

# STYLE SHEET for papers in English Language & Linguistics Version 1.4

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**Note:** Please follow these instructions closely. We reserve the right to refuse acceptance and return carelessly formatted submissions.

Authors should submit an electronic copy of the paper, preferably in Microsoft Word DOC format. Please ensure that all fonts are embedded in the saved document (usually under “Word Options, “Save”, “Embed All Fonts”).

The name(s) of the author(s) and full contact details should be on a separate page at the start of the document, and the author(s) should not be identifiable from the references in the remainder of the text and the acknowledgements.

Most characters necessary for representing Old or Middle English are now contained in standard fonts, which should therefore be used wherever possible. Additional letters and phonetic characters should where possible be taken from the **Doulos SIL** font, available from [http://scripts.sil.org/cms/scripts/page.php?site\\_id=nrsi&item\\_id=DoulosSILfont](http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=DoulosSILfont)

## FORMATTING AND STYLE

The format and style requirements listed below are taken from those used by the journal *English Language and Linguistics* and incorporate the recommendations for the *Unified Style Sheet for Linguistics Journals*. Authors may like to refer to a recent issue (issue 11.3 or later for bibliographic details) to look up certain features of formatting and style.

1. PAGINATION AND ORGANISATION OF THE MANUSCRIPT. Insert page number in the top right corner of every page. Number continuously throughout the title page, abstract, article’s main text, author’s address, references, and – if applicable – footnotes (i.e. endnotes in the manuscript format) and other end matter (appendix, tables, figures, etc.; see section 14 below). The various components of the manuscript are to follow in the order just given, except for an appendix, which should immediately precede the references.

The title page should include only the following information:

**Article title**  
AUTHOR’S NAME  
*Author’s affiliation*

**Author’s email address**

**Course number**

Academic Year  
Instructor name  
Submission date

An acknowledgements footnote should be marked with a superscript ‘1’ – not an asterisk – at the end of the title.

2. TYPOGRAPHIC CONVENTIONS. Please refer to section 15 below for recommendations on the use of various typefaces.
3. SPACING AND MARGINS. **Single-space** throughout. Leave 3cm/1.5" margins on all four sides of all the pages. Except for the first paragraph of a new section or subsection, the first line of every new paragraph is indented, as is shown in section 5 below. Please do not mark paragraph breaks by extra line spacing.
4. ABSTRACT. The abstract, on a separate page, should follow the title page of an Article. Max. length: 100 words.
5. SECTION AND SUBSECTION HEADINGS. These should be typed on separate lines, in small capitals and italics, respectively, numbered and punctuated exactly as in the following example:

1 PHONOLOGICAL STRUCTURE

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1.1 *Metrical phonology*

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1.1.1 *Metrical grids*

6. STYLE. Contributors should be sensitive to the social implications of language choice and seek wording free of discriminatory overtones in matters such as race and gender. The style of writing should be non-elliptical: abbreviations of rule names, languages, etc. are to be kept to an absolute minimum and clearly introduced at first occurrence. If abbreviations of less commonly-known technical terms are used extensively in an article, they should be set out clearly in a footnote or an end-of-article glossary. Natural data sources (from Old English texts, contemporary novels, etc.) should be clearly identified.

PROOFREAD YOUR PAPER. ALLOW FOR IT TO “SIT” FOR A DAY BEFORE YOU TURN TO IT FOR FINAL PROOFREADING. IF YOU CAN, HAVE YOUR FINAL DRAFT CHECKED BY A FRIEND FOR INCONSISTENCIES.

7. SPELLING. Either British English, US English or Canadian conventions for spelling and expression should be followed consistently. For Canadian conventions, refer to

Fee, Margery and Janice McAlpine. 2007. *Guide to Canadian English Usage*. 2<sup>nd</sup> ed. Toronto: Oxford University Press.

Please run a spellchecker on the final draft to eliminate detectable typos.

8. QUOTATIONS. **Quotations of under 25 words** should be included in double quotation marks in the running text. Any punctuation normally FOLLOWS the closing quotation mark. **Longer quotations** should be set out as a separate paragraph (or paragraphs) on a new line, indented at the left margin throughout, without any quotation marks and with no extra indent on the first line. The **source work** and **page number** must be given for all the quotations. Please check thoroughly against the source the accuracy of the quoted text in the manuscript (wording, punctuation, capitalisation, emphasis) and the page number(s) from which the quotation is taken.
9. SHORT REFERENCES IN TEXT. As is shown below, variants of the author-date-page format are used for literature citations depending on the context of the sentence. With more than one work listed, works are ordered chronologically, not alphabetically, unless two or more works by different authors have the same year of publication.

