Language Documentation and Linguistic Theory
STYLE SHEET
Department of Linguistics, SOAS

1. MARGINS, PAPER SIZE & FONT SIZE

Paper size should be A4, with 3.5 cm margins on all sides (i.e. 1.38 inches). Insert the page number in the centre of the footer at the bottom of each page. With the exception of the paper title – which should be in 14pt font, and footnotes – which should be in 10pt font, all of the manuscript should be in 12pt font. Line spacing should be set at exactly 14 pt. Please use Times/Times Roman font throughout the manuscript (except for examples where alternative fonts are necessary). There should be no spaces between the top of each page and the text on that page.

2. TITLE & AUTHOR INFORMATION

The title page should start with the title of the article (in 14pt bold font), author's name (12pt font in upper case) and affiliation (12pt font in italics), on separate lines and centred, as in the pattern shown here:

Article title
AUTHOR'S NAME
Author's affiliation

If there is more than one author with different affiliations, this should be indicated using superscript numerals, and conjoined using ampersands, as in the pattern below:

Article title
AUTHOR'S NAME[1] & AUTHOR'S NAME[2]
Author's affiliation[1] & Author affiliation[2]

Two blank lines of 12pt font should follow the title and author information.

3. SECTION AND SUBSECTION HEADINGS

The first section should be numbered as 1. Section headings and subsection headings should be typed on separate lines, in UPPER CASE and *italics* respectively. There should be one blank line between a section heading and the following paragraph. There should no space between a subsection heading and the following paragraph. There should be two blank lines between the end of a section/subsection and the heading of the following section. There should be one

blank line only between the end of a subsection and the heading of a following subsection. Section and Subsection headings should be tied to the following lines by using "keep together/keep with next" paragraph formatting to avoid page breaks between section headings and the content of the section. Section headings should be numbered and punctuated exactly as in the following example:

1. LANGUAGE DOCUMENTATION & LINGUISTIC THEORY

_____
_____
_____.

1.1. Language documentation as a linguistic subfield
_____
_____
_____.
_____
_____.

1.1.1. Current approaches to documentation
_____
_____.

4. BODY TEXT & TYPOGRAPHIC CONVENTIONS

Body text should be in 12pt font and fully justified. The first paragraph of each section/subsection should not have any line indents. Subsequent paragraphs should have the first line indented by 0.5cm. Do not insert blank lines between paragraphs.
　　Special typefaces are used as follows:

4.1. Small capitals
(i) technical terms when first introduced
(ii) the names of grammatical categories in the glosses of numbered examples
Please **do not use capitals** with a reduced font size.

4.2. Italics
(i) language material in the running text
(ii) foreign words
(iii) subsection headings.

4.3. Bold
(i) emphasis in numbered examples.

4.4. 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'.

4.5. Double quotation marks
(i) quotations within quotations only.

4.6. & (ampersand)
This symbol 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.

5. NUMBERED EXAMPLES

Include all the example numbers and any letters identifying sub-examples in separate parentheses, and align using borderless tables as shown below in (1). Each table should be separated from the preceding and following text by one blank line.

(1) *marin-da   kurri-i-ja   birdi-y,   birdi-nang-kiya   ngijin-ji*
     self-NOM   see-M-IMP   bad-NOM   bad-NEG-LOC   1SG-LOC
     'Look at your ugly self, compared to not-bad-(looking) me.'
     (Evans 1995: 375)

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 free translation. The text line of examples should be in *italics*. Glosses are fully aligned with the appropriate words or morphemes of the original, with grammatical categories in SMALL CAPITALS not upper case. The translation is included in single quotation marks and sentence-final punctuation is within the quotation marks.

Authors using special fonts for the text line of their examples must use a Unicode compliant font, unless a deviation from this can be fully justified for orthographic reasons. Any IPA font selected should be similar in appearance to Times. 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. A list of abbreviations used in glossing should appear in a footnote indexed in the body of the text close to the occurrence of the first example.[1]

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1 The abbreviations used in this paper are 1 = first-person, 3 = third-person, A = set A, B = set B, DEP = dependent, DET = determinative, FOC = focus marker/focus form of adjectives, IMP = imperative, LOC = locative, NEG = negative, NOM = nominative, PF = perfect, SG = singular, SUBJ = subject case/subject pronoun, VERB = verbal pronoun

Long examples, where the text and glossing run over more than one line each should continue after one blank line, as demonstrated in (2).

