

Author's Name (e.g.: Mary Jones)
author's place of affiliation

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Title Title**

The abstract does not have a header and is from 100 to 200 words in length. It should be in Times New Roman 11 (or a similar font, such as Cambria). It is single-spaced and has a left margin of 0.4 and a right margin of 0.4. The line spacing in this section should be set to "exactly 12pt." Set the line spacing like this: if you have Microsoft word for Mac, choose "format," then choose "paragraph." Where it says "line spacing" under "indents and spacing," choose "exactly" where it says "at" choose 12pt. If you have a PC, your settings will be similar. Your abstract should be followed by 2 blank line spaces. These blank lines are followed by an italicized header *Keywords*: and up to five key words in alphabetical order.

Keywords: Add a tab, set at "hanging indent .8" and then Keyword₁, Keyword₂, Keyword₃, Keyword₄, Keyword₅. There should be four blank lines following this.

1. Title of Section should be in Times New Roman Bold 12pt

As a note of acknowledgement, this style guide is adapted from a template provided by Arnaud Fournet. The content closely follows the style of the open access journal *Biolinguistics*.

You can simply drop your text into the appropriate section in this template and it will automatically format it for you. The formatting will also be described here for you in case you want to or need to format your paper without using the template. For overall formatting of your document, go to "format" and choose "document." For "margins," choose 1" for top and bottom and 1.25" for right and left. For headers choose 0.5 and for footers choose 0.7. Choose "different first page" as well. Now click on "page setup" and set your paper size to "US Letter" or "A4." For the body of the text, go to "format" and choose "paragraph." Then choose "exactly 15pt" under "line spacing." Under "spacing," make the settings "before: 0pt" and "after: 0pt."

Under "format" choose "tabs" and set the tab positions to 0.4 and 0.8. Make the default tab setting 0.2. Of course, you can also just use the template and it is automatically set up for you. Now that you have tab settings, you can notice the paragraph indentations. The first paragraph after a heading or subsection is NOT

INDENTED. It is flush with the left margin. All subsequent paragraphs are indented. Indentation is accomplished by typing on the “tab” key, which will automatically make an indentation of 0.4 since the tabs were set up this way under “format.” The section after an example also does not count as a new paragraph unless it introduces something new. If it is following up on the discussion preceding the example, then do not indent the first sentence following the example. Leave one line blank before the header of the subsection.

1.1. Title of Subsection should be in Times New Roman Bold and Italics

Here is how to format the author and title section. Choose for line spacing “exactly 15pt.” The author’s name should be bold faced in 16 point Times New Roman font and placed at the very top of the first page in the section that says “Author’s Name.” The author’s affiliation should be italicized in 14 point Times New Roman font, capitalized as appropriate, and placed on the second line directly below the author’s name. The name and affiliation should be left aligned at the top (left) of the first page. After this enter “exactly 24pt” for line spacing and leave one line blank. The title should be centered and written in 18pt bold faced font, with all words except minor function words capitalized. The title should be centered by choosing “Center Text.” Then two lines should be left blank after the title. After this, change the settings for line spacing from exactly 24 pt to “exactly 12 pt.” Format the abstract as described above. Skip two lines and add the keywords as described above. Skip 4 lines and begin the paper. Once the body of the paper is started, be sure to choose for line settings “exactly 15 pts.” From this point on use “Justify Text,” which you can find after choosing “format” and then “paragraph.”

1.2. Title of Subsection in Times New Roman Bold and Italics

As usual, skip a line and start without an indent, whenever there is a section or subsection header. Further instructions on formatting various subsections is as follows:

- a. **Level 1 Heading** (e.g., **1.**):
bold, no italic, two empty lines space above, one empty line below
- b. ***Level 2 Heading*** (e.g., ***1.1.***):
bold, italic, one empty line space above, one empty line below
- c. ***Level 3 Heading*** (e.g., ***1.1.1.***):
no bold, italic, one empty line space above, one empty line below

1.3. Another Subsection: Footnotes, Headers, & Footers

All notes are to be entered as **footnotes** on the page they are to be inserted. The text of all footnotes should be **Times New Roman 10pt** with **exactly 12pt** line spacing and **Hanging 0.4** indentation. The hanging indentation is made by choosing “format” and then “paragraph.” Then choose “hanging” under “special” on indentation. If you have a

pc or don't use word, this might be set up slightly differently for you. In that case, make your manuscript match the example visually. The footnote number should be preceded by **4 empty spaces before the tab.**¹ All subsequent paragraphs in the footnote should contain an additional tab for indentation.

