

Style Guide

Canadian Journal of Linguistics

The *Canadian Journal of Linguistics/Revue canadienne de linguistique* (CJL/RCL) encourages authors to comply with the “Guidelines for Non-Sexist Usage” available on the website of the Canadian Linguistic Association/Association canadienne de linguistique:

<http://www.chass.utoronto.ca/~cla-acl/nonsexist.html>

1. SUBMISSIONS

Article submissions:

1. Send submissions to the journal editor, by email (in PDF format) or in hard copy (send only one copy, single-sided).

For current email and mailing addresses, see the most recent issue of the journal or <http://www.utpjournals.com/cjl/cjl.html#ed> .

- a. *Length*: Manuscripts are to be a maximum of 50 double-spaced pages.
- b. *Anonymity*: Do not include your name on the first page of the manuscript or in an acknowledgement note. Do not cite your work in a way that identifies you.
- c. *Contact Information and Confirmation of Original Research*:
 - (i) In an accompanying document, give your full name and contact information, as well as your academic affiliation (e.g., university name) and status (e.g., professor, doctoral student).
 - (ii) Confirm that the research reported in the manuscript has not been published or accepted for publication in any other journal, and that the paper is not under consideration by any other journal.
 - (iii) If an earlier version of the paper has been published or presented elsewhere, or has been reviewed by another journal, please indicate this in your communications with the CJL.
- d. *Abstract*: Provide a one-paragraph abstract (150-word limit) in English or French. Do not refer to yourself, and do not include any bibliographic citations.
- e. *Keywords*: Provide five keywords that relate to the content of the manuscript.

2. Article formatting requirements:

- a. *Margins*: At least 3 cm (1-1/4 in.) on all sides.
- b. *Line-spacing*: double-spaced throughout (including footnotes and references).
- c. *Font*: Use a 12-point font.
- d. *Footnotes*: Place at the bottom of the page.
- e. *Paragraphs*: Except for the first paragraph under a heading, indent each new paragraph. After an example, when the text is the continuation of the text preceding the example, the first line must be flush left; otherwise indent.

- f. *Special formatting*: Examples, tree diagrams, figures, and special characters (phonetic symbols, symbols from non-Latin alphabets, etc.) are reproduced as printed. The final typesetting is based on what appears on the copy-edited hardcopy. If you are unable to produce an accurate computer-generated representation, you may submit a hand-drawn representation of the diagram, figure, or symbol.
- g. *Abbreviations*: Provide a complete list of all abbreviations used in the manuscript, along with their meanings.

Book review submissions:

3. Submit manuscripts of book reviews electronically to the book review editor of the journal. For current email address, see:

<http://www.utpjournals.com/cjl/cjl.html#ed>.

Make arrangements with the book review editor before submitting a book review.

4. Book Review formatting requirements:

- a. Reviews should be 1000–1500 words in length.
- b. Begin review with the reference of the book, following the format used in the list of books received of a previous issue or the online list of available books. Follow with the name of the author of the review, with affiliation or place of residence.
- c. Place references to pages in the body of the review between parentheses and include "p." or "pp.": (p.6) or (pp.34–36). Otherwise, the style for articles and reviews is identical.
- d. Provide a properly formatted list of references for all works cited other than the book under review (see the guidelines in the Reference section below).

Squib submissions:

5. Squibs are short commentaries that bring attention to a new data set or explore a specific theoretical or methodological point.

A squib should address one or more of the following points:

- empirical phenomena that challenge accepted generalizations;
- empirical phenomena that are problematic for some aspect of a theory or method;
- empirical phenomena that confirm predictions of a theory in an area where the theory has not previously been tested;
- empirical phenomena that fall outside the scope of any existing theory or method;
- inconsistencies in a theory or method;
- inconsistencies in a set of frequently adopted theoretical or methodological assumptions;

- unnoticed assumptions underlying a theory or method;
- supplementary assumptions that a theory needs in order to make desired predictions;
- little-known or forgotten literature that discusses issues of immediate theoretical or methodological relevance.

