

# Language Science Press proofreading guidelines

General rules for proofreaders

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Language Science Press Guidelines





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# 1 Proofreaders

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

Proofreaders can choose their preferred way of working. Pdf comments, scanned comments on printout, or lists of errors with page numbers are all acceptable.

## Checklist Proofreading text

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- ☐ All floats are referenced.
- ☐ All examples are referenced.
- ☐ The guidelines adhered to.
- ☐ British or American spelling is consistent per author.
- ☐ “Section”, “Table”, or “Figure” in cross-references are capitalized.
- ☐ Spacing after punctuation and parentheses is correct.
- ☐ Parentheses and brackets in examples are not italicized.
- ☐ Subscripts in examples are not italicized.
- ☐ Footnotemarks in examples are not italicized.
- ☐ Parentheses are set correctly for all references.
- ☐ No double parentheses for citations in a parenthesized environment.
- ☐ Examples which are full sentences finish with punctuation in both source and translation.
- ☐ Examples which are not full sentences do not have a punctuation mark in source or translation.
- ☐ Alignment of glossed examples is correct.
- ☐ All examples have information about language and source.

### Checklist Proofreading bibliography

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

## 2 Structure of books

### 2.1 Front matter

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

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

### 2.2 Back matter

The back matter is structured as follows:

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





## 3 Style rules

### 3.1 Generic rules

We use the *Generic Style Rules for Linguistics* available on [https://www.academia.edu/7370927/The\\_Generic\\_Style\\_Rules\\_for\\_Linguistics](https://www.academia.edu/7370927/The_Generic_Style_Rules_for_Linguistics)

### 3.2 House Rules

The generic rules are complemented by the following house rules:

#### 3.2.1 Academic *we*

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

#### 3.2.2 British vs. American English

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

#### 3.2.3 Figures

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

#### 3.2.4 Tables

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

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

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

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

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

### 3 Style rules

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

#### 3.2.5 Abbreviations

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

#### 3.2.6 Glossed examples

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

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

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

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

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

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

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

### 3.2.7 Quotations

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

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

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

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

### 3.2.8 Cross-references in the text

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

### 3 Style rules

Depending on the series and the language the book is published in authors may use the § sign or the word *Section*.

#### 3.2.9 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.

#### 3.2.10 Aspiration, labialization, velarization etc

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

#### 3.2.11 Footnotes in section titles

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

#### 3.2.12 Color

Use color sparingly. Color should never be the only means to access information, but can be used as an addition. There are two reasons for this: b/w printers and colorblind people. Your work will not be accessible in those cases if color is the only distinguishing feature. Alternatives to color are using different shapes or shadings instead of color, grouping items, or verbal description.

## 3.3 Citations and references

Please deliver a Bib<sub>T</sub>E<sub>X</sub>file with all your references together with your submissions. Bib<sub>T</sub>E<sub>X</sub>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 Bib<sub>T</sub>E<sub>X</sub>file; this will be generated automatically when inserted.

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<sup>1</sup> The footnote about §3.2.11 can easily be added after the first sentence of the running text.

Table 3.3: Citation style for Language Science Press

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

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

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

### 3 Style rules

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.

## 3.4 Indexes

All Language Science Press books have a Subject Index and a Name Index. The Language Index is optional and should be used if the book treats several languages. Subject Index and Language Index have to be prepared by the authors 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.



## 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{chapters/smith.tex}`. Make sure that the options `collection` and `collecti onchapter` 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  $\LaTeX$  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  $\LaTeX$  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 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}` OR `\fitpagewidth{...}` 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. `\begin{figure}[ht]` to place a figure either exactly where it is in the document or on the top of this page or another page. A figure should generally appear as close to the text which refers to it, either on the same page or a following page. If the figure is on a following page, it is preferable that the reader does not have to turn the page. Next to the parameters `[hbpt]`, you can also change the position of the relevant lines of source code to “move” a figure to the top or bottom of another page of the pdf.
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 `\largerpage`. You can also use `\largerpage{2}`, or any other number, if every you really need a much longer page.
14. check for split footnotes. Sometimes, long footnotes are split across pages. You can use `\largerpage` as above, or you can try to move the word with the footnote to another page. Sometimes, there are chain dependencies, which can be tough to resolve.
15. check the bibliography for widows and orphans.
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.

## Checklist Typesetting

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