Under "document elements" choose "header" or "footer" as appropriate. If you do not have Word for Mac, this might be set up differently for you. The header should have your name in Calibri 10 point font. It should be italicized and aligned with the left edge. You should also insert "page number" in the upper right hand corner. The footer reads "California Linguistic Notes," which is left justified, as well as giving the volume and issue, etc. on the right. The editor of California Linguistic Notes will fill in the part of the footer that indicates the volume number.

2. Style of Terminology and Related

2.1. *Specialized Terminology*

(All following examples and items covered are taken from the style sheet for the journal *Biolinguistics*, with a few slight changes.) Please format your manuscript as you wish it to appear with respect to **boldfacing**, *italics*, underlining, SMALL CAPS, etc. What follows are some standard linguistic conventions on formatting words:

- cited linguistic examples and foreign words should be italicized (e.g., *Sprachbund*)
- translation of such foreign words is provided in single quotes (e.g., *Sprache* 'language', without commas, parentheses, or anything else)
- Latin expressions that are words are to be italicized (*pace*, *de re*, etc.)—if in doubt, consult an authoritative dictionary
- e.g. means "for example" and i.e. means "that is."

2.2. *Usage and Punctuation*

Please use gender-inclusive language whenever possible and try to avoid the use of *he* as a generic pronoun. Impersonal or plural constructions are preferred to singular generic pronouns. If, due to the nature of particular linguistic discussions, this is not possible, *he* or *she* (or *him* or *her*) is acceptable.

Single authors should use the first person singular pronoun to indicate their thoughts, beliefs, etc. (*I*, *me*, *my*); co-authors should use the plural form (*we*, *us*, *our*). Single authors can use the plural form when the reader is to be included for purposes of working jointly through an argument.

¹ This is an example: Four empty spaces, then footnote number, then tab. Under "format," "paragraph" was chosen and "Hanging"

Subsequent paragraphs in a footnote are indented by an additional tab space. Font is Times New Roman 10pt, set to "exactly 12pt" line spacing.

The following points concerning punctuation should be observed:

- footnote numbers follow all punctuation (but may be inside parentheses)
- single quotes are within, double quotes outside punctuation, for example: “*This is a double quote,*” read the specifications and ‘*This is a single quote*’.
- capitalize the first letter after a colon everywhere (in text and references)
- always place a comma before the *and* and *or* in a list of three or more items
- there are three ways of marking horizontal lines, of three varying lengths:
 - (i) use the short, simple hyphen ‘-’ for standard hyphenation of all sorts (*morpho-syntax*, *Greek-English interlanguage*, *Philippaki-Warburton*...)
 - (ii) use the medium-sized dash ‘—’ for the minus-sign and affix-indicators (*-er*, *re-*; for minus, compare ‘+/-’ with ‘+/-’—and use the latter...)
 - (iii) use the long bar ‘—’ for parenthetical or pause-like “thought breaks” (parenthetical bars are preceded and followed by an empty space...)

2.3. *Appendices*

All appendices immediately **precede** the references. A single appendix is given as *Appendix* followed by a colon, two empty spaces, and the title of the Appendix (if it has one), for example. This is treated as a header and bold faced as follows:

Appendix: Title of Appendix

Two or more appendices are headed *Appendix A*, *Appendix B*, and so on (with each heading being bold faced, followed by a colon, two empty spaces, and the title of that particular appendix).

Examples, tables, figures, and so on presented in an appendix should be numbered from 1 onwards and preceded by the appendix-identifier (*A* for single appendices and in the case of Appendix A, *B* for Appendix B, and so on). For example: A.1), A.2), B.1), B.2), etc.

An appendix should follow four empty lines after the concluding text (or any other appendix); the final (or only) appendix should in turn be followed by four empty lines to the references section.

3. The Presentation of Data

3.1. *Linguistic Examples*

Examples look as follows:

- (9) An example.

Examples are numbered consecutively, in **Arabic numerals**. The example number is **parenthesized** and **flush with the left margin**. The example itself follows after **one tab** (set to 0.4" and 0.8").

If several example structures are numbered together, use one numeral in parentheses for the entire group and specify each different structure with its own **lower case letter** of the alphabet. This letter is separated from the parenthesized numeral by **one tab space**, followed by a **period** and a **further tab**.

