SSMCA style sheet and guide[*]

August 7, 2014

1 The manuscript

1. Articles should be 16-20 pages. These guidelines include notes but not references.

2. Manuscripts should be single-spaced, with 11pt Times New Roman body text and 1-inch margins. Margins should be both left- and right-justified.

3. Submissions will be accepted in the following formats: .tex., doc, .docx, .otd, .rtf files. **Please do not send .pdf files**. The editors of the volume may wish to make minor style alterations, and this is difficult to do consistently with .pdf submissions.

   If you send a .tex file, please also send the corresponding BibTeX file (.bib) so that we can compile the references. If there are other files that we'll need to compile the document (such as .jpeg images), please send them along with the .tex file too.

4. All elements, especially trees, diagrams, lists, examples, etc., should be accurate and consistent, without need for interpretation by the copy editor.

2 Title and author

1. The title and author should be centered.

2. The main title should be in 24pt Times New Roman small capitals.

3. If there is a subtitle it should be under the main title in 18pt Times New Roman small capitals. There should be no space between the title and subtitle.

4. Author names should be under the title in 12pt Times New Roman small capitals. There should be 12pt of space between the subtitle and author name(s).

5. The institutional affiliation of the author should be under the author name in 12pt Times New Roman italic type. There should be no space between the institution name and author name.

6. Up to three author names may be placed on a single line. If an article has more than three authors, follow the convention given:

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[*]Thanks to Matthew Tucker for sharing the *ASC style sheet and corresponding LATEX template with us (https://github.com/motyatucker/SlugPubs-ASC).

(a) If there are more than three authors, use multiple author lines.

(b) If there are an even number of authors, then the authors should be divided evenly between author lines. For example, if there are four authors, then two authors should be on the top author line and two should be on the bottom author line.

(c) If there are an odd number of authors, then the larger share should go on the higher author line(s). For example, if there are five authors, then three authors should go on the top author line and two should go on the bottom author line.

7. Acknowledgments should be footnoted with an asterisk at the end of the title.

3   Abstract

1. Authors should include a 100-to-200-word abstract that concentrates the main ideas of the article, and suggest 4–6 keywords.

2. The abstract should not have a title or include the word "abstract" before the abstract text; keywords should be set with no indentation on the line immediately following the last paragraph of abstract text, preceded by the word "Keywords:" typeset in bold font.

3. Abstracts should be in 9pt Times New Roman plain type.

4. The abstract should be centered, with 2-inch justified margins.

5. There should be 18pt of space between the title/author and the abstract, and between the abstract and the body of the manuscript.

4   Headers and footers

1. Headers and footers should be in centered 10pt Times New Roman plain type.

2. There should be no rules between the header and the body text.

3. Page numbers should be listed in the footer.

5   Sections

1. Use section numbers for headings: 1, 1.1, 1.1.1, etc. Section numbers should start with 1 (not 0). Do not use periods after the final digit. If the article has a short (one to three paragraph) introduction, do not give it a number or title.

2. Headings should be set on a separate line from the body text.

3. Section headings should be in 14pt Times New Roman bold type.

4. Subsection headings should be 12 pt Times New Roman italic type.

5. Subsubsection headings should be in 12pt Times New Roman plain type.

6. Include titles for sections, subsections, and subsubsections. In these titles, capitalize the initial letter of the first word.

7. The paragraph under a heading should begin flush with the left margin.

8. There should be 18 pt of space before section headings and 12pt of space after. Separate section titles from section numbers with a single space. Do not use a tab stop or additional white space.

6   Special treatment of words

1. *Italics* should be used for:

   (a) Mathematical formulas.
   (b) Non-English text.
   (c) Letters, words, phrases, or sentences used as linguistic examples in-text.
   (d) The titles of journals, books, and any other titular references used in-text.

2. SMALL CAPITALS should be used for:

   (a) Introduction of terms.
   (b) Morpheme-glossing in examples.
   (c) The names of Optimality-Theory constraints.

3. **Boldface** should be avoided.

4. Underlining should be used to highlight letters in an otherwise plain or italic word.

5. There should be no emphasis in the text, including emphasis of common loanwords or technical terms: ad hoc, binyan, Sprachbund, etc.

