

Linguistic Approaches to Bilingualism style sheet (version: June 2023)

1. Preparation of manuscripts

Your manuscript should be written in 12-point Times New Roman. Please use double spacing and justified margins. Research articles must not exceed 10,000 words (*including* footnotes, abstract, references, tables and figures and appendices). An OSF repository may be used for stimuli and other relevant material. However, all essential information and data should be provided in the main text. (Note that LAB does not include long appendices in the print version of the paper, and authors should make them available through an online repository of their choice).

1.1 Language and structure

Please write your text in English. Use either American or British English spelling, but be careful not to mix spellings. Please ensure that English language proofreading is carried out before submission. No language-related proofing will take place at later stages. Any issues not dealt with in this style sheet must be done in APA Style (7th edition). Should there be a conflict between this stylesheet and APA 7th edition, this style sheet takes precedence.

Different from APA, each section should begin with an appropriate numerical label. Primary headings should be bolded. Secondary and all subsequent headings should be italicized but not bolded.

1.2 Blinding/Anonymization

The default review policy for LAB is double blind review. All author names, affiliations and other references to the authors' identity must be removed from the manuscript; else, the submission will be returned. In the manuscript, refer to your own work as you do any other work (i.e., do *not* replace your name with 'author'), and do *not* use first-person pronouns when discussing your previous work. Any references to locations, institutions should be substituted by “[removed for review]”. Acknowledgments may only be added after manuscript acceptance.

1.3 Author names and affiliations

Please provide the authors' names and affiliations in the space provided for this purpose online. Please clearly indicate the given name(s) and family name(s) of each author.

1.4 Abstract

Include an abstract of no more than 200 words. Please be concise and factual. The abstract should outline the goal of the research, as well as the central results and conclusions. Avoid references and the use of uncommon abbreviations.

1.5 Keywords

Please list a maximum of 5 keywords. Avoid general and/or plural terms and multiple concepts. Keywords are to be used for indexing purposes.

1.6 Competing Interests Declaration

Authors should include a competing interests declaration at the end of their manuscripts. This declaration will be subject to editorial review and may be published in the article. If a declaration contains identifiable information, authors must instead include their declaration in the cover letter to preserve the anonymity of their manuscript.

Competing interests are situations or affiliations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors. Example wording for a declaration is as follows: "Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organization F. Author G has received grants from company H." If no competing interests exist, the declaration should state "Competing interests: The author(s) declare none".

1.7 Pre-registration

If you have preregistered the study, please add a statement at the end of the manuscript where the pre-registration is available. In the submission, clearly differentiate analyses, etc., that were preregistered from those that were not.

1.8 ORCID

LAB supports ORCID, the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities ensuring that their work is recognized.

As part of the submission process of LAB, we will collect ORCID IDs from corresponding authors. If you already have an ORCID ID, you can associate that to your user profile during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. Your ORCID ID will become part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID please visit the ORCID homepage to learn more.

1.9 Cover letter and data availability statement

All submissions need to be accompanied by a cover letter that includes a data availability statement. In the cover letter, please:

- Explain how the submission fits the remit of LAB.
- Outline the novelty of the submission and its theoretical and/or empirical contribution.
- Provide three highlights of the submission that outline the core findings of the submission. Highlights consist of bullet points (maximum 85 characters, including spaces, per bullet point).
- Provide a data availability statement with information about your choice of sample size (e.g., in terms of power or previous studies), your choice of statistical analysis as well as where you have made the data used for the analysis and the analyses scripts available (e.g., which public repository). Data and analyses scripts need to be publicly available at the submission stage already.

LAB accepts links to trusted online repositories, such as the Open Science Framework, Dataverse, a university repository, or other database on the Registry of Research Data Repositories. To ensure author anonymity during the review process, authors must ensure that the material shared in repositories does not reveal author identity. This can be achieved, for instance, through OSF's review only link option. In cases where authors do not own data or

code, please state where and how readers can access these elements (anonymized during the review process). In cases where authors cannot share data due to participant privacy concerns or other issues, provide a clear explanation of why the data cannot be sufficiently anonymized for the purpose of responsible sharing, and/or why they are otherwise not shareable. All manuscripts submitted will be subject to an initial check to make sure that the above requirements are met upon submission of the manuscript. Missing, incomplete, or otherwise inadequate information will lead to administrative rejection of the manuscript.

2. Figures, tables and reporting of data

Please place all figures and tables next to the relevant text in the article. **Do not upload them as separate files.**

2.1 Figures

Ensure that each table or figure is accompanied by a caption and is numbered consecutively. Captions should provide a brief title and a description of the figure or table. Please explain all symbols and abbreviations used.

2.2 Tables

Please make sure your tables are editable. Pictures or images are not acceptable. Please number the tables consecutively and in accordance with their appearance in the text. Use tables only when necessary (e.g., statistical information, stimuli presentation, etc.).

2.3 Acknowledgements

Provide acknowledgements at the end of the article before the references. Funding information may be provided in the relevant field during online submission.

2.4 Data reporting

Please be consistent in the reporting of results throughout the paper. Add effect sizes on top of statistical significance whenever possible. In highlighting results, please italicize the expressions *p*, *r*, etc., and ensure that there is one space between them and the signs =, > and <. Please follow APA guidelines for reports of statistical significance (see *Publication Manual of the American Psychological Association*, 7th edition, Chapter 6).

2.5 Data availability statement

At the end of the manuscript and before the references, provide a statement with a link to a public repository where data and scripts are available.

