Stylesheet for the proceedings of EVELIN '04[*]

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This is a sample abstract. The length of the abstract should not exceed 100 Words. The entire document conforms to the style sheet configurations, so you can use it as a template. We have provided templates for the format of Normal, title, author, abstract, three levels of headings, examples, contact info, and footnotes. Please point out any errors or inconsistencies as you find them, and any suggestions for particular changes.

1. Introduction

This document describes the style guidelines and word processor settings for papers in the upcoming volume with the proceedings of the Workshop in Formal Linguistics at the First South American Summer School in Formal Linguistics (EVELIN '04). You are strongly encouraged to prepare your paper using LaTeX (you can use the template at http://mit.edu/mitwpl/styleinfo.html), but if this is not possible, please use Microsoft Word 98 (Word 5.1, 6, 2000, 2002 is also acceptable) on the Macintosh or Windows. Many of the instructions herein are specific to that word processor. If this is not possible, the next best choice is a word processor that can save documents in MSWord format. Do the closest approximation you can to following these guidelines, and the editors will adjust remaining details. Just let us know what platform you used and what program (including version number). Whenever possible, use markup (i.e., styles in Word) to indicate the different logical parts ("styles") of your document, and reduce visual formatting to a minimum. An easy way to do this is to paste your document into the present stylesheet, and then use the styles that are defined in it. If you do this, you don't have to worry about what is said in sections 2-8 below. Also, be sure to submit BOTH a paper printout of your paper (or a PDF or PS file)[1] that is printed on one side only AND an electronic file (email attachments are preferred, but a disk is fine too). Make sure all trees and fonts are exactly as they should be on the printout. If you used drawing programs or special fonts, please let us know and include them if possible with the electronic file.

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[*]We are grateful for you to reading this. Also thanks to previous editors, especially to the authors of the phonology volume stylesheet.

[1] If you use special fonts in your document, make sure you embed them in the PDF file (in the Adobe PDF settings of Distiller, uncheck the option "Do not send fonts to Adobe PDF").

2. Page Setup and Preferences Settings

Make sure your document is set to "US Letter" size. Selecting "A4" can cause problems with tables and example spacing.

Under the Tools:Preferences:Print menu (Page Setup menu in Word 5.1), be sure to turn on "Fractional Widths." This makes character spacing look much better. On the average this makes slightly less text fit on a line, so turn this on before formatting material that depends crucially on character spacing, such as the widths of columns in tables.

3. Document Settings

Set the parameters under the Format Document (Page Setup) command as follows: Left and right margins 2 inches, top and bottom margins Exactly 1.75 inches, Gutter 0, turn on "Different First Page" and "Even/Odd" headers, Section Start "Continuous", Vertical Alignment "Top." All other document options should be off.

4. Footnote Settings

Select Insert:Footnotes:Options:All Footnotes and set the following: Place at "Bottom," Number Format "1,2,3," Start at "1," Numbering "Continuous." Make sure that you use footnotes throughout and not endnotes.

5. Paragraph Settings

Set the parameters under the Format Paragraph command as follows for the body of the paper: Line spacing should be set to "Exactly 11 pt," not "Auto." This will ensure even line spacing when subscripts, superscripts, and footnotes are used. Do not set a paragraph indent (i.e., leave all Indentation values at 0), but begin new full paragraphs that don't follow a heading with a tab, which will indent 0.5 inches (see below). The first paragraph following a heading should not be indented. Use full justification for all paragraphs of running text, including footnotes. Do not use an empty line between, before, or after paragraphs. The space before and after section headings should be achieved by the "space before/after" paragraph setting for headings (see Section 9). This will help reduce unwanted blank space at the tops of pages. Use the Pagination (Paragraph:Line and Page Breaks) settings when necessary to keep together lines or paragraphs that should appear on the same page, for instance the gloss and translation lines following an example sentence, all the lines of a table, etc.

From the Paragraph Setting menu set the Default tab stop at 0.5 inches (Paragraph:Tabs), and select Widow/Orphan Control (Paragraph:Line and Page Breaks).

6. Character Settings

The body of the paper should be written in 10 point Times font. Section headings are in 11 point Times, but boldface. If you use phonetic or any other special fonts, please send them to us together with your originals.

7. Title, Author(s), and Abstract

Remember to give a running title (not exceeding 54 characters) that will appear in the right-hand header of your paper. Note that you should not insert the running title yourself; do not include anything in the header or footer. The title of the paper appears in 12-point boldface type. It is preceded by 33pt of space. The title should use Exactly 13pt line spacing and should be centered. Use title capitalization (capitalize all but function words). Below the title, start a new paragraph with 11-point space before it. Enter the authors' name(s) in this line, but not in boldface. In the following line enter the authors' affiliations (no department name). The name and affiliation should be in italics

The abstract should not exceed 100 words, and should include as few references as possible. The abstract should be centered, in 8pt characters, with 0.6" indentation from the left and the right. Use 24pt spacing before and 13pt after the abstract, and set line spacing to exactly 9pt. Do not use tabulation, and restrict the abstract to a single paragraph.