6. Squib manuscripts should be no more than 12 pages long, double-spaced, 1-inch margins, Times 12-point font.

7. Submit squib manuscripts electronically to the squibs editor. For current email address, see:

<http://www.utpjournals.com/cjl/cjl.html#ed>

In your email, indicate:

- (i) which point(s) the squib addresses;
- (ii) complete contact information (mailing address, telephone number, institutional affiliation).

2. FORMATTING

8. Organize manuscript into sections, each with its own heading.

- a. *Section numbers*: Start section numbers with 1, not 0.
If the introduction of the article is less than one page in length, do not give it a number or a title. If the introduction is longer than one page, give it the number 1 and a title (e.g., Introduction).
- b. *Levels for headings*: There are up to three levels, numbered as follows: 1., 1.1., and 1.1.1. Separate consecutive headings by some text, even if only a sentence.
- c. *Font style and size of headings*: Do not attempt to reproduce the font styles and sizes which will appear in the final typeset copy; this will be done during typesetting.

9. Typefaces

- a. Use *italics* for:
 - (i) linguistic forms (letter, morpheme, word, phrase or sentence) cited in the body of the text.
 - (ii) emphasis (in the text or in examples). Avoid excessive use of italics for emphasis.
 - (iii) the introduction of terms or for the titles of books or journals.

- b. Use SMALL CAPITALS to gloss grammatical categories in linguistic examples and in the text to refer to those categories.
- c. Use Capitalization for:
 - (i) the first letter of terms such as Det, Infl, Asp, Comp.
 - (ii) the first letter of contentful words in the names of theories, rules, conditions, and principles (e.g., Minimalist Program, Optimality Theory, Trace-Deletion Hypothesis, Variation Theory). Phenomena and processes are not capitalized (e.g., grammaticalization, palatalization, underspecification).
 - (iii) the first letter of Introduction, Preface, Chapter, and any other book component. The word *section* is not capitalized when referring to a section of the present article (e.g., “In section 2, I discuss...”).
- d. *Special characters*: If using non-IPA phonetic characters, provide a list of these characters as well as their IPA equivalent.

10. Punctuation and abbreviations

- a. *Double quotation marks* (“ ”): Use to enclose actual quotes from other sources or for technical terms when they are first introduced. Upon second and subsequent use of technical terms, do not use quotation marks. Place commas and periods after the closing quotation mark unless they are part of the quoted material. Use ellipsis points enclosed within brackets—like so: [...]—to indicate omitted material within a quotation.
- b. *Single quotation marks* (‘ ’): Use to enclose the meaning of linguistic forms (e.g. *knigu* ‘book’).
- c. *Comma*: Use a comma before *and* or *or* in conjunctions of three or more items (serial comma).
- d. *Abbreviations*:
 - (i) Use abbreviations such as *i.e.* or *e.g.* only in parenthesized expressions: “syllables which end in sonorants (e.g., /n/, /m/, /l/)”. Elsewhere, replaced abbreviations with their English equivalents *that is* or *for example*.
 - (ii) Do not use italics for common Latin expressions such as *ad hoc*, *et al.*, *per se* or for abbreviations such as *i.e.* or *e.g.*
 - (iii) Give grammatical information in word-by-word (or morpheme-by-morpheme) glosses in the form of abbreviations set in small capitals: ACC, 3SG, PRES. Provide a complete list of abbreviations used, along with their meanings.

e. *Numbers:*

- (i) Spell out whole numbers from zero to nine: “six years”.
- (ii) Express numbers 10 and over in digits: “23 years”. This also applies to centuries: “during the 18th century”.
- (iii) Do not begin a sentence with a digit; instead, write: “Twenty-three years later ...”; or, in the case of an example number: “Sentence (1) shows ... ” or “Example (1) shows ... ”.

