

# Style Sheet for Preparation of Proceedings Manuscript

BERKELEY LINGUISTICS SOCIETY  
*University of California, Berkeley*

## Introduction

This Author's Kit contains information needed to prepare manuscripts for the *Proceedings of the 38th Annual Meeting of the Berkeley Linguistics Society*. Authors must read this document in its entirety before proceeding with manuscript preparation. All papers should be formatted exactly according to the BLS guidelines below; failure to do so will greatly delay publication. Please proofread your paper carefully. Typographical and grammatical errors are the author's responsibility. **Note that the style sheet itself is formatted according to our guidelines. Please check over your paper in every detail and make sure it matches the formatting of this style sheet.** Questions should be addressed to <bls\_submissions@berkeley.edu>.

## 1 Submission of Papers

Please submit either a) a Microsoft Word file (.doc or .docx) or b) a LaTeX .tex file of your paper as an email attachment to <bls\_submissions@berkeley.edu>. Use your Surname(s) with Capitalization as the file name, followed by the file extension. Example:

(1) Chomsky.doc

Mention your paper title in the body of the email message, but do *not* include it in the file name of the attachment. In addition to the Word or LaTeX file, either (a) attach a .pdf file of your paper, or (b) send two hardcopies via mail. **The .pdf file or hardcopy must be an accurate representation of how you want your paper to look, especially with regard to fonts, figures, and tables**, since we will edit the Word or LaTeX file and use the .pdf file or hardcopy as a guide. Use of LaTeX is allowed under the following conditions: 1) You must use the provided

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template file as the basis for your document, 2) You must provide comments and explanation when using a package not originally called in this template, 3) You must use standard LaTeX, not XeTeX, Plain TeX, or any other variants, 4) You must specify very clearly if preliminary compilations of your file must go through *.dvi* output. If you submit in LaTeX make sure you submit the source *.tex* file and any supporting files (*.sty* files, etc.), rather than a *.ps* PostScript file or *.dvi* file. For LaTeX submissions, please create a compressed folder containing all necessary files (*.bib*, *.tex*, *.pdf*, *.sty* package files, etc.) and send that as your submission. Please send any non-standard fonts along with figures, drawings, etc. in a compressed folder as an email attachment.

Please also send your copyright release form via postal mail (if you did not already submit it at the conference) to:

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A blank copyright release form will also be made available on our website under the Call for Papers tab, so you may download that, fill it in and sign it, scan it, and email a scanned PDF to us at [bls@berkeley.edu](mailto:bls@berkeley.edu).

**The deadline for receipt of these materials is May 15th, 2012.**

### **2 Use of Copyrighted Material**

Authors must obtain written permission from the copyright holder for copyrighted materials included in submitted papers. A copy of the written permission must be submitted along with the paper for legal purposes.

### **3 Format Specifications**

#### **3.1 Length**

Papers are limited to **a maximum of fifteen pages**, including trees, charts, references, etc. (Invited speakers are allowed a maximum of thirty pages.) **Do not include any page numbers!**

#### **3.2 Paper and Margins**

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Paper must be US-Letter (i.e. 8.5 x 11 in, or 21.6 x 27.9 cm). A4 is not allowed! All text and figures must be contained in a 5.5 x 8.5 in (13.97 x 21.59 cm) image area. Top, left, and right margins should be 1.5 in (3.81 cm) and the bottom margin should be 1 in (2.54 cm).

### **3.3 Fonts**

The article title should be written in boldface 14-pt Times. The body of the article (including all section headings), name(s) of author(s) and affiliation(s), header information, and references should be written in 12-pt Times. Section headings should be boldface. Footnotes should be written in 10-pt Times. Any articles whose main body or references are in a size smaller than 12-pt will not be accepted.

For phonetic symbols, you must use Doulos SIL or TIPA in LaTeX. Authors must note any divergence from the latest IPA standard, especially the use of the characters ‘c,’ ‘j,’ and ‘y.’ When using the Doulos SIL IPA font in Word within the body of a paragraph which is mostly in Times, you will sometimes notice that the line spacing is made wider than sections in which only Times is used. To bring all lines of a paragraph into conformity with the standard single-spacing of 12-pt Times used by LaTeX, go to the *Format* menu in Word and choose *Paragraph*; under *Line spacing* choose *Exactly* instead of *Single* and enter the value **14.3 pt**.