6. Avoid typing terms in full capitals, except when contrastive: Comp, not COMP, but PRO/pro.

7. The names of linguistic rules, principles, conditions, constraints, filters, etc. should be capitalized.

8. If a term applies to a general phenomenon or process, rather than to a rule, it should be in lower case: wh-movement, not WH-movement; assimilation, not Assimilation.

7   Examples

1. When the text above an example refers to the example by number, the text should end with a period. When the text does not refer to the example by number, it ends with a colon.

2. Example numbers should be set on the first line of an example.

3. When numbering examples in the text, use arabic numerals enclosed in parentheses. If several examples are numbered together, use a numeral enclosed in parentheses for the entire group, and a lowercase letter followed by a period for each sentence. Do not subdivide further into examples that begin with lowercase roman numerals. For example:

   (1)   These are examples.
   (2)   a. This is a subexample.
         b. Don't use subsubexamples.

4. Cross-references should be given to earlier examples when discussed again, instead of repeating the example. If it is necessary to repeat an example, it can be given with either the original number or can be assigned the next number in the numbering sequence of the article. One of these two systems should be used consistently throughout an article.

5. Any diacritics such as *, **, ?, ??, # should be placed before the example itself. The first words of diacritically marked examples should be aligned with each other:

   (3)   These examples are good:

      a.   * This first is example the.

      b.   This is the second example.

   (4)   The alignment is bad here:

      a.   *This third example the is.

      b.   This is another example.

6. When numbering examples in footnotes, use lowercase roman numerals.

7. In text references, place letters referring to subexample numbers inside parentheses.

8. If an example from a language using the Latin alphabet cited as a sentence of the language in orthographic form, it should be given with full capitalization and punctuation. However, if an example is cited from a language written natively in the Latin alphabet with different capitalization and punctuation conventions, the conventions of that language may be kept.

9. If an example has been transliterated or romanized into the Latin alphabet from another writing system, English capitalization and punctuation conventions should be used.

10. If an example from any language is meant to be a representation of abstract structure at any level of representation, it should be neither capitalized nor punctuated.

11. In examples with word-by-word glosses, each gloss should appear directly beneath the word with which it corresponds. The left edges of each word and gloss should be aligned. Translations of non-English examples should appear below glosses. Translations should appear in single quotes, and punctuation, when appropriate, should be contained within those quotes. For example:

    (5)   I   caught   him   red handed.
    1.SG.NOM atrapar.PAS 3.SG.MASC.ACC rojo mano.PART
    'Lo atrapé con las manos en la masa.'

12. A 12pt space should be included between the examples and main text.

8   Citations

1. The date of the work should be included in parentheses, unless the citation itself is in a parenthetical. For example:

   . . . following Abney (1987). . .

   . . . as shown here (following Chomsky 1957). . .

2. Page or section references should be separated from the date by a colon: Delsing (1993:119).

3. When citing personal communication, spell out the person's family and given name. Use "p.c." to refer to the communication

4. When citing multiple publications by one author, use a comma between the years: Ross (1967, 1969)

5. When citing multiple publications by different authors, use a semi-colon between authors/works: Kiparsky (1982); McCarthy (1993)

9 Linguistic representations

1. Trees, functional structures, diagrams, tableaux, etc. should be numbered in sequence with other examples, where possible. If the item is too large to fit comfortably as a numbered example, it should be a float with a separate numbering sequence.

2. Trees should be drawn as symmetrically as possible. Lines should begin under one node label (coming together in a point if the node branches) and end at the top center of the next. The use of slash marks to indicate branches is not acceptable. Center terminal symbols or words under vertical lines.

3. Trees and other diagrams may be done in .gif, .jpg, or .png files embedded in the document. If a file is embedded, there must be no visible seam between the embedded file and the rest of the document. The author is responsible for ensuring that embedded files have no visible seam.

4. Exact alignment of grids, tableaux, and so forth is especially important.

5. For a work involving representations in square brackets, pick one of the following labeling conventions and follow it consistently:

    (a) $[_{\text{IP}} \ldots]$
    (b) $[\ldots]_{\text{IP}}$
    (c) $_{\text{IP}}[\ldots]$
    (d) $[\ldots _{\text{IP}}]$

6. There should be a space between a bracket label and a following word, between a word and a following left bracket, and between adjacent left and right brackets. There should be no space between a bracket and its label.