11. Examples

a. *Numbering of examples:*

- (i) *In main text:* Use arabic numerals (1, 2, 3...) enclosed in parentheses; number examples sequentially throughout the manuscript. To further subdivide examples, use lowercase letters followed by a period: (1) a. Do not subdivide further into examples by using notations such as (1) a.i. or (1) a’.
- (ii) *In footnotes:* Number examples sequentially within the same footnote. Use lowercase roman numerals enclosed in parentheses for the numbering of examples in footnotes. Use lowercase letters followed by a period to further subdivide examples: (i) a. Do not subdivide further into examples by using notations such as (i) a’.

b. *Formatting of examples:*

- (i) Use square brackets for phonetic transcription: [ma:dow].
- (ii) Use slant lines for phonemic transcription: /ma:tow/.
- (iii) Use italics for examples in which phonetic/phonemic status is unknown or not pertinent: *ma:tow*.
- (iv) In set-off examples, charts, figures or tables, use roman typeface for linguistic forms.

c. *Examples in languages other than modern English:* Provide a translation, and, if relevant, a word-by-word (or morpheme-by-morpheme) gloss. See illustration in (iv) below.

- (i) Give grammatical information in word-by-word (or morpheme-by-morpheme) glosses in the form of abbreviations set in small capitals: ACC, 3SG, PRES. Provide a complete list of abbreviations used, along with their meanings
- (ii) For a morpheme-by-morpheme gloss, place a hyphen between the morphemes in the original and correspondingly in the gloss (e.g., 3SG - PRES). When one morpheme in the original corresponds to two or more elements in the gloss, use periods to separate the elements in the gloss (e.g., 3SG.PRES). Use numbers to gloss persons but do not separate these from the following number information (e.g., 3SG, but not 3-SG or 3.SG).

(iii) Give the translation last and enclose in single quotation marks. The translation of an example consisting of a sentence should start with a capital and end with a period (or other appropriate sentence punctuation), which precedes the quotation mark.

(iv) Example:

Sima ketab-o næ-dar-e
Sima book-OM NEG-have-3SG
'Sima doesn't have the book.'

d. *Example formatting*: Do not break off a sentence for a set-off example and then resume the sentence after the example.

e. *Repeating an example*: Refer to the first instance of the example in the text and give the repeated example a new number: "the example in (5), repeated here as (27), shows...".

f. *Referring to an example*: Place both the number and letter in parentheses. Use hyphens only to include all examples in a series: (1a-d) or (1)-(4). For non-consecutive examples, distinguish them as follows: (1a) and (2a), not (1-2a). In sequences within parentheses, the numbers and letters are also enclosed in parentheses: "(see (1a) above)".

g. *Punctuation in examples*: When an example consists of a sentence, it should start with a capital and end with a period. When an example consists of a portion of a sentence, it should not be capitalized or punctuated.

h. *Citing sources of examples*:

(i) *Examples taken from another work*: Give the source information, including the page number, either in the text preceding the example or right-aligned on the last line of the example enclosed in parentheses:
(Moore 1999:99)

(ii) *Examples taken from (classical) literary works*: Give the author's name followed by the title of the work in italics, then the page or line number, right-aligned on the last line of the example:
(Molière, *Dom Juan*, p.34)

12. Tables and Figures

a. *Tables*: Give a number and a brief title or caption, set above the body of the table. If necessary, add a subheading.

- b. *Figures*: Give a number and a title or caption, set below the figure. In the first submission of the manuscript, place figures on separate pages at the end of the article.

13. Footnotes

- a. Use footnotes for short ancillary comments on the material of the main text. Incorporate any footnote longer than five lines into the main text, or omit. Do not use footnotes for references or cross-references; incorporate these into the main text.
- b. Number footnotes sequentially. The reference number for the note in the body of the text is a raised numeral, not enclosed in parentheses. Place the note number at the end of a sentence after the punctuation mark. Do not place two note numbers in the same location. Do not place note numbers within examples.
- c. The acknowledgement footnote appears as the first footnote and is unnumbered; there is no raised number or asterisk for the note in the body of the text or in the title.

14. Spelling

For texts in English, the *Canadian Journal of Linguistics/Revue canadienne de linguistique* generally follows the spellings of the *Canadian Oxford Dictionary*:

Barber, Katherine. 2004. *Canadian Oxford Dictionary*. 2nd ed. Toronto: Oxford University Press.

