Information for Contributors
SALT XIII Proceedings

The proceedings of SALT XIII will be published by Cornell University. Everybody who presents a paper at SALT XIII, as well as the alternates, are invited to contribute their paper to the proceedings. The volume editors will be Rob Young and Yuping Zhou of Cornell.

The proceedings are compiled from camera-ready copy. This means that your paper will be printed as submitted, so make sure it is typo-free. The paper must be formatted in accordance with the instructions given on the enclosed style sheet. If it isn't, we will have to ask you to resubmit. We ask that you send **two hard copies** of your paper, to arrive at Cornell by **July 31, 2003**. If you anticipate having problems getting the paper to us by that deadline, please contact the editors as soon as possible. Similarly, if you have any other problems or questions, feel free to contact us.

Mail your submission to the following address:

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We will also need you to give Cornell publication rights to your paper. The publication rights form is enclosed. Please fill it out, sign it, and return it with your paper. Your paper cannot be included in the volume without this form.

Copies of the proceedings should be available from Cornell University by early Fall. Our best guess at this point is that the price will be about $24.00, plus shipping. Thanks for your contribution. We're looking forward to a great conference, and a great volume.

Yours,

Devon Strolovitch
CLC Publications

SALT XIII Proceedings Style Sheet

Devon Strolovitch
Cornell University

1. General Instructions

We are trying collect all of the papers on floppy disk this year, in order to improve the quality of the volume and keep production costs down. Thus, we ask that you submit a diskette copy of your paper in Word or Wordperfect (Mac preferred, Windows OK). We still need hard copies of your paper, just in case something goes wrong with the diskette version. The printed version should be in all respects identical to the copy on diskette, single-sided, and printed on 8.5" x 11" white paper. Please mark the proper page numbers lightly in pencil on the back of each page, starting with page 1. Do NOT include page numbers on the front of the pages. If possible, the hard copy should be laser-printed, since this way it will reproduce with the highest quality. Remember that your paper will be printed exactly as we receive it, including typos. The hard copy must not be smudged, damaged or wrinkled, so send it flat and pack it carefully. PLEASE DO NOT STAPLE OR PAPER CLIP YOUR PAPER.

We ask that you make every effort to submit a diskette copy of your paper in either Word or Wordperfect. If this is absolutely impossible, you may instead submit two hard copies. Please follow the instructions in the preceding paragraph for both copies. Separate the two copies with a blank sheet of paper or a piece of cardboard when you mail them.

2. Special Note for non-American Authors

We realize that it is difficult to find American letter-size paper in Europe. Since you should be submitting a diskette copy anyway, this is not as urgent as it has been in years past. However, in case there is a problem with the diskette submissions, we will need your paper to wind up on US letter paper. There are basically two options (although we recommend option 1):

(1)   You could take some letter-size paper (8.5 x 11 inches) back with you. Admittedly, this isn't the most convenient thing in the world, but it is an effective solution.

(2)   If you don't want to carry paper around the world, you could send us the paper printed on A4 paper but **formatted for us letter-size**. You can do

this easily by setting the paper-size option in the program to US letter. If you do this, we will photocopy your paper onto letter-size paper here (if necessary). The disadvantage of this option is that, however hard we try, the quality of the copies is never as good as the quality of laser printing. Some quality is lost anyway as the copy goes through the printing process, so a copy which starts off slightly degraded ends up looking a bit shoddy.

(3)   If you write your paper in Word or Wordperfect, you can send it to us on a Mac-compatible floppy disk. You can do all the formatting yourself by simply setting the paper size option on your computer to the appropriate one. We will then print it out here. If you choose this option, please also send us two copies on A4 paper formatted in accordance with option (3) below (this will let us make sure that the copy we print is error-free).

We hope this covers everything. All portions of this style sheet except for the publication rights form are formatted according to the requirements outlined below (i.e. margins, font, section headings), so you can use it as a guide. If you have any questions, please contact one of the editors. And remember to proofread!

3. Page Limit

The general page limit is 18 pages, including endnotes and references. The page limit for invited speakers is 24 pages, including endnotes and references. Don't feel obliged to use all the allotted pages, but definitely do not exceed the limit.

4. Font

The paper should be Times 12-point throughout, including endnotes, references, text, examples, and diagrams. The only exceptions to this are the title, which should be 14-point, and any superscripted or subscripted material, which can be 10-point (but doesn't have to be). If you absolutely cannot use Times, you should use something of an equivalent size. The papers will be printed at 80% of their original size, and we want everything to be readable.

5. Margins

Margins must be exactly as follows: top and bottom margins 1 inch, left and right margins 1.5 inch. This style sheet can serve as a model.

6. Title

The title must be the first line of your paper, and should be centered in Times 14pt. **boldface** type. Capitalize the first letter of all words in your title other than articles and prepositions, or words which are being mentioned rather than used (i.e. words that your paper is about). Words which are mentioned in your title should be in *italics*. After the title, leave one blank line before the authors' names, which should be in Times 12pt. (NOT bold!); type the university or institution name (without your department) on the next line in 12pt. *italics*. Skip two lines before the start of your text. (Refer to the title at the beginning of this document for an example.)

7. Text

Text, endnotes, and references should be single-spaced and fully justified. Each paragraph, except for the first paragraph following the title or a section heading, should be indented 0.5 inch. First lines after headings should not be indented at all. Do not skip a line between paragraphs. Words from examples referred to in the text should be in italics, and English language glosses should be in 'single quotes'.

8. Examples

Skip one line between text and example sentences. Example numbers should be at the left hand margin, not indented. Examples should start at the 0.5 inch position, i.e. in line with your indented paragraphs. In the case of several examples given under the same example number, we suggest indenting to 0.5 inches, giving the subexample letter (usually a., b., c., etc.), then indenting another 0.25 inches:

(4)   a.   First example…
             'Gloss here.'
        b.   Second example…
             'Gloss here.'

If you like, you can leave a blank line between subexamples (as above), but do not feel obligated to do so.

9. Section Headings

9.1. Subsection Heading

Section numbers and headings should be 12 point and bold. Leave two carriage returns between sections. On the next line, write the section number at the left-hand margin, followed by a period. Leave two blank spaces, then write the section heading. After the section heading, leave one line blank, and begin your text on the next line. Remember that the first paragraph after your heading should not be indented. Make sure that you do not have any 'orphans'--section or subsection headings at the bottom of a page, separated by a page break from the text following them.

If you have subsections with their own headings, these should be italicized. Do as follows: Leave a single line blank after the section heading. On the next line, write the number of the subsection in regular 12 point type, followed by a period, followed by two blank spaces. Then write the subsection heading in italics. Leave a line between the subsection heading and the beginning of the text. As before, DO NOT indent the first paragraph after your subheading.

Endnotes

Notes should be at the end of the paper, i.e. endnotes not footnotes. To position your endnotes, skip two lines at the very end of your text, then type Endnotes in 12 point bold, skip one line, and start the endnotes. Endnotes should be single-spaced, and should not be indented. Do not skip lines between endnotes. If your first endnote is reserved for acknowledgments, use an asterisk (*), not a number. Do NOT put a corresponding * anywhere in the text or title. Endnotes should only be content notes, not reference notes.

References

After your endnotes, skip two lines and type References (12 point, bold). Then skip one line and start the references. References should be single-spaced. Do not skip lines between references. Second and successive lines of each reference should be indented 0.5 inch, as this paragraph shows.

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