8. Section Headings

8.1 Heading level two

8.1.1 Heading level three

Apply at most three levels of headings; we would prefer just two. Section (= first level) headings appear in boldface. Sections are numbered beginning with 1, not 0; section 1 should be the introduction. The references section is not numbered. The section number should be as follows: Level one numbers are always followed by a dot, Level Three numbers are never followed by a dot, and Level Two numbers are only followed by a dot if a Level Three number follows. Place one space after the number and then the title. Second level headings are identical to main headings except for the amount of space surrounding them, and in capitalization. Third level headings are like second level headings, except that they are not bold, italicized, and 10pt. All headings should be marked "Keep with next" and "Keep lines together" in the Format:Paragraph parameters so that they will not be stranded at the bottom of a page. Section headings should have 16.5pt "space before" and 11pt "space after,", boldface, second level headings 11pt "space before" and 5.5pt "space after, ", boldface. Third level headings are 11pt "space before" and 5.5pt "space after", and italicized.

In addition, we would like section headings to be written in title capitalization (i.e., capitalize all but function words) but second and third level headings to use sentence capitalization (i.e., capitalize only the first word and the first word following a colon, as well as proper names).

9. Headers and Footers

Do not include headers or footers either in your file or in your hard copy. Please give us a running title for your paper (see section 7).

10. Notes

Notes must be footnotes, not endnotes. Footnotes are in 8-point type. Footnote numbers, both in the text and in the notes, are 8 point, superscripted by 3 pt (the default values); footnote numbers in the text should come outside of punctuation. In the footnote, leave one space character after the footnote number. Footnote margins should be flush with the text. Use Word's default settings for footnote separators. The paragraph settings are as follows: Line Spacing "Exactly 10 pt," Space Before "2 pt," no indents, full justification.[2] Additional tabs should be set at 0.38" and 0.75".

11. Examples, Tables, and Figures

Tables and Figures are numbered independently, and OT Tableaux are numbered together with examples. If your examples require characters that are not found in standard Macintosh fonts, please include copies of *all* relevant font files with the electronic copy, including both screen and laser versions, if at all possible.

The paragraph settings for examples are as follows: Space before and after 11pt. Set a tab at 3/8"; this is used for the example sub-letter. The start of the example should be at 6/8", but any judgement marks (*, ??) should appear to the left of this (the stylesheet has a tab stop for the mark at 5/8", but you should move it to the left if you need more space). The tab stop for the example (and to which glosses and translations should be aligned) is at 6/8". The main example number is parenthesized, the sub-letter is followed by a period. Use Shift-Return to skip from one line of the example to the next, so that the whole example is one paragraph. If you wish to cite a source for an example, use the right tab at the right margin, and enclose the citation in parentheses, as illustrated below. Leave a blank line between multi-line examples. Boldface may be used to draw the reader's attention to salient parts of an example. Use small capitals to mark grammatical items in the gloss.

The lines in an example are kept together by default. This might be a problem if you have a long series of subexamples. In this case, you should either

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[2] This is an example footnote. If you use this document to adjust your file to the style sheet, you can use the style defined in section 4. for your footnotes. Don't overuse footnotes.

manually insert a paragraph break (Return instead of Enter) or uncheck the "Keep lines together" option in the Paragraph settings dialog box.

Here are some examples:

(1)　a.　Swunhi-ka　Yenghi-ka　　cotha.
　　　　　S　　-nom　Y　-nom likes
　　　　　'Sooni likes Younghee.'

　　　b.　* Swunhi-ka　　Yenghi-lul　　cotha.
　　　　　S　　-nom　Y　　-acc likes
　　　　　'Sooni likes Younghee.'　　　　　　　　(O'Grady 1991:45)

Notice how text following an example can be flush left if it is logically part of the same paragraph that preceded the example(s).
　　　For examples in footnotes, apply the footnote style defined in the previous section.

12. Trees

Try to use the same 10pt Times font in trees that you use for the main text. If your trees (or any other part of the paper, for that matter) require any material to be drawn in by hand, please circle all such marks IN RED on the hard copy you submit, so that we won't miss them when we reprint the paper. Trees can be drawn using the Arboreal font, or the drawing program with Word, or whatever suits your fancy.

13. Tableaux

Tableaux should be numbered together with the examples. Use the default border style for all borders, except for the bottom border of the constraints and the border to the right of the candidates; these should be double borders. Also, there should be no border between the column that holds the ☞ and the column with the candidates. Put the input above the first candidate, and include it between slashes.
　　　The number of the tableau as well as its title (which is preferable and is separated by a 0.5" tab from the number) should appear in the line above the table, with 11pt spacing before and 6pt after. Candidates should be distinguished by lettering; the letter identifying the candidate (followed by a period) and the pointing hand should appear in the cell to the left of the candidate's cell. The pointing hand (use Zapf Dingbats 43, the shortcut is + on the keyboard) or any other special symbol should be separated by three spaces form the letter identifying the candidate. If any special symbol other than ☞ is used, it should be introduced above the tableau, below and aligned with the title between brackets, with 6pt spacing after.
　　　If you use Word on a PC, please make sure that the pointing hand is not a Wingdings font, but Zapf Dingbats 43. If your PC doesn't have this font, please insert it from Mac Word.

