

# Conference Proceedings Style Sheet

CONFERENCE ON OTOMANGUEAN AND OAXACAN LANGUAGES

*University of California, Berkeley*

## 1. Introduction

This style sheet demonstrates how to format papers for the Proceedings of the Conference on Otomanguean and Oaxacan Languages. Please proofread the paper carefully. Typographical and grammatical errors are the author's responsibility. Note that the style-sheet itself is formatted according to the 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 Rosemary Beam de Azcona (nikte\_ha@uclink.berkeley.edu).

## 2. Submission of papers

The deadline for paper submission is August 1, 2004. Please submit a Microsoft Word file (specify version and Mac vs. PC) of your paper as an email attachment to nikte\_ha@uclink.berkeley.edu. Use your surname(s) as the file name, followed by the file extension *.doc*. In addition to the Word file, either (a) attach a *.pdf* file of your paper, or (b) send two hard copies. The *.pdf* file or hard copy 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 file and use the *.pdf* file or hard copy as a guide. If you are sending a hard copy, please address it to:

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Berkeley, CA 94720-2650

## 3. Format specifications

### 3.1. Length

Please try to limit your paper to 15 pages, including trees, charts, references, etc. Exceptions to this limit may be made by request. Please do not include any page numbers.

### 3.2. Paper and Margins

- Paper: US-Letter (i.e. 8.5 x 11 in, or 21.6 x 27.9 cm)
- Margins: 1" on all sides

### 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 in 10-pt Times.

For phonetic symbols, we recommend that you use SIL Doulos IPA/IPA93 or IPAKiel. When using SIL Doulos IPA fonts 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, go to the *format* menu in Word and choose *paragraph*: under line spacing choose *exactly* instead of *single* and enter the value **13.83 pt**.

SIL IPA93 fonts are available via the World Wide Web and can be downloaded from:

- (1) <http://www.sil.org/computing/fonts/Encore-ipa.html>

If, however, any other fonts than those mentioned are used for phonetic symbols, trees, or other special characters, please email these fonts along with your paper submission.

## 4. The First Page

On the fourth line from the top (leave three blank lines in **12-pt** Times), left-justify the title of the article in **14-pt boldface**. Leave two blank lines in **12-pt**, and on the 7<sup>th</sup> line (or 8<sup>th</sup> line if the title is two lines long), left-justify the author's name (FIRST NAME LAST NAME) in all caps in 12-pt. On the next line left-justify the author's affiliation in *italics*. Leave five blank lines; and begin the main text of the article on the 14<sup>th</sup> line (or 15<sup>th</sup> line if the title is two lines long). For papers with two or more authors, write the names side by side with the appropriate conjunctions. If the affiliations are different, write each one below the appropriate author. The first page should not have anything in the header.

## 5. Subsequent Pages

In the header of the even-numbered pages, center the author's full name in 12-pt Times (not caps). In the header of the odd-numbered pages, center the paper title (use a shortened version if the full title doesn't fit) in 12-pt Times *italics*. The author's name should *not* be set in italics. Set the headers so that they are one half inch from the top edge of the page.

## 6. Notes<sup>1</sup>

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

## 7. Body

### 7.1. Paragraph and Section Formatting

If section headings are used, the section number should appear flush with the left margin and the written text of the heading should appear one half inch from the left margin. Do not leave a blank line between the section heading and subsequent text. The first line of the first paragraph of each section should begin at the left margin. The first line of all subsequent paragraphs should begin

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<sup>1</sup> Footnotes should be avoided where possible.

indented .25" from the left margin. Leave one blank line between sections.

## **7.2. Spaces, alignment, and typographical conventions**

All papers should be single-spaced. Due to variations across platforms and versions of Microsoft Word, choosing *single-spaced* may yield different results for different people, so please check to make sure the line spacing in your paper appears identical to that of this document. If it appears different, you may need to go to the *format* menu, select *paragraph*, and under line spacing choose *exactly* rather than *single* and set the value to 13.83 pt.

All text should be justified (left and right) except where otherwise specified. When using quotation marks (single or double), please use ‘smart quotes’ (‘ ’, “ ”) rather than straight quotes (‘, " ”).

## **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 (e.g., (2) below). Place left-justified numbers in parentheses on the line above all figures and tables and in front of the first line of data. 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.

(2)    luu    ‘little’

*Drawings, maps, special symbols, figures and tables must be included in the Word file. Please put them into the body of the text yourself, rather than leaving them separate.*

## **7.4. Extended quotes**

Extended quotes should be in 10-pt. Times and have left and right margins of 1.75 inches. A blank line should be placed before and after the quote, which must be left- and right-justified.

The methods and results of linguistics, in spite of their modest scope, resemble those of natural science, the domain in which science has been most successful. It is only a prospect, but not hopelessly remote, that the study of language may help us toward the understanding and control of human events (Bloomfield 1933: 509).

## **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/.

Cited forms in languages other than English should be immediately followed at their first occurrence by a gloss in single quotation marks, e.g. Spanish *burro* ‘donkey’. Note that the punctuation follows the quote.

## **7.6. Citations**

Citations should appear in the text and include the author’s name and the year (also a colon and page number if applicable), e.g. (Josserand 1983, Leben 1978: 178-179). Page numbers should be used for direct quotations or paraphrases.

## 8. References

Leave two blank lines after the main text of the article and on the next line left-justify the heading **References** in boldface. Leave a blank line between the heading and the written text of the first reference. References should immediately follow one another and must be in 12-pt font. Do not leave a blank line between references. A 0.25 inch hanging indent should be used for references which take up more than one line. References should be given in alphabetical order and be fully justified.

The address 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 rest of the address by one blank line.

## References

- Goldberg, Adele. 1992. *Constructions: A construction grammar approach to argument structure*. PhD dissertation, UC Berkeley. Published 1995, Chicago and London: University of Chicago Press.
- Josserand, Judy Kathryn. 1983. *Mixtec Dialect History*. PhD. dissertation, Tulane University.
- Lapointe, S. J., D. K. Brentari, & P. M. Farrell (eds.). 1998. *Morphology and its relation to phonology and syntax*. Stanford, CA: CSLI.
- Leben, Will. 1978. The representation of tone. In Victoria Fromkin (ed.) *Tone: A Linguistic Survey*, 177-219. New York: Academic Press.
- Lehiste, Ilse. 1979. Perception of sentence and paragraph boundaries. In B. Lindblom & S. Ohman (eds.) *Frontiers of Speech Communication Research*, 191-201. London: Academic Press.

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