

## Style Sheet

**Margins:** This is the most important item in making sure that there are no production problems.

For US letter paper (8.5" x 11"): left and right margins must be 1.25". Top and bottom margins must be 1".

**No items on your page may project beyond these margins.** That includes tables, figures, text, footnotes -- you should be able to physically cut off the margins of your paper and not lose any printed material. It can be particularly difficult to have a table line up correctly with the left margin, so you may have to indent your tables a bit to make sure they don't stick out into the margin.

**Page limit:** The page limit for papers in this proceedings volume is 10 pages. Your paper should reflect the content of your conference talk, revised when appropriate. Do not add lots of extraneous material or reams of raw data. Because of the formatting for these proceedings, your paper might not fill up many pages. It is normal for a 20-minute conference talk to only need 6-8 pages.

**Title and author:** Place your title on the first line of your paper, in 18-point **bold** Times or Times New Roman. The title, author, and affiliation lines must be centered. Capitalize all words except determiners, coordinating conjunctions, prepositions, and words cited as linguistic examples. For hyphenated compounds, capitalize the first element; also capitalize the second element unless the first element is a prefix or the second element is a determiner, conjunction, or preposition. **DO NOT PUT YOUR TITLE IN ALL CAPS.**

After the title, skip a line, put your name, and then put the name of your institution or affiliation (without your department) on the following line. Your name must be 14-point **bold** Times or Times New Roman, centered. Your affiliation must be 10-point **bold** Times or Times New Roman, centered. Put contact emails for authors on the following line in 10-point *italic* Times or Times New Roman, centered.

If you have more than one author, put all the authors' names on the same line. On the next line, put the names of the authors' institutions in the same order as the authors' names:

**AuthorA and AuthorB**  
University of Rochester and Harvard University  
*AuthorA@rochester.edu AuthorB@harvard.edu*

If all of you are from the same institution, only write the institution's name once:

**AuthorA, AuthorB, and AuthorC**  
Smith College  
*{AuthorA, AuthorB, AuthorC}@smith.edu*

If some authors are from one institution and some are from another and you don't want to repeat institution names, please use a small superscript numeral after each author's name and before each affiliation:

**AuthorA<sup>1</sup>, AuthorB<sup>2</sup>, AuthorC<sup>2</sup>, and AuthorD<sup>1</sup>**  
<sup>1</sup>Brown University and <sup>2</sup>National University of Lesotho  
*{AuthorA, AuthorB}@brown.edu {AuthorC, AuthorD}@nul.edu*

Skip two lines before the start of your text.

**Fonts:** The base font must be 10-point Times or Times New Roman throughout, for text, examples, diagrams, etc. References, footnotes, and superscripted or subscripted material must be 9-point. Anything smaller than 9-point may not reproduce well in the printed proceedings and can be hard to read.

When you send us your file for your paper, make sure you embed ALL fonts. If you use a phonetic character font, you must use Doulos SIL.<sup>1</sup> This font is most like Time/Times New Roman and helps in making sure that special fonts will open properly on our computers.

**Line spacing:** Everything must be single-spaced, not double-spaced.

**Indents and justification:** Indent the first line of each paragraph 0.25 inch (0.64 cm). Do not skip a line between paragraphs. Text, footnotes, and references must be **fully justified**.

Most formatting mistakes we see are because people do not follow the above paragraph. **Before you submit your paper, check every point in the above paragraph individually.** If you skip lines between each paragraph, or use a 0.5 inch indent, or leave your text or footnote left justified, you will delay publication and create more work for yourself and others later.

**Languages:** When a language is cited within the document it should be accompanied by its 3-letter ISO-696-3 language code. The standard format is to provide the language code within square brackets [xxx] one space after the language, such as:

In this paper we present a grammatical description of Kannada [kan], a language...

If your paper includes examples of interlinear glossed text, please reference the language and the code for those examples.

Language codes can be found in the online version of the Ethnologue.<sup>2</sup>

**Examples:** Examples should be in the same font and font size as the text of the paper. Skip one line before and after examples. Examples should be numbered sequentially, with the number on the first line. For non-English examples, the second line should contain an appropriate gloss, complete with notation of relevant grammatical features. The third line should contain an appropriate translation in quotes and *italics*. Example:

(2)     ... dass, ich                 den                                 Mann sah  
          that 1SG.NOM    the.M.ACC                     man saw  
          “*that I saw the man*”

Please follow the Leipzig Glossing Rules<sup>3</sup> for examples of interlinear glossed text.

