LIN 405 - Writing in Linguistics

Summer 2021 - Scott Nelson

Linguistics Style Guides

The Generic Style Rules for Linguistics

- Was created with the goal of standardizing linguistic papers without relying on a specific publisher

- Reflects majority usage

- Focuses on linguistics specific aspects like numbered example sentences and representing language data

- Ignores aesthetic considerations (font size, font type, margins, etc...)

1. Parts of the text

- Begin with a title followed by the author(s) and affiliation(s)
- Article is preceded by a 100-300 word abstract
- Articles are divided into sections, subsections, and subsubsections
  - Always start with 1 when numbering
  - If a (sub)section has (sub)sub-sections then there must be at least two of them
- References, Acknowledgements, Abbreviations, and Appendices are unnumbered and follow main text
- Section headings do not end with a period and have no special punctuation

2. Capitalization

- Sentences, proper names, and titles/headings/captions start with a capital letter

- It is used for numbered parts of an article

- It is used after colons in titles

3. Italics

- Italics are used for all object-language forms that are cited within the text or in numbered examples unless they are phonetic/phonological transcriptions
- Book titles, journal titles, and film titles are all typed in italics
- When a technical term is used metalinguistically it is typed in italics
- Italics can be used for emphasis of a particular non-technical term
- You can add it to a quotation for emphasis and add [emphasis mine] at the end of the quotation

4. Small caps

- Small caps are used to draw attention to an important term at its first use or definition

- Small caps are also used for category abbreviation in interlinear glossing

- Small caps may be used to indicate stress or focusing in example sentences

5. Boldface and other highlighting

- Boldface can be used to draw the reader's attention to particular aspects of a linguistic example

- Full caps and underlining are not normally used for highlighting

  - Underlining can be used to highlight a single letter in an example word

6. Quotation marks

- Double quotes indicate when a passage from another work is cited in the text

- Double quotes are used when a technical term or other expression is mentioned that the author does not want to adopt

- Single quotes are used exclusively for linguistic meanings

7. Other punctuation matters

- The n-dash (-) surrounded by spaces is used for parenthetical remarks

- The n-dash (-) is also used for number ranges without any spaces

- Ellipses in quotation is indicated by [...]

- Angle brackets are used for specific reference to written symbols

8. Abbreviations

- Abbreviations of uncommon expressions should be avoided

  - If it is referred to frequently then it may be abbreviated

  - Explain in full when it is first used

- Language names should not be abbreviated

- Abbreviation should be avoided in headings and captions

9. In-text citations

- Published works can be cited as an element in the primary text:
  - e.g. Nelson & Durvasula (2021)
- They can also be backgrounded in parentheses
  - e.g. (Nelson & Durvasula 2021)
- Every in text citation must correspond to a full citation listed at the end of the work
- When there are two authors the ampersand (&) is used
- When there are more than two authors the first author is listed followed by et al.

10. Numbered examples

- Glosses follow the Leipzig Glossing Rules

- Example numbers are enclosed in parentheses

  - Text of numbered examples is normally in italics

- You can cross reference numbered examples using the number in parentheses

- If the example is from another language then it should include an interlinear gloss (with word-by-word alignment) and an idiomatic translation

  - see pp. 6-8 and Leipzig Glossing Rules for more details

11. Source indications

- Sources of numbered examples are given directly after the idiomatic translation

- If source is not a bibliographic reference then it is put in square brackets

  - Article must contain a special section at the end where information about source is given

12. Tables and figures

- Tables and figures are numbered consecutively starting with 1
- They must be mentioned in the running text and identified by their numbers
- Each table and figure has a caption
  - Preceding table
  - Following figure
- If the caption is not a complete sentence then it is not followed by a period
- Tables generally have a top line and bottom line plus a line below the column headers
- If a table has a footnote then the reference characters are a, b, c, etc… and are given immediately below the table and not at the bottom of the page

13. Cross references in the text

- Cross references to chapters, tables, figures or footnotes use the capitalized name of the time

- Cross references to sections use the § character.

14. Footnotes

- Footnote reference should follow a period or comma

- Footnote numbering starts with 1

- Numbered examples in footnotes have numbers (i), (ii), etc…

- If there are sub-examples, they have the numbers (i.a), (i.b), etc…

15. Non-Latin scripts

- Any language that is not written with the Latin alphabet should be given in transcription and transliteration

- If the entire paper is about a particular language then do not omit the original script

- No need to print non-Latin forms in italics

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16. List of references

	A.	Y.	T.	E.	P(.)	V	P.	C:	PB.
journal article	*	*	*		*	*	*		
book	*	*			*			*	*
article in edited book	*	*	*	*	*		*	*	*
thesis	*	*			*			*	*

16. List of references

- A. = author list followed by period
- Y. = year followed by period
- T. = article title followed by period
- E. = editor list follows by period
- P(.) = italicized publication title (followed by period if book or thesis)
- V = volume number
- P. = page numbers followed by period
- C: = city followed by colon
- PB. = publisher followed by period

16. List of references

- If your reference is not a journal article, book, article in edited book, or thesis then it should be treated liked one of those four to the extent that it is possible.

- Additional info can be included in references, see pp. 9-13 for full information

17. Rules for monographs and edited volumes

- Read p. 14 if interested

Language Style Sheet

File Formats

- Request that documents are sent as .doc/.docx/.rtf files
  - They charged extra to covert LaTeX to these file types
- Include .pdf for references

Basic formatting (aesthetics)

- Letterpaper size (8 1/2" x 11")

- 1.5 line spacing

- Extra space between sections

- 12 point font (simple roman face)

- 1" margins

- Left align (non-justified)

- No line-end hyphens

- Single space after all punctuation

- Number all pages in upper right corner

- No headers or footers

Basic formatting (aesthetics)

- Tables, figures, etc... should be given on separate pages at the end of the document or in a separate file

- Use endnotes rather than footnotes

- Page order:
  - 0 - title and subtitle; authors' names and affiliations; e-mail address
  - 1 - title and subtitle only
  - 2 - abstract of ~100 words with asterisked acknowledgement footnote and 5-7 keywords
  - 3-n - body; appendix; references (new page); notes (new page); all special matter

Linguistic Inquiry Style Sheet

Page limits

- Full articles are limited to 50 manuscript pages

- Remarks and Replies re limited to 25 manuscript pages

- Squibs and discussion are limited to 12 manuscript pages

- These include notes but not references

Basic formatting (aesthetics)

- 12 point font with serif

- 1 1/4" margins

- Double-space all material except linguistic trees, text, examples, footnotes, tables, and references

- Type footnotes together and place after reference section

- Tables and figures are typed on separate pages from the text and placed at the end of the manuscript

- Number all pages (no placement specification)

Survey

- What is one aspect that all the style guides seem to share?

- What is one aspect that varies between all three style guides?

- What is something you would like clarification on when it comes to style guides?

- What are your personal opinions on style and formatting?

- Will you make changes to your paper after reading these style guides?

  - Results: 5 yes; 1 no; 1 other

Students' style guides

1. What journal did you find a style guide for?

2. Was there anything unusual that you noticed when reading it?

3. In what ways was it similar to the generic style rules for linguistics?

4. In what ways was it different from the generic style rules for linguistics?

5. Anything else you want to mention about it.