

Style Sheet

Canadian Journal of Linguistics

The following style sheet is intended as a guide for authors submitting a manuscript as well as for the preparation of the final copy of accepted articles or book reviews. It is not necessary for authors to accommodate all aspects of this style sheet upon first submission.

Submissions should be sent directly to the journal editor or the book review editor. Please consult the latest issue of the journal for the names and addresses of the current journal editor and book review editor.

The *Canadian Journal of Linguistics* encourages authors to comply with the "Guidelines for Non-Sexist Usage" published in the Canadian Linguistic Association *Newsletter* (December 1993) and available on the CLA website:

www.chass.utoronto.ca/~cla-acl/nonsexist.html

1. THE MANUSCRIPT

1. Print out the manuscript on one side of letter-bond paper using margins of at least 3 cm (1 ¼ in.) on all sides. All parts of the manuscript, including footnotes and bibliographical material, must be double-spaced to allow room for editing marks. Print out tables on separate sheets and place them at the end of the manuscript. You can place footnotes either at the bottom of the page or at the end of the article; in either case, make sure that the footnotes are double-spaced. Each new paragraph should be indented except for the first paragraph under a heading. Please pay attention to the paragraph breaks after examples: a common mistake is to systematically treat the text below an example as if it were a new paragraph; when the text below an example is the continuation of the text preceding the example, the first line must be flush left.
2. The final versions of accepted articles and book reviews should be accompanied by a matching electronic version (on disk or via e-mail). In case of discrepancies between the hardcopy and the electronic version, these will be returned to the author.
3. The final typesetting is based on what appears on the copy-edited hardcopy provided by the editor. In particular, special formatting (examples, tree diagrams, functional structures, etc.) and special characters (phonetic symbols, symbols from non-Latin alphabets, etc.) are reproduced as printed.

In some instances, it may be more accurate for some elements to be hand-drawn exactly than to submit a computer-generated approximation which then requires changes.

4. All formats and software are acceptable (we will do our best to accommodate older systems and software).

1.1. Articles

5. Manuscripts of articles should be submitted to the journal editor. Four double-spaced copies must be provided. The length limit for manuscripts of articles is 50 double-spaced pages. No computer diskette should be included with the initial submission; as noted above, an electronic version will only be required when the final accepted article is submitted.
6. Manuscripts of articles must be presented anonymously to facilitate a blind review process. At the submission stage, do not include your name on the first page of the manuscript nor an acknowledgement note. Make sure that you do not cite your own work in a way that could identify you.
7. An English and a French version of a one-paragraph abstract (150-word limit) must be provided with the final version of accepted articles. The *Canadian Journal of Linguistics* publishes abstracts for articles in the two official languages of the journal and we expect authors to make every effort to provide both abstracts. The abstract must be written without referring to yourself; use impersonal constructions such as “it is shown, proposed, argued”. As well, the abstract should not include any bibliographic citations.

1.2. Book Reviews

8. Manuscripts of book reviews should be submitted to the book review editor of the journal. Two double-spaced copies accompanied by a matching electronic version must be provided. Prior arrangements with the book review editor should be made before submitting a book review.
9. Reviews should begin with the name of the author of the book under review, followed by the title, the place of publication, the publisher, the year of publication, the number of pages (both roman and arabic), the price and, enclosed in parentheses, whether “hardcover” or “softcover”. (For reviews of books sent to you by the journal, you may find this information in the list of books received of a previous issue.) The name of the author of the review should follow, with affiliation or place of residence. References to pages in the body of the review should be between parentheses and include “p.” or “pp.”: (p. 6) or (pp. 34–36). Otherwise, the style for both articles and reviews is identical. Please pay attention to the fact that you must provide a list of references for all works cited other than the book under review (see sections 8 and 9).

2. HEADINGS

10. Manuscripts of articles should normally be organized into sections, each with its own heading. There may be three levels for headings (primary, secondary, and tertiary) numbered as follows: 1., 1.1., and 1.1.1. Do not attempt to reproduce the font styles and sizes which appear in the final typeset copy; this will be done automatically during the typesetting of your article. Consecutive headings should be separated by some text, even if only a sentence.
11. Start section numbers with 1, not 0. If the introduction of the article is less than one page in length, you need not give it a number or a title. If the introduction is longer than one page, it should be given the number 1 and a title (e.g., Introduction).

