed first volume or volumes of the series**

Please give details on the proposed first volume or volumes of the planned series, including the following information: Provisional title, volume editor or editors (name plus affiliation), brief synopsis of the volume, provisional table of contents, and proposed schedule for completion of the typescript. It would be worthwhile to elaborate on how the planned first volume or volumes are intended to set the pitch for further contributions in the proposed series.

## **12.10 Languages**

Please indicate the languages in which you will accept submissions and provide details about the expected readership, if you want to publish in languages other than English.

Language Science Press accepts submissions in English, German, French, Spanish, and Portuguese, so series can choose to accept a subset of these languages.

## 12.11 Financial support

Currently we have nine series, for the enterprise to scale up, it is important that series editors take some responsibility and help as much as they can. De Gruyter requests camera ready copies or charges 1.500€ for submissions to certain series. We do not charge any money but it is not possible to handle everything centrally.

Series are expected to deliver L<sup>A</sup>T<sub>E</sub>X manuscripts. We help series editors to set up the conversion workflow, but certain commitment and resources at the site of the series editors is required. Please state that you can provide manuscripts typeset in L<sup>A</sup>T<sub>E</sub>X and what other resources you can provide.

## 12.12 What we do not publish

We do not publish scholarly work in fields other than linguistics and neighboring fields. We do not publish books for the general reader, *festschriften*, unrevised dissertations, autobiography or fiction.

To discuss your series proposal, please contact [sebastian.nordhoff@langsci-press.org](mailto:sebastian.nordhoff@langsci-press.org). He will help you with any questions you might have. The final proposal has to be sent to the press directors.

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