

STYLESHEET FOR THE *PROCEEDINGS OF AFLA**

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This stylesheet provides basic formatting guidelines for papers in *Proceedings of AFLA*, published through *Asia-Pacific Linguistics* and posted online. Authors are requested to stay as close to the guidelines as possible, so that each volume of the *Proceedings* will look professional and uniform. Comments and suggested revisions should be forwarded to one of the people listed above.

1. Introduction

Before 2009, there was no regular publication venue for the *Proceedings of the Austronesian Formal Linguistics Association (AFLA)*. In some years, the papers presented at the annual AFLA meeting were published in print form, usually as a volume of the host university's working papers. In other years, the papers were not published. In 2005, the *Proceedings of AFLA 12* were published electronically, in UCLA's on-line Working Papers in Linguistics. We think the time is ripe for regular on-line publication of the *Proceedings of AFLA*. Our hope is that beginning with AFLA 16, the *Proceedings* will be posted in .pdf format at the AFLA website, which is hosted by the University of Western Ontario (<https://www.uwo.ca/linguistics/research/afla/index.html>).

To help get this project off the ground, we present here a stylesheet for the *Proceedings of AFLA*. The stylesheet provides basic specifications that authors should follow when preparing the .pdf document that they submit to the editors of the *Proceedings*. It also provides an illustration of those guidelines (= this is how your submission should look).

For authors who prefer to write their paper using LaTeX, a class file and example source file are also available at <https://github.com/mitcho/afla>. However, authors using LaTeX should still refer to this document to ensure that their result adheres to these formatting guidelines.

* Updated May 2015 by Michael Yoshitaka Erlewine for *Asia-Pacific Linguistics*' JIS B5 paper format and to include references to the LaTeX class file. We thank Jeffrey Heinz and Dimitrios Ntelitheos, the creators of the 2005 stylesheet for UCLA's WPL, which forms the basis for this stylesheet.

2. Page Layout and Font Type/Size

Papers should be in JIS B5 paper size (182 mm × 257 mm; 7.17" × 10.12").

2.1. Margins

All four margins should be set to 20mm (0.79"). These margins should not be exceeded for any reason—no lines of text, tables, figures, or tableaux should exceed the margins—with the exception of the header, described in section 2.2.

2.2. Font Type and Sizes

The font used throughout is Times. If Times is not available on your computer, use Times New Roman. We encourage you not to use bold-face, and to use italics only in the very specific circumstances described below. If non-standard fonts are used, they should be embedded in the .pdf file.

The font size for the title of the paper is 14 pt. The font size for the abstract, footnotes, and captions is 10 pt. The font size for everything else—the main text, the author's name, affiliation, e-mail address, references—is 12 pt.

2.3. Justification

The text throughout should be left- and right-justified. This includes the abstract, footnotes, and references.

3. The Layout of Sections and Paragraphs

The layout of sections and paragraphs is described below. In most cases, we have defined styles in this document that capture these specifications.

3.1. Title and Author(s)

As stated earlier, the title of the paper is in 14 pt Times. It should be all-caps and centered. It should be preceded by three 12 pt blank lines and followed by one 12 pt blank line.

The name(s) of the author(s) should be typed in 12 pt Times. Immediately below each author's name should be his/her affiliation (on a separate line) and then his/her e-mail address (on a separate line). If there is only one author, all three lines should be centered (as is done for Ileana Paul at the beginning of this document). If there is more than one author, each author's information should be left-adjusted, and every effort should be made to arrange the authors' names, more or less centered, on the same line (as is done for Sandy Chung, Dan Finer, and Eric Potsdam at the beginning of this document).

3.2. Abstract

The abstract is in 10 pt Times. It should consist of a single paragraph of no more than 250 words. The abstract should be left- and right-justified; its left and right margins should be 1.29" (33 mm; = ½ an inch larger than the left and right margins of the main text). The abstract is separated from the last line of the authors' information by a 12 pt blank line and from the main text by a 12 pt blank line.

3.3. Sections, Subsections, and Paragraphs

Section and subsection headings are separated from the previous and following text by a 12 pt blank line. Each section should be set in bold-face, begin with a section number, followed by a period and a tab at .5" (13 mm), and then by the section heading. The first section should be numbered 1. Each subsection begins with a number (the section number followed by a period followed by the subsection number; iterate this if necessary), followed by a period and a tab at .5" (13 mm), and then by the subsection heading. The first letter of content words in section or subsection headings is capitalized.

Sections and subsections are referred to in the text as: section 4, section 3.3, section 4.3.2, and so on.

The main text is in 12 pt Times, single-spaced. The first paragraph of a section or subsection begins flush at the left margin (not indented). Subsequent paragraphs are indented by ½ an inch. Note that there is no blank line between paragraphs. Line spacing should be set to exactly 14 pt for readability (not single).

3.4. Headers, Footers, Page Numbering, and Page Limit

The text "The Proceedings of AFLA 22," modified with appropriate meeting number, should be at the top of every page. This header should be in 12 pt italics, centered, 12.5mm (0.49") from the top edge of the page. There should be no footer or page numbers. Page numbering will be supplied by the editors.