Constraints should appear in small capitals, with the initial letter capitalized. If cells are to be shaded, shade only cells containing violations, do not shade the cell containing the constraint name. Use 12.5% shading, no fill. If multiple degrees of shading are needed, then in addition to the default shading, use 25%.

Specifications for text within the tableau are otherwise as for the main text, except for line spacing at 14pt for the whole tableau. Also, align tableau with text (give the tableau the normal paragraph indent of ½ in.)

Here is a tableau that confirms to the specifications:

(2)   WF noun, no prefix

(☠ indicates a losing candidate)

	/mi-ino/	COINCIDE$_{(M,H)}$	COINCIDE$_{(I,H)}$	COINCIDE$_{(F,H)}$
a.☠	mí-ino		*!	
b.☞	mi-inó			*

14. Citations and References

You should try to avoid placing a subsection heading immediately after a section heading; it always looks better to have some intervening text, as you see here.

14.1 Citations

Two forms of citations should be used: Chomsky (1993) and (Chomsky 1993). The first form is used if the author is part of the sentence in which the citation occurs: Chomsky (1993) assumes that there is a language faculty, but Chomsky's (1993) proposal has been refuted. The second is used if the citation is not part of the sentence: It has been forcefully asserted that language is innate (Chomsky 1993:1). Citations of more than one author should either be done alphabetically (Chomsky 1993; Hale and Keyser 1993, 1995) or by year (Postal 1972; Chomsky 1977). Pick one convention and use it throughout the paper.

14.2 References

The References section goes at the end of the paper. See the end of this document for sample references; please follow them for capitalization, punctuation, etc. References are in 9-point type. The paragraph settings differ from those of the body of the paper as follows: Line Spacing Exactly 10 pt, Space Before 0, Keep Lines Together, Indent 0.5 in, First –0.5 in. Do not leave any blank space between references. Repeated names should be typed in full. Note that en-dashes (option-hyphen on a Mac) should be used between numbers, such as page numbers and dates ("pp. 177–198," "1977–1999"). Also, please decide whether to include just the initials of authors or full names (full names are preferable), but be consistent as far as possible. The editors will not

check your references; please make sure they are as complete, accurate, and up-to-date as possible.

15. Contact Information

After the references section, list your snail-mail and e-mail addresses and optionally your homepage URL. Do not repeat your name, unless there are multiple authors. Leave 24pt space before the address if there is a single author, and 24pt space before each name (followed by appropriate addresses) if there are multiple authors. You should turn off Word's hyperlink function, under Tools:Autocorrect, to prevent email addresses and URLs from being blue and underlined. (You may also want to turn off various other autocorrect functions; they're all in this menu.)

16. Style and Miscellaneous

Do not refer to page numbers anywhere in your text. Use section numbers instead. Make sure that there are no page numbers on your hard copy, either.

For logical formulae use the standard Macintosh Symbol font if possible. When citing linguistic material within running text, italicize it, *comme ça* 'like that'. Italics are also used to indicate *emphasis*; do not use boldface for emphasis (in the text; it's fine in example sentences, to highlight a particular morpheme for example). Be careful to distinguish quotes from primes: use "smart quotes" when quoting, but not for X-bar labels like N' or V". Follow traditional publishers' guidelines for the relative placement of quotation marks and other punctuation; in particular, periods and commas are placed within double quotation marks, outside of single quotes (which are used to set off special terms or glosses, as in the first sentence of this paragraph); colons and semicolons appear outside of both single and double quotes. Hyphens should be used between words, but em-dashes—which are generated by option-shift-hyphen on a Mac—without spaces on either side should be used to set off text. Make sure that expressions that contain a hyphen (such as *c-command*) do not appear in separate lines. Use either a single space or two spaces following a period, but please do so consistently. Finally, punctuation should *follow* a close parenthesis if it is not its own sentence (like this one). (But punctuation appears *inside* a self-contained parenthetical.) In all matters of style not covered in this document, follow *The Chicago Manual of Style*.

As the last operations before completing your paper, run it through the Spell Checker and then the Hyphenation function. Do not allow proper names of people to be broken by a hyphen.

References

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Chomsky, Noam (1993). A minimalist program for linguistic theory. In Kenneth Hale and Samuel Jay Keyser (eds.), *The View from Building 20: Essays in Linguistics in Honor of Sylvain Bromberger*, Cambridge, Mass.: MIT Press, pp. 1–52.

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