... for arguments against see Smith & Jones (1993: 481–3), Chomsky (1995: 154, 286f.; 1997), Vikner (1995: chapter 5), Rizzi (1997), Iwakura (1999) ...

... and elsewhere (see Seuren 1985: 295–313, Browning 1996: 238, fn. 2) ...

... distinguish certain words from others ‘without having any meaning of its own’ (Hockett 1958: 575).

Please note: (i) the ampersand (&) immediately preceding the surname of the second (or last) co-author; (ii) a space between the colon and the page number; (iii) a ‘long hyphen’ (en-rule) between page numbers; (iv) elliptical page number spans; (v) no space and a full stop, respectively, before and after ff./f.; (vi) NO comma between author’s name and year; (vii) punctuation follows the quotation mark and the quotation source details.

10. FOOTNOTES. Use FOOTNOTES (not Endnotes). Keep these notes to an absolute minimum. In many cases, you would either incorporate the footnote into the text or delete it. Notes should be numbered consecutively, starting from number 1, even if the first footnote contains acknowledgements only.
11. NUMBERED EXAMPLES. Include all the example numbers and any letters identifying sub-examples in separate parentheses, and align as is shown below, using small word-processor tabs. Example numbering begins at the left margin.

These phenomena can be illustrated in examples (1)–(2):

- (1) And she is like, “Who’s that over there”.
- (2) It’s not like he goes “Great you’re here”.

In the article text, examples should be referred to as (4a), (5b, c), (6b–e), (7)–(9) (NOT: (4)a, (5b) and (5c), (6b–e, (7–9)). Examples in footnotes should be numbered with small roman numerals, also in parentheses, i.e. (i), (ii), etc. Please note the use of

a ‘long hyphen’.

12. EXAMPLES FROM LANGUAGES OTHER THAN MODERN ENGLISH. Sentences, phrases and words in languages other than modern English which are set out as numbered examples are followed by a line of word-for-word (or morpheme-for-morpheme) gloss and a line of literary translation, all double-spaced. Glosses are fully aligned with the appropriate words or morphemes of the original. The translation is included in single quotation marks and sentence-final punctuation is within the quotation marks. All the text in numbered examples is in Roman type but if a part of a numbered example is to be highlighted, it is set in **bold**. Linguistic category labels appearing in the gloss are in SMALL CAPITALS. The following illustrates:

- (4) (a) John likes Mary. (NOT: 4 a., (4) a., etc.)  
(b) Mary doesn't like John.  
(c) \*Like does Mary John not.
- (5) Siroi huku-o       kita   wakai   baaten-ga       sutando-no utigawa-ni **san-nin**  
white clothing-ACC wore young bartender-NOM bar-GEN    inside-LOC three-CLASS  
tatihatariate-iru.  
working-be  
'Three young bartenders dressed in white were working behind the bar.'

A translation or a gloss of a non-modern-English example in the running text immediately follows the example at its first occurrence and is enclosed in single quotes; the grammatical category gloss, if present, is given in lower-case roman type in parentheses and within the quotes, e.g. *moja matka* 'my mother (nom, 3sg, fem)'.

13. REFERENCES. The style is that of the Unified Style Sheet for Linguistics Journals (<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>) with minor exceptions (These are: (i) all page numbers are preceded by a comma, i.e. there is a comma rather than a full-stop after journal/proceedings volume number; (ii) page numbers are elided as far as possible except for teens, e.g. 21–4, 121–4 but 112–14; and (iii) dissertation entries specify the university but no 'place of publication' separately). **Study the examples below carefully.**

All and only works mentioned in the text and footnotes must be included in the references at the end of the article. Authors should check carefully that this is the case, and that the authors and dates cited match the names and the dates in the references, that the page numbers of all the articles in journals and books are correctly supplied, and that the list is in strict alphabetic order and formatted according to the specification below.