3. IN-TEXT REFERENCES

Bibliographical references are not given in footnotes, but rather in short form at the relevant place.

Format references in the text as follows:

- a. The short reference consists of the last name of the author followed by the date of publication enclosed in parentheses:
“... as noted by Moore (1965).”
- b. When the short reference occurs within parentheses, the date of publication is not enclosed in parentheses:

“...has been shown in previous work (Moore 1965)...”

- c. When several short references occur within parentheses, use commas to separate different dates of publication for a given author and semi-colons to separate different authors:

“...as shown in previous works (Moore 1995, 1998; Dupont 2007)...”

- d. List multiple references in chronological order.

- e. Provide page references for all direct quotes. These appear after the date of publication and are preceded by a colon, without any space before or after the colon:

(Moore 1965:14-15)

- f. Two authors: both names are given. Do not use an ampersand “&”:

“...as noted by Dupont and Moore (1965)...”

- g. Three or more authors: use the first author’s name, followed by “et al.”:

“... as noted by Dupont et al. (1965)...”

- h. Secondary sources:

If a reference to a secondary source is taken from the work of another author, but you have not personally consulted the secondary source, cite the secondary author and year of publication in the text. See section 4 (17-i) below for more details.

For example, in a book by Mary Smith (2000), Smith writes, “This is shown in the work of Jones 1999.” In your paper, you make reference to Jones 1999, based on what Smith has written, since you have not personally consulted the Jones 1999 work.

“...as noted by Jones (1999)...”

- i. On-line sources

In-text references to on-line books or articles are the same as those for print references.

4. REFERENCE LIST

At the end of the manuscript, provide a full list of references under the heading “References”.

The reference list contains all the references of the works cited in the text, and does not contain any works not cited. All references to works not cited in the text will be deleted from the reference list. Make sure that the reference list is complete when preparing the

final version of an accepted manuscript; omissions in the reference list are often a cause of delays in publication of articles.

- a. Provide complete references. Always include the full first names of authors or editors, except in the case of scholars who only use their initials. Provide inclusive page numbers for articles. Do not use abbreviations for titles of journals or conferences.
- b. Arrange the entries alphabetically by last names of authors. List multiple works by the same author in ascending chronological order, repeating the author's name in each entry and suffixing letters (a, b, c...) to distinguish different items published in the same year by a given author.
- c. When examples have been given from classical literary sources, list the references of these sources in a list separate from the references to linguistic works, entitled "Literary Works Cited".
- d. The CJL adopts the sentence capitalization convention for titles of articles, books, dissertations, and manuscripts. That is, only the first word of the title, the first word of a subtitle, all proper nouns, and names of rules, theories, or principles are capitalized. However, for names of journals and conferences, the title capitalization convention is retained. For references to works written in French, only the first word of a title (including names of journals and conferences) is capitalized, in addition to proper nouns. The following list gives a more abstract description and actual examples of a variety of different types of references.

Note the punctuation and typefaces used in the examples.

15. **Book references:**

- a. *Authors or editors of a book:*

Smith, Mary. 1999. *Title of book*. City: Publisher.

Jones, John, ed. 1999. *Title of book*. City: Publisher.

Abercrombie, David. 1967. *Elements of general phonetics*. Edinburgh: Edinburgh University Press.

Goldsmith, John, ed. 1995. *The handbook of phonological theory*. Oxford: Blackwell.

Use the two-letter abbreviations for provinces and states (e.g., MA, not Mass. for Massachusetts).

In the case of a publisher in more than one city, like "London and New York", give only the first.

b. *Co-authors or co-editors of a book:*

Smith, Mary M., and Ralph Clark. 1999. *Title of book*. City: Publisher.

Smith, Mary M., John F. Jones, and Ralph Clark, eds. 1999. *Title of book*. City: Publisher.

Do not use the abbreviation “et al.” or the ampersand “&”.

Wolfram, Walt et Ralph W. Fasold. 1974. *The study of social dialects in American English*. Englewood Cliffs NJ: Prentice-Hall.