The page limit for submissions to the *Proceedings of AFLA* is 18 pages (including everything; e.g. abstract, references, tables, figures, and appendices). The page limit for submissions from invited speakers is 24 pages.

3.5. Footnotes

Footnotes are in 10 pt Times, single-spaced, left- and right- justified. If there is a footnote containing acknowledgements, it should be marked with a * (at the end of the title). All other footnotes are marked with progressive numbers, like this¹ or this.²

¹ This is a footnote. As you can see, it is set in 10 pt Times, left- and right- justified. The first paragraph of a footnote is not indented.

3.6. Appendices

Appendices are in 12 pt Times. They are distinguished by letter (e.g. Appendix A, Appendix B, and so on). Appendices follow the main text and immediately precede the references. In all other respects, they should be treated like sections.

3.7. References

References are given at the end of the paper, alphabetized, in a separate (un-numbered) section. The first line of each reference is flush with the left margin; subsequent lines are indented by ½ an inch. For examples of the style to be used, see the References in this document.

References in the main text are cited as follows. Cite both the author(s) and the date of publication. When reference is to the author(s), put the date of publication inside parentheses: “Postal (1971) made a sustained argument in favor of...”. When reference is to the work, do not put the date of publication inside (separate) parentheses. If your reference to the work forms an integral part of the text, it should look like this: “Postal 1971 was a sustained argument in favor of...” If your reference to the work supplements your text, it should look like this: “It has been shown (Postal 1971) that...”

4. Typing Conventions

4.1. Punctuation

In general, punctuation marks (periods, commas, colons, semicolons) immediately follow the text they are related to. This means that a footnote number follows the punctuation mark. When an entire sentence is parenthesized or quoted, the right parenthesis or right quotation mark should *follow* the punctuation mark. Otherwise the right parenthesis or right quotation mark should *precede* the punctuation mark.

If dashes are used in the text, use the long dash—like this—and do not leave space between the dash and the preceding or following word. Do not use short dashes (- or --).

4.2. Emphasis

Emphasis should be indicated by italics only, not by bold-face or underlining. Because italics are also used for examples cited in the main text, it is advisable to mark emphasis sparingly.

A multi-paragraph footnote would have all paragraphs after the first indented by ½ an inch, like this.

² Notice that in the text, a footnote number adjacent to a punctuation mark follows the punctuation mark.

4.3. Quotations

Language examples (from English or other languages) in the main text which are cited in orthography should be typed in Times italics.

Glosses in the main text should be typed between single quotes. For example, the French *pommes de terre* means ‘potatoes’. Glosses within examples are discussed below in section 5.2.

Reported speech and quotations in the main text are typed between double quotes. Long quotations should be treated like the abstract: they should be set in 10 pt Times, left- and right-adjusted, with left and right margins of 1.29” (33 mm; = ½ an inch larger than the left and right margins of the main text.

4.4. Page Breaks

Wherever possible, stick to the rule of *no widows* and *no orphans*: stray single lines of text at the very top or bottom of the page should be avoided.

(If the previous paragraph had been formatted across a page, it would have created both a widow and an orphan.)

5. Special Objects: Examples, Tableaux, Trees, Etc.

5.1. Examples

Examples are separated from the preceding and following main text by a 12 pt blank line. They are typed in 12 pt Times and labeled by a number in parentheses. The numbering should be progressive throughout the text. To illustrate:

- (1) This is an example. The example number is flush with the left margin; the example text begins ½ an inch from the left margin. Subsequent lines of the example also begin ½ an inch from the main text. (In Word, this can be achieved by setting the hanging indent to .5”.)

For multi-part examples we suggest the following format:

- (2) Multi-part examples have:
 - a. a numbered label for the entire example
 - b. alphabetic labels for each subpart, consisting of a lower-case letter followed by a period

As you can see, each level of embedding is left-aligned with the same indentation from the left margin.

Here is another example:

- (3) a. This is an example sentence.
b. This is another example sentence.
c. And this is yet another example sentence.

Refer to examples to the main text as follows: As you can see in (1), (2a), and (3b-c), the formatting of examples is pretty intuitive.

5.2. Glosses within Examples

Glosses in the main text were discussed above in section 4.3. Morpheme-by-morpheme glosses within examples are left-aligned with the relevant word of the original language. We strongly recommend that you use tabs and not spacing to do the alignment. For instance:

- (4) Hafa bidan-mímiyu pa'gu?
 what do-AGR.PROG now
 ‘What are you doing now?’

In (4) the original language material appears on the first line, followed by the morpheme-by-morpheme glosses on the second line, and the free translation, inside single quotes, on the third line. If you use abbreviations in the morpheme-by-morpheme glosses, include information about what each gloss corresponds to in a footnote or an appendix.