The Doulos SIL font is available online and can be downloaded from:

(2) <http://scripts.sil.org/DoulosSILfont>

If, however, any fonts other than those mentioned have to be used for phonetic symbols, trees, or other special characters, you must provide copies of these fonts along with your submission with the names of such fonts appearing in your submission email.

### **4 The First Page**

On the fourth line (leave three blank lines in 12-pt Times), left-justify the title of the article, which should then be typed in **14-pt boldface**. Capitalize the words in your title via normal capitalization conventions as shown above. In the title and in section headings, but *not* in the text, the first word after a colon should always be capitalized (including the definite and indefinite articles). Leave two blank lines in 12-pt, and on the 7th line (or 8th line if the title is two lines long), left-justify the author’s name (GIVENNAME SURNAME) in all capitals in 12-pt Times. On the next line left-justify the author’s affiliation in *italics* with normal capitalization and no abbreviations. Leave five blank lines, and begin the main text of the

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article on the 14th line (or 15th line if the title is two lines long). For papers with two or more authors, list the names. If the affiliations are different, write each affiliation out in the same order the authors are listed. Separate affiliations with semicolons, and use co-indexed superscripts to match them up with the appropriate authors. The first page should not have anything written in the header.

### **5 Subsequent Pages**

In the header of the even-numbered pages, center the author's full name in 12-pt Times (standard capitalization – not all capitals). The author's name should *not* be set in italics. In the header of the odd-numbered pages, center a running title of 50 characters or less (including spaces) in 12-pt Times *italics*. Set the headers so that they are 1 in (2.54 cm) from the top edge of the page, while the main text of the article is 1.5 in (3.81 cm) from the top edge.

### **6 Footnotes (Never Endnotes)**

If notes are used, they must be footnotes and *not* endnotes. The first line of all footnotes should begin from the left margin. Footnotes must appear in 10-pt Times, be fully justified, and be numbered serially throughout the article.<sup>1</sup>

### **7 Body**

#### **7.1 Paragraph and Section Formatting**

If section headings are used, the section number should appear flush with the left margin. The written text of the heading should appear 0.5 in (1.27 cm) from the left margin. Capitalize the words in each heading as shown here by normal title capitalization conventions. Leave a blank line between the section heading and subsequent text. Only three levels of section headings are allowed: section (7), subsection (7.1), and subsubsection (7.1.1). The first line of the first paragraph of each section should begin without indentation. The first line of all subsequent paragraphs should begin indented by 0.25 in (0.635 cm). Leave one blank line between the end of text and a section heading and between consecutive section headings. In Word, "Widow and Orphan Control" should be turned off completely by unchecking the box next to it in the *Paragraph* menu.

#### **7.2 Spaces, Alignment, and Typographical Conventions**

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<sup>1</sup> Footnotes should be avoided where possible. The footnote number *follows* any punctuation.

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Use hyphenation (go to *Tools* → *Language* → *Hyphenation*, and set the Hyphenation Zone to 0.5 in; standard LaTeX hyphenation is fine). Line spacing is already set in the LaTeX template file. In Word, go to the *Format* menu, select *Paragraph*, and under *Line spacing* choose *Exactly* rather than *Single* and set the value to **14.3 pt**. Use this for the entire document without exception.

Use only one space, not two, after periods and colons in the text. LaTeX users should be sure to use the tilde character to produce a non-breaking space where necessary. There should never be multiple spaces. When it is necessary to line up discourse data or glosses for non-English data, use tabbed spaces. All text should be justified (left and right) except where otherwise specified. The first line of all subsequent paragraphs should begin indented by 0.25 in (0.635 cm).

When using quotation marks (single or double), please use ‘smart quotes’ (‘ ’, “ ”) rather than straight quotes (‘ ’, “ ”). Use American punctuation conventions with quotation marks, putting ending punctuation *inside* the ending quotation mark (e.g. “this,” and not “that”. The period should be inside the quotation marks as the comma is.). Throughout the text, word and sentence glosses should appear inside single quotes, while quotations should appear inside double quotes. Authors must also use the so-called “Oxford comma” such that listed items appear with a comma before the final element in the list (e.g. *apples, oranges, and grapefruits* not *apples, oranges and grapefruits*).