Philippaki-Warbuton, Irene, Katerina Nicolaidis, and Maria Sifianou, eds. 1994. *Themes in Greek linguistics*. Amsterdam: John Benjamins.

c. *Subtitles of books:*

Smith, Mary. 1999. *Title of book: Subtitle*. City: Publisher.

Den Dikken, Marcel. 1995. *Particles: On the syntax of verb-particle, triadic and causative constructions*. New York: Oxford University Press.

d. *Subsequent editions of books:*

Smith, Mary. 1999. *Title of book*. 2nd ed. Vol. 2. City: Publisher.

Crystal, David. 1999. *The Penguin dictionary of language*. 2nd ed. London: Penguin.

In the case of subsequent editions of books, cite the edition you personally consulted. The number (or description; e.g., “rev. ed.”) of the edition follows the title and, if relevant, the information regarding the volume number follows the edition number.

e. *Reprint editions:*

Moore, Simon. 1999. *Title of book*. City: Reprint Publisher. [1846.]

Mackay, Ian R.A. 1987. *Phonetics: The science of speech production*. Toronto: Little, Brown. [1978].

In the case of a reprinted book, cite the copy you personally consulted. If this is the reprint, then the date in the entry in the reference list as well as the citation in the text should be the date of the reprint you consulted. In the list of references, but not in the citation in the text, the original date of publication is given in square brackets at the end of the entry. If you have consulted the original publication, then the year, city, and name of publisher should be as in that original publication.

- f. *Article or book to appear or in press:*
Author, Carole. To appear. *Title of book*. City: Publisher.

In the case of an article or a book accepted for publication, but not yet published, indicate whether the article or book is “To appear” or is currently “In press”. The phrase *To appear* or *In press* replaces the date of publication in the entry; all other elements are unchanged. Give all the information that is available to you, such as the place of publication and publisher in the case of books.

Do not refer to works in preparation.

- g. *On-line book or article:*
Cite as for print articles or books and include the URL after the name of the publisher and the city.

16. **Journal article references:**

- a. *Article in a regular journal issue:*
Jones, John J. 1999. Title of article. *Journal* 6:1–20.

Gibson, Edward. 1998. Linguistic complexity: Locality of syntactic dependencies. *Cognition* 68:1-76.

Do not include the issue number unless each issue of the journal has a separate pagination beginning with page 1, in which case the issue number follows the volume number and is between parentheses: *Journal* 6(2):1–20.

- b. *Article in thematic issue of journal:*
Jones, John J. 1999. Title of article. In *Journal* 6: *Title of thematic issue*, ed. John S. Martin and Peter M. Smith, 116–120.

Kahnemuyipour, Arsalan. 2001. On Wh-questions in Persian. In *Canadian Journal of Linguistics* 46: *The syntax of Iranian languages*, ed. Jila Ghomeshi, 41–61.

Usually thematic issues of journals are under the supervision of guest editors. In such cases, the style to be adopted is similar to that for chapters or articles in a book but the city and publisher are not given, as is normally the case for journals. Notice that the title of the thematic issue is given as a subtitle following the name of the journal and the volume number.

c. *Article to appear in a journal:*

Author, Carole. To appear. Title of article. *Journal*.

Do not give a date or volume number until the article has actually been published.

17. **Other reference materials:**

a. *Chapter or article in book:*

Contributor, James. 1999. Title of article. In *Title of book*, ed. John S. Editor and Peter M. CoEditor, 116–120. City: Publisher.

Wright, Richard. 2004. A review of perceptual cues and cue robustness. In *The phonetic bases of markedness*, ed. Bruce Hayes, Robert Kirchner, and Donca Steriade, 34-57. Cambridge: Cambridge University Press.

Where several articles are cited from the same book, list each article separately.
Do not give a separate listing for the book.

b. *Chapter or article in proceedings:*

Contributor, James. 1999. Title of article. In *Title of Proceedings*, ed. John S. Moore and Peter M. Dupont, 116–120. Department or organization, Institution.

Format as for chapters or articles in a book, but give the name of the department or organization hosting the conference followed by a comma and the name of the institution. Give the name of the city where the institution is located only if it is generally unknown or if the university has branches in different cities (e.g., University of California, Los Angeles).