3. References and typographic conventions

3.1 Citation in text

Citations within the text should contain the author's or authors' last name(s) followed by year of publication in parenthesis, e.g., Newman (1989) claimed this and that (Newman & Bold, 1990). In line with APA 7, the first and subsequent citations of a work with three or more authors should cite only the first author's name, followed by "et al.," (e.g., Catman et al., 2000). Works by the same author(s) in the same year should be distinguished by 'a', 'b', 'c', etc. Multiple works cited within brackets should be separated by semicolons, e.g., (Catman, 1990; Catman & Newman, 1990). The ampersand (&) should be used before the last author's name when the citation is within brackets. If not within brackets, "and" should be used instead, e.g., Catman and Newman (1990). Page number citations, if given, should follow the year of

publication, separated by a comma, e.g., (Catman, 1990, p. 45). The abbreviations “e.g.,” and “i.e.,” should be followed by a period and a comma.

Every reference cited in the text must also be present in the full reference list (and vice versa). It is not recommended to cite unpublished results or personal communications in the reference list, but the authors may mention them if essential. Work in preparation or under review should be cited and referenced as an unpublished manuscript. Works published online and awaiting print should be referenced as indicated below, including the DOI number. DOI numbers are *not* required for publications that have already been assigned to an issue (please provide page numbers).

3.1.1 Double quotation marks

When directly quoting a text, please use double quotation marks. The use of single quotation marks is restricted to terms with specific meanings that are unique to a particular field.

If the direct quote is more than 40 words, please include the quote as an indented block of text without quotation marks. Be sure to include the authors’ names, year, and page number in parentheses at the end of the quote. For example:

The Leipzig Glossing Rules have been developed jointly by the Department of Linguistics of the Max Planck Institute for Evolutionary Anthropology (Bernard Comrie, Martin Haspelmath) and by the Department of Linguistics of the University of Leipzig (Balthasar Bickel). They consist of ten rules for the "syntax" and "semantics" of interlinear glosses, and an appendix with a proposed "lexicon" of abbreviated category labels (Leipzig, 2015, p. 1).

3.1.2 Single quotation marks

Terms that are used in a semi-technical sense or whose validity is questioned may be placed in single quotes (1). Single quotes may also be used for quotations within quotations (2) and translations from another language (3):

- (1) The term ‘processing’ refers to the computational process of language comprehension/production as it unfolds in real-time.
- (2) “They stated that the participant told them she was ‘as proficient as a native speaker.’”
- (3) *La casa es roja*, ‘the house is red’

3.2 Typographic conventions

3.2.1 Small caps

Small caps can be used in lieu of italics throughout the main body of text. Small caps are generally used as a form of emphasis and/or to introduce technical terms at first mention. For example, “LINGUISTIC PROCESSING is the computational process of language comprehension/production as it unfolds in real-time.”

3.2.2 Italics

Italics are used to (a) introduce new linguistic examples, (b) a key or technical term, (c) scientific names, (d) letters in statistical symbols/variables or (e) to convey intended emphasis, (f) for titles of books and journals:

- (a) We use the word *proficient* here to refer highly advanced learners.
- (b) The term *heritage speaker* refers to a native speaker of a minority language in a

majority language context, such as Spanish in the US.

(c) *Universal Grammar* has evolved since its advent in the late 1950s.

(d) $n = 25$; $p < .001$

(e) Here we distinguish between *learning* and *acquisition*.

(f) *Linguistic Approaches to Bilingualism*

4. Glossing and phonetic transcription

4.1 Glossing

Please the Leipzig Glossing Rules (available online).

4.2 Transcription

Please make sure that all International Phonetic Alphabet (*IPA*) symbols are set in a Unicode font. You may use, e.g., Duolos SIL, Charis SIL, Gentium SIL (all available online).

5. Reference list

5.1 List of references

The reference list should be sorted alphabetically at the end of the paper. If you have more than one reference from the same author(s) in the same year, they must be identified by the letters 'a', 'b', 'c', etc., positioned after the year of publication (see above). Please note that, unlike in the main text, the ampersand is preceded by a comma. APA Style is followed throughout, but this section serves as an example.

Reference to a journal publication:

Holtgraves, T. M., & Kashima, Y. (2008). Language, meaning, and social cognition. *Personality and Social Psychology Review*, 12(1), 73–94.

Reference to an online first paper that is awaiting print:

Kupisch, T., & Rothman, J. (2016). Terminology Matters! *International Journal of Bilingualism*. Advance online publication. <https://doi:10.1177/1367006916654355>

Reference to a book:

Yule, G. (2016). *The study of language*. Cambridge University Press.

Reference to a chapter in an edited book:

Wulff, S., & Ellis, N. (2018). Usage-based approaches to second language acquisition. In D. Miller, F. Bayram, J. Rothman, & L. Serratrice (Eds.), *Bilingual cognition and language: The state of the science across its subfields* (pp. 37–56). John Benjamins.

Reference to an unpublished conference paper or poster presentation:

Hackl, M., Sugawara, A., & Wexler, K. (2014, November 7–9). *Question-answer (in)congruence in the acquisition of only* [Conference presentation]. BUCLD, Boston, MA, United States.

6. Submission

When using our online submission system, you will be guided through the submission process step by step (<https://www.editorialmanager.com/lab/default.aspx>). We ask that you submit an editable MS Word file so as to properly typeset your manuscript for final publication. All correspondence, including notification of the Editor's decision and requests for revision, will be emailed to the corresponding author.