### **7.3 Data, Tables, Figures, Maps, and Miscellaneous Graphic Images**

All data, tables, and figures must fit within the margins as specified in section 3.2. Number all tables, figures, and data sequentially and refer to them by number in parentheses (e.g. (2) below). Do not discontinuously number figures, tables, etc. apart from interlinearly-glossed examples. Place label numbers in parentheses on the line above all figures and tables and in front of the first line of data. This number label must be exactly three spaces from the left margin in Word and the text of the example should begin exactly 0.5 inches from the left margin. LaTeX's gb4e package will take care of that spacing automatically. Captions or labels should be placed above tables and figures. The main text should be separated from the example by one blank line preceding and following the example.

- (3) ma-tuto  
‘to learn’ (infinitive)

*Drawings, maps, special symbols, figures, and tables must be included in the Word file itself or in the LaTeX compressed folder submission. They must be in either JPEG (.jpg) or PDF (.pdf) format and must be readable by a computer. Please put figures, etc. into the body of the text yourself, rather than leaving them separate. These external graphics should be incorporated in LaTeX via the*

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graphicx package. In LaTeX, syntactic trees should either be incorporated as images or drawn using qtree as much as possible. Any deviations must be noted and thoroughly explained using comments.

### 7.4 Extended Quotes

Extended quotes should be in 10-pt Times and have left and right margins of 1.75 in (4.445 cm). A blank line should be placed before and after the quote, which must be left- and right-justified. Note the placement of the final reference and the fact that the final punctuation precedes the reference. The reference should be included in the block quote, as shown, not put on a line after.

Overlapping notes cause particular problems. The frequency trajectories are traced through a series of time steps, and an average value is calculated. If the instantaneous frequency differs from this average by more than a certain minimum value, the partial is considered to have ended, and a new one with slightly different frequency to have begun. (Forsberg 1998:23)

### 7.5 Forms in Other Languages

In the body of the text, a letter, word, phrase, or sentence cited as an example should appear in italics, not quotation marks (the suffix *-s*, the word *like*, the construction *was eaten*). Phonetic or phonemic representations should be enclosed in square brackets or slashes, respectively: the suffix [s], the word /lajk/. The latest version of the IPA should be used without exception. If a different transcription is used, that fact must be noted with equivalents to IPA given.

Cited forms in languages other than English should be immediately followed at their first occurrence by a gloss in single quotation marks, e.g. Latin *ovis* 'sheep.' Note that the punctuation comes before the quote following standard American usage. All quotations provided in an original non-English form *must be translated*, even if they are in a commonly readable language such as French, German, or Spanish. The translation may appear in a footnote.

### 7.6 Citations

Citations should appear in the text and include the author's name and the year (also a colon and page range if applicable), e.g. (Goldberg 1992, Sag and Wasow 1999:132-3). Do not include a space between the colon and page number.

## 8 References

Leave one blank line after the main text of the article and on the next line left-

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justify the heading **References** in boldface. Leave a blank line between the heading and the written text of the first reference. Do not abbreviate a repeated author's name with '—' anywhere; in all cases cite the author's full name. References must be in 12-pt Times, with a 0.15 in (0.381 cm) hanging indent. References should be given in alphabetical order and be fully justified with one full line between each entry. **Use exactly the formatting shown below for your references (which reflects the University of Chicago Press style), including capitalization, punctuation, and all other details.** Titles of works in languages other than English can be left uncapitalized beyond the first word. The style produced by *blsbibliography.bst* is always acceptable.

The physical address(es) of the author(s) should follow the references, separated from them by one blank line. If possible, please include an email address, separated from the physical address(es) by one blank line.

### **9 Style Templates**

For style templates, authors should use copies of these guide files themselves and delete the content in those copies while retaining the proper formatting. Remember that authors are still responsible for checking that their manuscripts are in full compliance with the BLS style guide. Be careful to preserve the proper formatting after deleting content!

### **References**

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Lapointe, S. J., D. K. Brentari, and P. M. Farrell, eds. 1998. *Morphology and its Relation to Phonology and Syntax*. Stanford, CA: CSLI.

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