Grammaticality diacritics are to be put after the first tab and then moved **manually** to its right edge with the **space bar**; for example, there are 5 empty spaces for the asterisk after (10b). (These spaces differ, depending on the letter.) A typical collection of such more complex examples is provided below:

- (10) a. An example.
 b. * An ungrammatical one.
 c. ?(?) A marginal one.
 d. ??? A quite unacceptable one.

Non-English examples need to be **glossed and translated**. Follow the Leipzig Glossing Conventions for glossing: <http://www.eva.mpg.de/lingua/pdf/LGR08.02.05.pdf>.

Glosses are to be aligned with the help of **tabs** as much as possible: If the distance between words/ morphemes becomes too great, use the **space bar** for **balance**. The glossed line should be contrasted with the foreign language original and the English translation through **italics**. The translation is to be put in **single quotes**. A non-English example may also be introduced as below, where the **italicized language name** should be **flush with the text**—this is particularly advisable in manuscripts that frequently shift between languages. (An alternative is presented below.)

- (11) *German*
 Dies ist ein deutsches Beispiel.
this is a German example
 'This is a German example.'

Every sentential example should include **English punctuation**, i.e. a single period, question mark, or exclamation mark at the end and, if it's embedded, triple periods at the beginning. (Glosses should not contain any punctuation other than parentheses if these are used in the original.) It should look something like this:

- (12) In other words...
 a. ... could examples look like this?
 b. ... examples should look like this.
 c. ... mark examples like this!
 d. * ;and not like this!

If an article discusses more than one language other than English frequently, please head each (set of) example(s) by the language, in italics, as exemplified above. The same convention applies to the presentation of principles, conditions, generalizations, and the like:

(13) *Principle of Style*

Every principle is headed by its name in italics.

(14) *Style Generalization*

- a. Always align the example/generalization header with the content.
- b. If there are lettered examples, add an additional tab to the header.

Alternatively, you may put the **language name in italics, aligned and set off**, if a set of examples contains data from more than one language (note also that (15b) illustrates a good use of spaces):

- | | | |
|---------|---|----------------|
| (15) a. | This is an additional example. | <i>English</i> |
| b. | Dies ist ein weiteres Beispiel.
<i>this is a further example</i>
'This is an additional example.' | <i>German</i> |
| c. | Afto ine ena allo paradigma.
<i>this is a another example</i>
'This is an additional example.' | <i>Greek</i> |

In this case, please add an **empty line space between lettered examples**. Here, for example, the English (15a) is separated from the German (15b) by one empty line, and another empty line was added between (15b) and the Greek (15c). Note also that the three language names are aligned with respect to one another.

If any examples (data, principles, and so on) are taken from the literature, cite the source in parentheses below the example (**right-aligned**, and don't forget the space between colon and page number(s)):

(16) Imagine this example was taken from the literature.

(Author Year: Page)

Affixes are separated by the medium-sized dash '–', grammatical markers are put in SMALL CAPS, not FULL CAPITALS (where relevant, i.e. if Case is not relevant in (15), don't add it), and common abbreviations are used, separated by a period (no space). The gloss is italicized, original datum and translation are not. Longer examples that span across lines should be aligned **left** (not the usual justified) and properly aligned on the next line.

(17) *German*

Dies ist ein etwas analysiertes Beispiel.
this.NOM be.3.SG.PRES a.NOM some analyzed.NOM example.NOM
 'This is somewhat analyzed example.'

- (18) If you wonder what a longer example might look like, the sentence provided here illustrates this.

3.2. *Tables, Figures, Diagrams, and Trees*

Trees follow the numeration of linguistic examples (data, principles, etc.). All lines, arrows, and so on should be **properly marked, aligned, and fit** the general look (e.g., don't make the lines too fat).

Tables and figures receive their own numeration: Table 1, Table 2... and Figure 1, Figure 2..., each time followed by a colon, two empty spaces, and a title (if desired). These identifiers are put below the table or figure. They are also put in **Times New Roman 11pt** with **Exactly 12pt** line spacing. The term "diagram" here refers to any material that doesn't fit into the other three terms. These will be handled on a case-to-case basis. Please provide **two empty lines above and below** tables, figures, and diagrams. These empty lines should also be **Exactly 12pt**.

References

The reference section follows the main text (or appendices, if relevant) after four empty lines, to set it apart from other sections.

(Samples)

This list gives concrete examples of proper citation of references. This is taken from the template of the journal *Biolinguistics*, which in turn adapts the examples from the Unified Style Sheet for Linguistics Journals.