3. TYPEFACES

12. For copy editing and typesetting purposes, it is preferable to use the following conventions to indicate typefaces:
 - a. *italics*: use underlining, which is a more obvious instruction than word-processor font changes (some italic font renderings are very difficult to see).
 - b. underlining: on occasion, in particular in examples, it may be necessary to have some element underlined in the typeset copy. Use underlining on the manuscript, with a margin note indicating that an underline (not *italics*) is required.
 - c. SMALLCAPS: use ALL-CAPS, when appropriate (see items 14 and 30).
 - d. **boldface**: to be entirely avoided in the text and used in examples only if it is required as a notational convention.
13. *Italics* are used for linguistic forms (letter, morpheme, word, phrase or sentence) cited in the body of the text. Italics can also be used for *emphasis* (in the text or in examples), for the *introduction of terms* or for the *titles of books or journals*. Avoid excessive use of italics for emphasis.
14. SMALL CAPITALS are used to gloss grammatical categories in linguistic examples and can be used in the text to refer to those categories.
15. Do not use full capital letters for terms such as Det, Infl, Asp, Comp. The names of theories, rules, conditions, principles are capitalized but not those of phenomena or processes.
16. Special characters should be clearly marked on the manuscript (highlighting is a good way to ensure their visibility). If using non-IPA phonetic characters, provide a list of these characters as well as their equivalent in the IPA.

4. PUNCTUATION AND ABBREVIATIONS

17. Double quotation marks are used to enclose actual quotes from other sources or for technical terms when they are first introduced. Upon second and subsequent use of technical terms, no quotation marks are used. You should avoid excessive use of quotation marks. Please notice that *CJL* follows the British style for positioning commas and periods with respect to the closing quotation mark: these are placed after the quotation mark unless they are part of the quoted material, in which case they occur within the quotation marks.
18. Single quotation marks are used only to enclose the meaning of linguistic forms, either in the text or in examples.
19. Use a comma before “and” or “or” in conjunctions of three or more items.
20. The use of Latin abbreviations such as “i.e.” or “e.g.” is acceptable only in parenthesized expressions: “syllables which end in sonorants (e.g., /n/, /m/, /l/) . . . ” Elsewhere, they should be replaced by their English equivalents “that is” or “for example”. Do not use italics for such abbreviations nor for common Latin expressions such as “ad hoc”, “et al.”, “per se”, etc.
21. Numbers between one and ten are normally spelled out: “six years”. Numbers over ten are expressed in digits: “23 years”. This also applies to centuries: “during the 18th century”. However, 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 ... ”.

5. EXAMPLES

22. Linguistic examples occurring in sentences are enclosed in square brackets if phonetic: [ma:dow]. They are enclosed in slant lines if phonemic: /ma:tow/. They are in italics (i.e., underlined in the manuscript) and not enclosed in anything if their status is either unknown or not pertinent: *ma:tow*.
23. When occurring in set-off examples, charts, figures or tables, linguistic forms are left in roman typeface.
24. The text preceding a set-off example ends with a period if the example has been referred to in the text by number; otherwise, it ends with a colon. Do not break off a sentence for a set-off example and then resume the sentence after the example. Inversely, do not break off a subdivided example with some text and then continue with the rest of the example.
25. Examples must be numbered sequentially throughout the manuscript. Use arabic numerals enclosed in parentheses for the numbering of examples in the text. Use lowercase letters followed by a period to further subdivide

- examples: (1) a. Do not subdivide further into examples by using notations like: (1) a.i. or (1)a'.
26. Examples in footnotes must be numbered sequentially within each 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 like: (i) a'.
 27. To repeat an example, refer to the first instance of the example in the text and give it a new number; e.g., “the example in (5), repeated here as (27), shows . . .”
 28. To refer to an example, place both the numbers and letters in parentheses. Hyphens are only used to include all examples in a series: e.g., (1a–d) or (1)–(4). For non-consecutive examples, distinguish them as follows: (1a) and (2a), not (1–2a). In parenthesized expressions, the numbers and letters are also enclosed in parentheses: “(see (1a) above)”.
 29. 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.
 30. When an example is given from a language other than modern English, a translation must be provided and, if relevant, a word-by-word (or morpheme-by-morpheme) gloss as well.
 - a. The grammatical information in the word-by-word (or morpheme-by-morpheme) gloss should be given in the form of abbreviations set in small capitals (i.e., ALL-CAPS in the manuscript): ACC, 3SG, PRES.
 - b. When the abbreviations are not standard or well known, they should all be listed in a single note upon the first occurrence.
 - c. 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).
 - d. The translation should be given last and be enclosed in single quotation marks. The translation of an example consisting of a sentence should start with a capital and end with a period. Please notice that the period precedes the quotation mark.