References start on a fresh page, immediately after the main body of the text. The heading REFERENCES is in capitals and centred, and not in bold. The list is double-spaced throughout. There are no lines or blank spaces for repeated names of authors – the names are always typed as in the first entry. The preferred format is that THE FIRST NAMES OF ALL THE AUTHORS AND EDITORS ARE GIVEN IN FULL. This convention must be followed consistently throughout with the exception for those authors who are known to use initials only (e.g. R. M. W. Dixon, S. J. Hannahs). Note that the full first name follows the surname only at the beginning of a new entry. A full-stop separates author name(s) and the year of the publication. If an entry is longer than one

line, the second and subsequent lines are indented ('hanging indent'). In the case of joint authors or editors use the ampersand (&), not the word 'and'. Please note also a 'long hyphen' in number spans and ellipsis of repeated digits (i.e. 1985–91, 134–62; NOT: 1985–1991, 134–162). Abbreviations are to be avoided in the case of journal titles (e.g. *English Language and Linguistics*, NOT: *ELL*) but citations from conference proceedings include the meeting's or the society's acronym. US state names are given using the standard two-letter abbreviation, e.g. MA (NOT: Mass.) Examples follow:

### Books

- Akmajian, Adrian, Richard A. Demers & Robert M. Harnish. 1985. *Linguistics*, 2nd edn. Cambridge, MA: MIT Press.
- Blevins, Juliette. 2004. *Evolutionary phonology*. Cambridge: Cambridge University Press.
- Kemenade, Ans van & Nigel B. Vincent (eds.). 1997. *Parameters of morphosyntactic change*. Cambridge: Cambridge University Press.
- Kiparsky, Paul & Gilbert Youmans (eds.). 1989. *Phonetics and phonology*, vol. 1: *Rhythm and meter*. San Diego, CA: Academic Press.
- Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.
- Luce, R. Duncan, Robert R. Bush & Eugene Galanter (eds.). 1963. *Handbook of mathematical psychology*, vol. 2. New York: John Wiley & Sons.
- Oxford English Dictionary*, 2nd edn. 1989. Oxford: Oxford University Press.
- Pintzuk, Susan, George Tsoulas & Anthony Warner (eds.). 2000. *Diachronic syntax: Models and mechanisms*. Oxford: Oxford University Press.
- Webelhuth, Gert (ed.). 1995. *Government and binding theory and the minimalist program: Principles and parameters in syntactic theory* (Generative Syntax). Oxford: Blackwell.

### Articles in edited volumes, conference proceedings and working papers

If more than one article is cited from a single edited volume, a short reference to the volume appears in the article entries (as in the examples below) and the full details of the volume appear in a separate entry.

- Abraham, Werner. 1997. The interdependence of case, aspect, and referentiality in the history of German: The case of the verbal genitive. In van Kemenade & Vincent (eds.), 29–61.
- Archangeli, Diana. 1985. Yawelmani noun stress: Assignment of extrametricality. *MIT Working Papers in Linguistics* 6, 1–13.
- Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society (CLS)* 34(1), 55–68.
- Clark, Alexander. 2006. Pac-learning unambiguous NTS languages. *International Colloquium on Grammatical Inference* 8, 59–71. Berlin: Springer.
- Del Gobbo, Francesca. 2003a. Appositives and quantification. *Annual Penn Linguistics Colloquium* 26 (University of Pennsylvania Working Papers in Linguistics 9), 73–88.
- Hornstein, Norbert & Amy Weinberg. 1995. The Empty Category Principle. In Webelhuth (ed.), 241–96.
- Hudson, Richard. 1996. The difficulty of (so-called) self-embedded structures. *UCL Working Papers in Linguistics* 8, 283–314.
- Kemenade, Ans van. 2000. Jespersen's cycle revisited: Formal properties of grammaticalization. In Pintzuk et al. (eds.), 51–74.
- Kiparsky, Paul. 1997. The rise of positional licensing. In van Kemenade & Vincent (eds.), 460–94.
- Rice, Curt. 2006. Norwegian stress and quantity: Gaps and repairs at the phonology–morphology interface. *The North East Linguistic Society (NELS)* 36(1), 27–38. [ROA 781.]
- Rissanen, Matti. 1999. Syntax. In Roger Lass (ed.), *Cambridge history of the English language*, vol. 3, 187–331. Cambridge and New York: Cambridge University Press.
- Roberts, Ian & Anders Holmberg. 2005. On the role of parameters in Universal Grammar: A reply to Newmeyer. In Hans Broekhuis, Norbert Corver, Riny Huybregts, Ursula Kleinhenz & Jan Koster (eds.), *Organizing grammar: Linguistic studies in honor of Henk van Riemsdijk*, 538–53. Berlin: Mouton de Gruyter.
- Williams, Edwin. 1995. Theta theory. In Webelhuth (ed.), 97–124.
- Willis, David. 2000. Verb movement in Slavonic conditionals. In Pintzuk et al. (eds.), 322–48.

### Articles in journals

- Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11, 191–200.
- Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3), 14–28.
- Suñer, Margarita. 1988. The role of agreement in clitic-doubled constructions. *Natural Language & Linguistic Theory* 6, 391–434.