- Blevins, Juliette. 2004. *Evolutionary Phonology*. Cambridge: Cambridge University Press.
- Casali, Roderic F. 1998. Predicting ATR Activity. *Chicago Linguistic Society (CLS)* 34(1), 55-68.
- Chomsky, Noam. 1986. *Knowledge of Language: Its Nature, Origin, and Use*. New York: Praeger.

- Coetsem, Frans van. 2000. *A General and Unified Theory of the Transmission Process in Language Contact*. Heidelberg: Winter.
- Franks, Steven. 2005. Bulgarian clitics are positioned in the syntax. http://www.cogs.indiana.edu/people/homepages/franks/Bg_clitics_remark_dense.pdf (17 May 2006).
- Iverson, Gregory K. 1983. Korean /s/. *Journal of Phonetics* 11, 191-200.
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- Johnson, Kyle, Mark Baker & Ian Roberts. 1989. Passive arguments raised. *Linguistic Inquiry* 20, 219-251.
- Lahiri, Aditi (ed.). 2000. *Analogy, Leveling, Markedness: Principles of Change in Phonology and Morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.
- McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological Theory: The Essential Readings*, 238-288. Malden, MA & Oxford: Blackwell.
- Murray, Robert W. & Theo Vennemann. 1983. Sound change and syllable structure in Germanic phonology. *Language* 59(3), 514-528.
- Oxford English Dictionary*, 2nd edn. 1989. Oxford: Oxford University Press.
- Pedersen, Johan. 2005. The Spanish impersonal *se*-construction: Constructional variation and change. *Constructions* 1, <http://www.constructions-online.de> (3 April 2007).
- Rissanen, Matti. 1999. Syntax. In Roger Lass (ed.), *Cambridge History of the English Language*, vol. 3, 187-331. Cambridge & New York: Cambridge University Press.
- Stewart, Thomas W., Jr. 2000. Mutation as morphology: Bases, stems, and shapes in Scottish Gaelic. Columbus, OH: The Ohio State University dissertation.
- Webelhuth, Gert (ed.). 1995. *Government and Binding Theory and the Minimalist Program: Principles and Parameters in Syntactic Theory*. Oxford: Blackwell.
- Yu, Alan C. L. 2003. The morphology and phonology of infixation. Berkeley, CA: University of California dissertation.

References

More examples: This is an abstract sample of what references should like. The reference section follows the main text (or appendices, if relevant) after four empty lines, to set it apart from other sections.

Author, First N. Year. Dissertation title in lower case and non-italic. City (for USA, state initials after comma, e.g.: “, DC”): Name of institution followed by type of dissertation (e.g., “University of X dissertation”, “University of Y MA thesis” or “University of Z BA thesis”).

Author, First N., Second Author & Third Author. Year. *Book Title in Upper Case*

- (Possibly Series Title in Upper Case with Number, all in parentheses before period). City (for USA, state initials after comma, e.g.: “, DC”): Publisher.
- Author, First N., Second Author & Third Author. Year. Edited volume article in lower case. In First Editor, Second Editor & Third Editor (eds.), *Volume Title in Upper Case: First Letter of Sub-Title Capitalized Too*, page-numbers. City (for USA, state initials after comma, e.g.: “, DC”): Publisher.
- Author, First N., Second Author & Third Author. Year. Journal article in lower case. *Journal in Fully Capitalized* Volume(Issue, no space between volume and issue numbers), page-numbers.
- Author, First N., Second Author & Third Author. Year. Paper presentation title. Paper presented at the *Conference Name in Upper Case with All Identifying Numbers (Abbreviation in parentheses)*, City (for USA, state initials after comma, e.g.: “, DC”). [Venue (e.g., University), and after comma exact conference dates “Day-Day Month Year” in brackets.]
- Author, First N., Second Author & Third Author. Year. Unpublished manuscript title. Ms., Institution. [<http://www.URL>] [if available] (date last accessed in parentheses).]
- Editor, First N., Second Editor & Third Editor (eds.). Year. *Volume Title in Upper Case*. City (for USA: State initials after comma, e.g.: “, DC”): Publisher.

(End your paper with your contact information. After the reference section is finished, change the line spacing to: “exactly 12 pts.” Then, skip four lines and add the following information at the end of your manuscript so that interested people will be able to contact you. The font will be Times New Roman 11pt.)

Author Contact Information:

Author
Affiliation
Department
Address
City, State/Zip Code
Country
Email