10 Footnotes

1. Footnotes should be in 9pt Times New Roman font.

2. Please do not use endnotes.

3. There should be a .5pt rule between footnotes and the body text.

4. The first line of each footnote should be indented, with a raised reference number.

5. Footnotes listing acknowledgments, citations of grants, and similar material should be typeset with an asterisk instead of a number.

6. Footnotes that give only cross-references or short bibliographic references are not allowed. Such material should be incorporated into the text.

7. Footnotes should be numbered sequentially throughout. Footnotes such as ‡ or 10a are prohibited.

8. Footnotes should be referenced in the text with a raised numeral following the relevant passage. Do not punctuate the reference numeral itself.

9. The footnote reference number should be the same size as the body text in the body of the manuscript, and the same size as the footnote in the footnotes.

11   References

1. Arrange entries alphabetically by authors' last names. List multiple works by one author chronologically. Suffix the date with a, b, c, and so on to distinguish several items published by the same author in a single year. Within this group, works should be arranged alphabetically by title. Repeat the author's name for each work by that author; do not use a dash to indicate repetitions of an author's name.

2. Cite authors' and editors' names the way they are given in print. If citing work where an author or editor has used several versions of his or her name, chose the most informative and cite it consistently in the reference list.

3. Titles of books, journals, and articles should have each initial word capitalized, as well as words following colons.

4. Including the following information in the references:

   (a) *Book*: Author's (or editor's) name; year; title of book; city of publication; publisher. For cities in the U.S. other than New York, Boston, Chicago, San Francisco, Los Angeles, and Philadelphia, include the state name with the traditional abbreviation, rather than the two-letter postal service abbreviation.

   (b) *Journal article*: Author's name; year; title of article; name of journal; volume number; inclusive page numbers.

   (c) *Chapter in published book*: Author's name; title of chapter; *In* followed by title of book; editor's name; inclusive page numbers; city of publication (see under *Book*); publisher.

   (d) *Chapter of volume of proceedings issued by a university or college department or organization*: Author's name; year; title of chapter; *In* followed by title of book; inclusive page numbers; organization or department; university or college.

   (e) *Chapter in volume of working papers*: Author's name; year; title of chapter; *In* followed by title of book (including working paper number); inclusive page numbers; department and university or college that issued the volume.

   (f) *Thesis*: Author's name; year; title of thesis; identification of work as thesis (e.g. *Doctoral dissertation*); name of university or college.

   (g) *Conference paper*: Author's name; year; title of paper; name, location, and date of conference.

   (h) *Unpublished manuscript*: Author's name; year; title of manuscript; *Ms.*; name of university or college where manuscript was prepared.

   (i) *LingBuzz/ROA*: Author's name; year; title of manuscript; ROA/Lingbuzz URL.

12   Punctuation and orthography

1. Double quotation marks should be used for:

   (a) Short quotations in-text (less than four lines).
   (b) Setting off the name of a journal article, unpublished paper, chapter, or dissertation in running text.

2. Single quotation marks should be used for:

   (a) Any type of meaning, but especially the meaning of a cited non-English form.
   (b) An English word that has been used to substitute for a non-English word.
   (c) The colloquial English translation below a non-English example (see Section 7).

13   Appendices

1. A single appendix should be headed *Appendix*, followed by its title.

2. Two or more appendices should be headed *Appendix A, Appendix B*, and so on, followed by their titles.

3. Otherwise, appendices should be treated exactly as headings.

4. Example numbering and footnote numbering continue from the text straight through the appendix.

14   Tables and figures

1. Tables should begin with a table number and heading. There should be horizontal lines above and below the column headings, and a third horizontal line at the bottom of the table. There should be no vertical lines in tables. Column headings and entries should align on the left.

2. It is the author's responsibility to provide a PDF-ready copy for all figures.

3. Tableaux should have square edges and not utilize shading of cells.

15   Additional questions

If questions arise that are not covered here, please contact us (SSMCA.workshop@gmail.com). We will probably advise you to choose a formatting scheme that follows the "Unified Style Sheet for Linguistics Journals" published by the LSA, available at:
https://lsadc.org/info/style-sheet.cfm.