### Online papers, reviews, dissertations and other kinds of publication

- Ellison, T. Mark & Ewan Klein. 2001. The best of all possible words. Review article on Diana Archangeli & D. Terence Langendoen (eds.), *Optimality Theory: An overview*, 1997. *Journal of Linguistics* 37(1), 127–43.
- Franks, Steven. 2005. Bulgarian clitics are positioned in the syntax, 15 pp.  
[http://www.cogs.indiana.edu/people/homepages/franks/Bg\\_clitics\\_remark\\_dense.pdf](http://www.cogs.indiana.edu/people/homepages/franks/Bg_clitics_remark_dense.pdf) (10 May 2007).
- Harley, Heidi. 1995. *Subjects, events and licensing*. Ph.D. dissertation, MIT.
- Joseph, Brian D. 2001. Review of R. M. W. Dixon, *The rise and fall of languages*, 1997. *Journal of Linguistics* 37(1), 180–6.
- Lattewitz, Karen. 1996. Movement of verbal complements. Ms., University of Groningen.
- Pedersen, Johan. 2005. The Spanish impersonal *se*-construction: Constructional variation and change. *Constructions* 1, <http://www.constructions-online.de> (10 May 2007).
- Watson, Kevin & Patrick Honeybone. 2002. Liverpool English, visarga in pausa, and the phonetics–phonology divide. Presented at the Toulouse Conference on English Phonology, University of Toulouse le Mirail.
- Yu, Alan C. L. 2003. *The morphology and phonology of infixation*. Ph.D. dissertation, University of California at Berkeley.

14. ARTWORK. Tables, tree diagrams, tableaux, AVMs, etc. are usually single-spaced.

- (a) Only horizontal lines are normally used in tables but both horizontal and vertical lines are acceptable in intricate tables.
- (b) Tree diagrams, tableaux, AVMs and the like are numbered like other examples.

15. TYPOGRAPHIC CONVENTIONS. Please use Times/Times Roman size 12pt font throughout the manuscript. Special typefaces are used as follows:

#### SMALL CAPITALS

- (i) technical terms when first introduced
  - (ii) section headings
  - (iii) the names of grammatical categories in the glosses of numbered examples
- Please do NOT use CAPITALS with a reduced font size.

#### *Italics*

- (i) language material in the running text
- (ii) foreign words
- (iii) emphasis in the main body of the text or footnotes
- (iv) subsection headings
- (v) titles of books, journals and dissertations
- (vi) headings in numbered examples (if applicable)

#### **Bold**

- (i) article title
- (ii) emphasis in numbered examples

- (iii) author's name in the bibliographical information about the book discussed in a Review Article

'Single quotation marks'

- (i) terms used in a semi-technical sense or terms whose validity is questioned
- (ii) meanings of words and sentences
- (iii) quotations and 'direct speech'

"Double quotation marks" – quotations within quotations only.

& (ampersand) is used instead of the word *and* before the second/last surname of a co-author or co-editor in references as well as in the main text.

A 'long hyphen' (en-rule –) is used

- (i) to mark a 'dash' – it is then preceded and followed by a space – and
- (ii) to mark number spans, such as in page numbers (e.g. 123–54) in the main text as well as in References

Please distinguish between a 'long hyphen'/the en-rule (–) and a short hyphen (-). The em-rule (—) is used only in tables, to mark an empty cell.

16. KEEPING TRACK OF NUMBERING SEQUENCES. If (sub)sections, numbered examples or footnotes are added to or removed from the article in the process of revising it, every care should be taken to ensure that all subsequent (sub)sections, examples or footnotes are appropriately renumbered and that any in-text and in-footnote references to them by numbers (e.g. 'given the arguments in section 3.2 above') be checked and adjusted if necessary. While it is acceptable for files to include automatic footnote (i.e. endnote) numbering, please DO NOT use automatic example, figure and table numbering and cross-referencing.

#### 17. REFERRING TO CHARTS AND FIGURES

Whether you choose a quantitative or the qualitative approach, or a mix of both, **unless stated otherwise for this course (check syllabus and term paper instructions), everyone undergraduate essay will have to include and interpret at least one chart.** Given that some of you may never have done this, I include a passage from a text of mine as an example how charts can be linked to the text. Note, how I don't throw the chart on *snuck* vs. *sneaked* at the reader; I spend ample space discussing it. First, I refer to the chart (Figure 1), then I explain its formula (footnote 1 – what does the chart show?), then I explain its significance. In the end, I write three paragraphs based on the chart alone. Ensure that your chart (or charts) are contextualized in a similar way:

*Snuck* and *sneaked* are fairly unique forms for which internet searches can give an indicator of its use in a wider context. Figure 1 shows the percentage of Google hits per domain names<sup>1</sup>: It can be seen that Canada (.ca) is quite advanced in its use of *snuck*, as are the American domains .edu and .gov. Due to the lack of a single US domain .edu (mostly educators) and .gov (governmental official) display more conservative use, which is seen in the lower figures in comparison to .ca percentages.