**Headings:** Number your section headings and subheadings, starting with 1. Headings must be 12-point bold, and subheadings must be 11-point italic (not bold). Subheadings should all be formatted the same way, even if you have multiple levels such as 2.1, 2.1.1, etc. All

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<sup>1</sup> [http://scripts.sil.org/cms/scripts/page.php?site\\_id=nrsi&id=DoulosSILfont](http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=DoulosSILfont)

<sup>2</sup> <http://www.ethnologue.com/>

<sup>3</sup> <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

headings and subheadings must be left-justified. **Skip one line before and after headings**, but do not skip a line directly between a heading and a subheading.

**Tables and figures:** Tables and figures **must** be in their actual positions in the paper, not placed at the end or on separate pages. Do not use color in your tables and figures. Make sure that any text in your tables and figures is at a large enough font size to read easily.

Tables and figures should be crisp when viewed on screen **and** when printed. If they are blurry when the text paragraphs are crisp, this indicates that they are pasted in at a low resolution. Images should be at least 300 dpi at their final size. Charts and graphs should be vector graphics whenever possible (pasted in place as EPS files, for example, if they were imported from a separate program) rather than bitmaps (such as JPG, TIF, or PICT). If you cannot select a piece of text in a chart or graph the way that you can select text in a regular paragraph, it is a bitmap. While bitmaps are sometimes necessary, they make your file size larger, are slower to print, and cannot be searched.

**Appendices:** If you have any appendices, these must come after all material except any footnotes and the references. The references **must** be the last item in the paper, not the appendices.

Any appendices must have a section heading just like a section of your paper. If you have more than one appendix, you can put them all in one section titled Appendices and use subheadings for each appendix, or you can put each one in a separate section and use a section heading for each appendix. These section headings and subheadings must be left-justified, and formatted the same as the rest of your paper. The final page count for your paper, including appendices and references must be no longer than 10 pages.

**Footnotes:** Please use footnotes because those are much more convenient for the reader.

The actual footnotes must be in 9-point type, rather than the 10-point used in the text. They must be single-spaced, and must be fully justified. (As with regular text paragraphs, fully justified means that each line of a paragraph except for the last line must extend to the right margin.)

**References:** After your text and after any appendices or endnotes, skip one line and type "References" (in **12-point bold**, left-justified). Then skip one more line and start the references. Do not skip lines between references.

The actual references must be in 9-point type, rather than the 10-point used in the text. References must be single-spaced, and must be fully justified. (As with regular text paragraphs, fully justified means that each line of a reference except for the last line must extend to the right margin.)

Each reference must use a hanging indent of 1/4 inch (0.63 cm.) -- this means that the first line of each reference must start at the left margin, and each subsequent line of that reference must start 1/4 inch indented from the left margin. **This is the opposite of a normal text paragraph, where only the first line is indented.** Do not use returns and tabs in the middle of a reference to create hanging indents. Instead, set the left margin or indentation for the references to 1/4 inch, and set the first line indentation to -1/4 inch.

You may use any common format (LSA, MLA, APA, etc.) for the references, as long as you don't switch from one format to another in the middle. Please make one exception to whatever standard format you use: include full first names for authors who use first names. This makes it easier for readers to find your references.

**Hyphenation:** This is important if you want your paper to be fully searchable -- turn off automatic hyphenation and do not manually hyphenate any text.

**Page numbers:** Do not put any page numbers on your paper. We will assign and add page numbers before publication. Do not cross-reference specific pages within your paper; instead, refer to section numbers or example numbers.

**Fractional widths and double spaces:** If your word processor allows you to turn fractional widths on or off, please turn fractional widths on. This will improve the appearance of your printed paper. The most noticeable effect is that bold-faced type will not have extra space after every letter.

You should not use double spaces unless you are pushing words apart within an example. After colons and periods you should only use one space. If you are used to typing two spaces, the easiest thing to do is to wait until you are done preparing your paper, then do a "search and replace" to replace all double spaces with single spaces.

**Color: Do not use any color in your paper.** While color in DOC files may look good, when your paper is printed in black and white, color elements may not print well or may disappear completely. Color will have to be converted to grayscale before your paper is published, and this will delay publication of the proceedings.

**Links:** Do not use links in your paper for footnotes or web addresses (or anything else). You can refer to a URL, of course, but do not create a PDF link to that URL. All links will have to be removed before your paper is published.

**Fancy PDF features:** Do not include forms, video clips, PDF annotations or comments, JavaScript actions, or links to external files.

**Proofreading:** You are responsible for proofreading your paper. Remember that it will be published as you give it to us. You cannot make changes later. At the proof approval stage, you can only fix problems which are not on the printout you submit.

**Except for elements of this style sheet that are specifically listed as optional or suggestions, the points on this style sheet are requirements. If you do not follow these requirements, you will delay publication of the entire volume and create more work for the volume editors and the publisher, and your paper may be removed from the volume.**