Armon-Loten, Sharon. 1996. What Hebrew early verbs teach us about root infinitives. In *Proceedings of the Groningen Assembly on Language Acquisition (GALA) 1995*, ed. Charlotte Koster and Frank Wijnen, 77-86. Center for Language and Cognition, Groningen.

c. *Paper read at conference:*

Speaker, Jane. 1999. Title of paper read. Paper presented at Suchandsuch Conference, City.

The name of the conference and the city where the paper was given are given, but the month and day of the talk are omitted.

Nakayama, Mineharu, and John Archibald. 2004. Eye-tracking and interlingual homographs: Evidence for non-selective access to the bilingual lexicon. Paper presented at the Canadian Linguistics Association annual meeting, London, Ontario.

d. *Doctoral dissertation or master's thesis:*

Student, Albert. 1999. Dissertation title. Doctoral dissertation, University.

Student, Marie. 1999. Thesis title. Master's thesis, University.

Reinhart, Tanya. 1976. The syntactic domain of anaphora. Doctoral dissertation, Massachusetts Institute of Technology.

Pi, Tony Chia-Yi. 1993. The delineation of paths. Master's thesis, University of Toronto.

Theses or dissertations are assumed to be unpublished unless otherwise indicated, in which case they are to be cited as regular books or articles.

e. *Unpublished modern manuscript:*

Writer, Wanda. 1999. Title of unpublished manuscript. Ms., Affiliation.

In the case of co-authored manuscripts by authors with different affiliations, give the names of the institutions in the same order as the names of the authors.

f. *Manuscript in archive:*

Historic Author. 1643. Title of manuscript. Archive: City.

Florenzi Waddington, Marianna. 1868. *Dell'immortalità dell'anima umana. Discorso*. Successori Le Monnier: Florence.

If the archive has a special coding system for identifying historic manuscripts, include it after the title (if any) of the manuscript itself. If the year of composition is unknown, it may be estimated and then placed in square brackets with a question mark (e.g., [1643?]) or it may be noted as "n.d."

g. *Review:*

Reviewer, Gladys. 1999. Review of Philip S. Scholar, *Title of book reviewed*. *Journal* 21:212–215.

Van Herk, Gerard. 2007. Review of Sali A. Tagliamonte, *Analysing sociolinguistic variation*. *Canadian Journal of Linguistics* 53:332-333.

The year of publication of the book reviewed is not mentioned; the year indicated is the year of publication of the review.

h. *Literary works cited as sources for examples:*

List literary works cited in a list separate from that of linguistic works, under the heading “Sources”.

- (i) If the source is recent and the work has not been edited, use the same style as for books in linguistics:

Literary Author, James. 1999. *Title of book*. City: Publisher.

Brookner, Anita. 1987. *A friend from England*. New York: Pantheon.

- (ii) If the work is a classical literary work that has been edited, use the following style:

Classic Author, Arthur. *Title of book*. Ed. John Editor, 2nd ed. 1999. City: Publisher.

Spenser, Edmund. *Complaints*. Ed. W. L. Renwick, 1928. London: Scholartis Press.

- (iii) Anonymous works: Do not use “Anonymous” in place of the author’s name. Insert alphabetically in the list of references, using the title with the initial article (*The, An*) discounted.

Title of book. 1999. City: Publisher.

Sir Gawain and the Green Knight. 1970. Ed. R.A. Waldron. London: Edward Arnold.

i. *Secondary sources*

If a reference to a secondary source is taken from the work of another author, but you have not personally consulted the secondary source, cite both the primary and secondary works in your list of references. (For example, in a book by Mary Smith (2000), Smith writes, “This is shown in the work of Jones 1999.” In your paper, you make reference to Jones 1999, based on what Smith has written, and you have not personally consulted the Jones 1999 work.)

Smith, Mary. 2000. [Complete the citation following the instructions above based on the type of publication.]

Jones, Carol. 1999. [Complete the citation following the instructions above based on the type of publication.] Cited in Smith 2000.