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<sup>1</sup> The percentages in the domains are calculated as follows: frequency of *snuck* divided by frequency of *sneaked*, multiplied by 100.

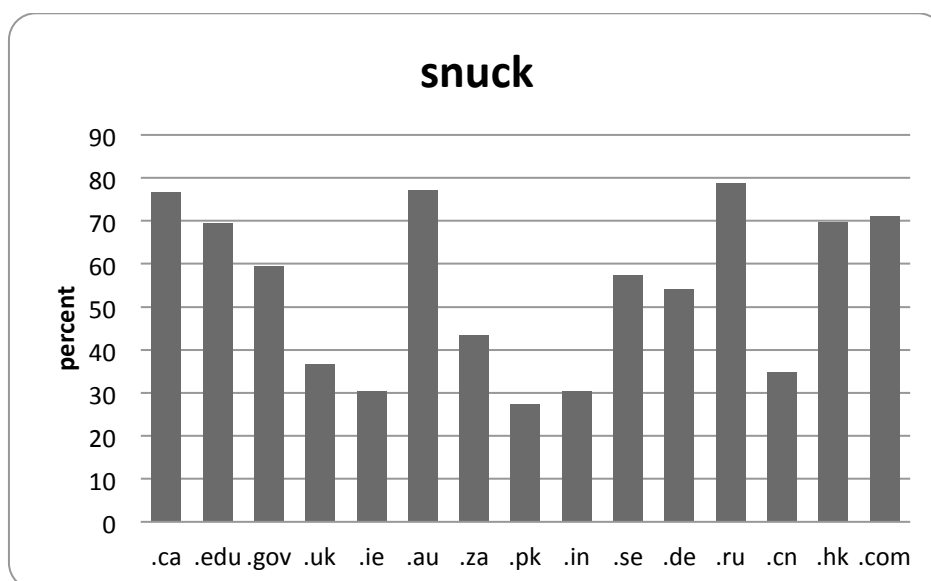


Figure 1: World-wide use of *snuck* (not *sneaked*) by internet domains in %  
(31 May 2010)

Figure 1 shows that in nine of 15 domains world-wide, *snuck* is the majority form. To gauge the global spread of *snuck*, Figure 1 includes domains from Inner Circle countries (where English is spoken natively), Outer Circle countries (where English has had a long colonial history) and Outer Circle countries (where English is taught as a foreign language) (Kachru 1985). Even in the UK (.uk) and in Ireland (.ie), the the most conservative Inner Circle countries, *sneaked* has lost its status as the single past tense and past participle form, with about one third of the tokens being *snuck*. Historical ties with the UK play only a marginal role for Inner Circle countries: Canada (.ca) is among the leaders of the change, as are the American domains .edu and, less so, .gov. For the latter two, the counts for *snuck* are slightly lower, because of the more formal registers that can be expected in post-secondary education and government sites. In the southern hemisphere, historical ties with the UK also do not show linguistically, as Australia (.au) shows the highest score of inner circle countries for *snuck* with 77.1 percent, and South Africa (.za) is about equally split at present. All of these countries were British colonies and are part of the Commonwealth of Nations. Only in the Outer Circle countries is an effect of more conservative norms still felt with Pakistan (.pk) and India (.in) showing a similar dispersion of around 30% of *snuck*, which reflect the traditional norms. In fact, both countries are more conservative than the British.

Figure 1 includes also EFL our Expanding Circle varieties. The examples of Sweden (.se), Germany (.de) and Russia (.ru) reflect different traditions of teaching English: while in Germany, and especially Sweden, where English has been part of regulated instruction for the better part of the 20<sup>th</sup> century, were following traditional British norms, English is a more recent phenomenon in Russia (.ru). Russian web users seem to have gone directly to the new form *snuck*, bypassing the more traditional forms used in language teaching . In China (.cn), those who write in English on the internet show percentages as low as in the UK. In Hong Kong (.hk), where English is much more widely spoken than in mainland China, *snuck* is the clear majority form, however. By far the biggest domain on the web, which is used world-wide, is .com. More than 1.9 million tokens for *snuck*, and only 780,000 for *sneaked* are found there, which demonstrates that in terms of World English, *snuck* will be the form of the global standard.