(2) *ʔaggunt* *gáal* *ʰí* *kí* *sillu=a* *ʔorgoc=u* *gaa*
     berry   they   3.VERB with   tear.DEP.A=DET bag=FOC   in

     kayii *ʰɛ́* *ma* *kɔ́ɲ*
     hide.PF.B 3.SUBJ NEG eat.PF
     'The berries the people were picking up for her (to eat), she put them in a sack and did not eat them.'
     (Tosco 2001: 283)

If more than one line of text is associated with a single numeral, as in (3), each line of text should be given an identifying lower-case letter (starting with 'a') that occurs in parentheses immediately before the beginning of the example. In the article text, examples should be referred to as (4a), (5b, c), (6b–e), (7)–(9), **Not**: (4)a, (5b) and (5c), (6)b–e, (7–9).
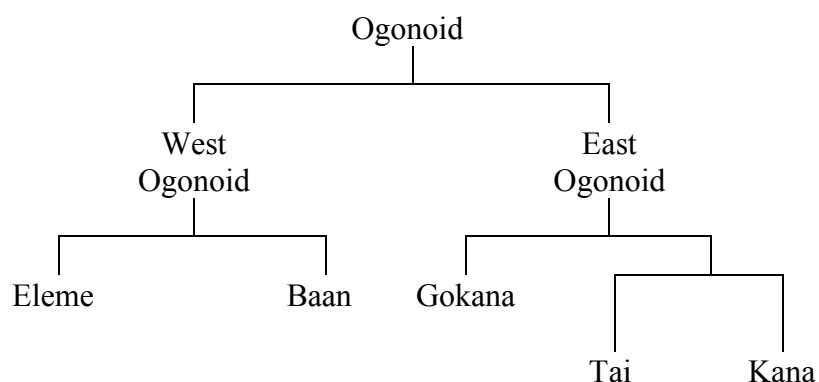
(3) (a) *John likes Mary.* (NOT: 3 a., (3) a., etc.)
     (b) *Mary doesn't like John.*
     (c) **Like does Mary John not.*

6. TABLES & FIGURES

Tables and figures (e.g. graphs and drawings) should be formatted so that they do not break over pages. They are labelled **above** as **Table 1** or **Figure 1** (in bold, centred) and given a caption (in Times/Times Roman, centred, on a separate line). There should be one blank line between the table or figure heading and the preceding text. Tables and figures should be followed by two blank lines, as illustrated below.

Figure 1
Classification of the Ogonoid family (based on Williamson and Blench 2000: 33)

7. QUOTATIONS

Quotations of under 25 words should be included in single quotation marks in the running text, as demonstrated by the following quotation: 'A typological prototype category is a functionally defined category that is typologically unmarked with respect to the relevant constructions'. (Croft 2001: 88). 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 by 1 cm on both sides, without any quotation marks and with no extra indent on the first line, as demonstrated below.

> If the marked value occurs in a certain number of distinct grammatical environments (construction types), then the unmarked value will also occur in at least those environments that the marked value occurs in.
> (Croft 2003: 98)

The source work and page number must be given for all the quotations. Please check thoroughly against the source for the accuracy of the quoted text in the manuscript (wording, punctuation, capitalisation, emphasis) and the page number(s) from which the quotation is taken. There should be a space between the colon following the year of publication and the page number, as in the reference following the quotation above.

8. FOOTNOTES

Use footnotes and **do not use endnotes**. Footnotes should be numbered consecutively, starting from number 1, even if the first footnote contains acknowledgements only.[2] Footnotes should be in 10pt font with line spacing set at exactly 14 pt. As far as possible, the number and the length of footnotes should be kept to an absolute minimum.

9. FORMATTING YOUR REFERENCES

Leave two blank 12pt spaces after the final paragraph of the main text. The heading REFERENCES should be unnumbered, in capitals and centred, and **not** in bold, as below:

REFERENCES

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2 Footnotes should be kept to a minimum.

The style for references is that of the Unified Style Sheet for Linguistics Journals 7 (cf. http://linguistlist.org/pubs/tocs/index.html). Some examples of the style used for various types of publication, see the following subsections.

9.1. *Books*
Akmajian, Adrian, Richard A. Demers & Robert M. Harnish. 1985. *Linguistics*, 2nd edn. Cambridge, MA: MIT Press.
Croft, William. 2001. *Radical Construction Grammar*. Oxford: Oxford University Press.
Croft, William. 2003. *Typology and universals*. 2nd edn. Cambridge: Cambridge University Press.
Evans, Nicholas D. 1995. *A grammar of Kayardild*. Berlin: Mouton de Gruyter.
Kemenade, Ans van & Nigel B. Vincent (eds.). 1997. *Parameters of morphosyntactic change*. Cambridge: Cambridge University Press.
Tosco, M. (2001). *The Dhaasanac language*. Köln: Rüdiger Köppe Verlag.

9.2. *Articles in edited volumes, conference proceedings and working papers*
Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society (CLS)* 34(1), 55–68.
Williamson, Kay & Roger Blench. 2000. Niger-Congo. In Bernd Heine & Derek Nurse (eds.), *African languages: an introduction,* 11-42. Cambridge: Cambridge University Press.

9.3. *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), 514–528.
Suñer, Margarita.1988. The role of agreement in clitic-doubled constructions. *Natural Language & Linguistic Theory* 6, 391–434.

9.4. *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), 127–143.
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 (10 May 2007).
Harley, Heidi. 1995. *Subjects, events and licensing*. Ph.D. dissertation, MIT.