It may be useful to allow for an optional line, following the original language material and before the morpheme-by-morpheme glosses, that shows the morphological parse before the phonology kicks in. Like this:

- (5) Ali memukul kerbau itu.
 Ali meN-pukul kerbau itu
 Ali AV-hit buffalo DEF
 ‘Ali hit the buffalo.’

Long examples should present all the original language material and its morpheme-by-morpheme glosses before presenting any of the free translation. Like this:

- (6) Pues, ädyu ha' nila'la'-ñĩniha, i humáhanao fanggualu'an put
so that EMP life-AGR.PROG the AGR.go.PROG farm by
fanggualu'an taotao ya mañ-añakki i dos maseha hafa
farm.L person and.then AGR.AP-steal.PROG the two whatever
ni siña ma-bendi.
COMP can AGR-steal
'So, that was their life, the two of them going from farm to farm and
stealing whatever they could sell.'

All other conventions for morpheme-by-morpheme glosses—including how grammatical morphemes are indicated and abbreviated, how dashes and periods are used, etc.—are left to the discretion of the author(s). We do recommend however that you use the Leipzig glossing conventions in your examples (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>).

5.3. Tableaux

Tableaux should be treated as examples, not as figures. The same rules for numbering and indentation hold for tableaux as for other examples; e.g. each tableau should begin with a number flush with the left margin, and the left edge of the tableaux should be ½ an inch from the left margin of the main text. If you use both examples and tableaux, they should be part of the same progressive numbering system.

5.4. Trees

Syntactic trees and phonological trees (e.g. syllable structure graphs) should also be treated as examples. The same rules for numbering and indentation hold for them as for examples and tableaux. If you cannot get your trees to fit within the left and right margins of the document, try compromising on the point size of the node labels (which ideally would be 12 pt). Please carefully check the formatting of trees in your .pdf to make sure that each tree is on a single page (not spread over two pages).

5.5. Tables and Figures

Figures and tables are centered. They are separated from the preceding and following text by a 12 pt blank line. Ideally they should fit within the left and right margins of the document. Descending to a smaller point size may help to achieve this.

6. Conclusion

That's all, folks! Enjoy—

References

The general form of references is:

Author's-surname, Author's-first-name. year-of-publication. Title-of-work. Place-of-publication: Publisher.

Each reference should begin at the left margin; subsequent lines should use a hanging indent of ½ an inch. Use these conventions for capitalization within references:

- capitalize all content words in names of journals
- capitalize the first word in other titles, plus the first word after a colon or the first word of a subtitle
- capitalize words that are usually capitalized, such as names (*Jill*), languages (*Futunan*), and titles (*Dr.*)
- capitalize nothing else

For multiple works by the same author, repeat the author's name. If possible, supply first names. See the examples below for how to handle multiple authors, translated titles, papers in edited volumes or conference proceedings, etc. Further examples can be found in the *Linguistic Inquiry* style sheet (<http://mitpress.mit.edu/journals/LING/li-style.pdf>) or the *Chicago Manual of Style*.

book

Rice, Keren. 1989. *A grammar of Slave*. Berlin: Mouton de Gruyter.

single-authored paper

Vennemann, Theo. 2000. Triple-cluster reduction in Germanic etymology without sound laws? *Historische Sprachwissenschaft* 113:239-258.

multi-authored paper

Hale, Kenneth, and Josie White Eagle. 1980. A preliminary metrical account of Winnebago accent. *International Journal of American Linguistics* 46:117–32.

translated title

Haga, Yasushi. 1998. *Nihongo no shakai shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

paper in an edited volume

Hoijer, Harry. 1960. Athabaskan languages of the Pacific coast. *Culture in history: Essays in honor of Paul Radin*, ed. Stanley Diamond, 960-76. New York: Columbia University Press.

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Chomsky, Noam. 2000. Minimalist inquiries: The framework. *Step by step*, eds. Roger Martin, David Michaels, and Juan Uriagereka, 89-155. Cambridge, Ma. MIT Press.

paper in conference proceedings or working papers

Perlmutter, David M. 1978. Impersonal passives and the Unaccusative Hypothesis. *Berkeley Linguistic Society* 4, 157-89. Berkeley Linguistic Society, Berkeley, Ca.

Huang, C.-T. James and C.-C. Jane Tang. 1989. The local nature of the long-distance reflexive in Chinese. *Proceedings of NELS 19*, 191-206. GLSA, University of Massachusetts, Amherst.

Schein, Barry. 1981. Spirantization in Tigrinya. *MIT Working Papers in Linguistics* 3, 32-42. Department of Linguistics and Philosophy, MIT, Cambridge, Ma.

unpublished dissertation

Jun, Jongho. 1995. Perceptual and articulatory factors in place assimilation: An optimality-theoretic approach. Doctoral dissertation, University of California, Los Angeles.

unpublished manuscript

Miner, Kenneth. 1990. Winnebago accent: The rest of the data. Ms., University of Kansas, Lawrence, Ks.

presented paper

Steriade, Donca. 1996. Paradigm uniformity and the phonetics-phonology boundary. Paper presented at the Fifth Conference on Laboratory Phonology. Evanston, Illinois.

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