31. When an example is 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:
(Author 1999:99)
32. When examples are taken from (classical) literary works, give the author's name followed by the title of the work in italics followed by the page or line number, as follows, right-aligned on the last line of the example:
(ClassicAuthor, *Title*, p. 99)

If the example is taken from a secondary source, you may cite that source as follows:
(ClassicAuthor, *Title*; SourceAuthor 1999:99)
33. When several classical works are cited in an article, it may be useful to use a list of abbreviations. In such a case, the list of all abbreviations should be provided in a note upon the first occurrence and a list of references should also be given at the end of the article (see 51).
34. Examples containing any form of graphic representation, such as tree structures, functional structures, arrows, bracketing, etc., should be prepared with extreme care. The typesetter will reproduce what appears on the manuscript; so, in many instances it may be preferable to carefully hand draw a figure rather than to try to produce it with a word-processing program.

6. TABLES AND FIGURES

35. Every table is given a number and a brief title, or caption, set above the body of the table. If necessary, a subheading may be added.
36. Exceedingly long tables should be placed in an appendix at the end of the article.
37. Figures are also given a number and a caption, set below the figure. If possible, please provide an Encapsulated Postscript file for each figure. A camera-ready copy for all figures should also be provided on separate sheets placed at the end of the article. In all cases, please make sure that the figures respect the dimensions of the journal.

7. NOTES

38. Footnotes should be used for short ancillary comments on the material of the main text, not for major disquisitions. Any footnote longer than a few lines should either be incorporated into the main text or omitted. Avoid using footnotes for references or cross-references; incorporate these into the main text.
39. Number footnotes sequentially throughout the manuscript. The reference number for the note in the body of the text is a raised numeral, not enclosed

in parentheses. Whenever possible, the note number should be placed at the end of a sentence after the punctuation mark. Do not place two note numbers in the same location. Avoid placing note numbers within examples.

40. The acknowledgement footnote appears as the first footnote but it is unnumbered and there is no raised number or asterisk for the note in the body of the text or in the title.

8. TEXT REFERENCES

41. Bibliographical references are not given in footnotes, but rather in short form at the relevant place. The short reference consists of the last name of the author followed by the date of publication enclosed in parentheses: Author (1965).
42. Explicit page references should be provided when relevant. These appear after the date of publication and are preceded by a colon, without any space before or after the colon: Author (1965:14–15).
43. When the short reference occurs within parentheses, the date of publication is not enclosed in parentheses: (see Author 1965). 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: (see Firstauthor 1965, 1968; Secondauthor 1967). Multiple references must be listed either in alphabetical or chronological order; adopt only one convention and apply it throughout your manuscript.
44. Use “et al.” whenever there are three or more authors or editors for a given work that is cited: Author et al. (1965). When there are only two authors or editors, both names are given: Author and Coauthor (1965). Do not use an ampersand “&”.

9. REFERENCE LIST

45. At the end of the manuscript, provide a full list of references under the heading “References”.
46. The reference list must contain all the references of the works cited in the text. Please 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.
47. References given in the reference list must only be to works that have been cited in the text; all references to works not cited in the text will be eliminated from the reference list.
48. References to works in preparation are not acceptable.

49. References must be as complete as possible. In particular, first names of authors or editors must always be provided except in the case of scholars who only use their initials. Inclusive page numbers must be provided for all types of articles. Do not use abbreviations for titles of journals or conferences.
50. Arrange the entries alphabetically by last names of authors. List multiple works by the same author in ascending chronological order, repeating for each entry the author's name and using suffixed letters (a, b, c, etc.) to distinguish different items published in the same year by a given author.
51. 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.
52. Please note that *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 the subtitle, all proper nouns, and names of rules 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 in abstract form the specified shape that a variety of different types of references should take.

53. Book:

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

Editor, Mary, ed. 1999. *Title of book*. City: Publisher.

Note that the name of the author or editor is given last name first, comma, then first name. In the case of an editor, the first name is followed by a comma, then the mention "ed". In both cases, a period ends this information. This is followed by the year of publication as indicated by the copyright information inside the book. Note that the title of the book is in italics. Note the order "City: Publisher", not "Publisher: City". In the case of a publisher with more than one city, like "London and New York", only the first is given, unless you know for a fact that the book in question has been published in one of the other cities listed by the publisher.

Co-authors or co-editors:

Author, Mary M., and Ralph CoAuthor. 1999. *Title of book*. City: Publisher.

Editor, Mary M., John F. CoEditor, and Ralph CoEditor, eds. 1999. *Title of book*. City: Publisher.

In the case of co-authors or co-editors, the first is listed last name first followed by comma then first name. The second and all subsequent authors or editors are listed first name first followed by last name, separated from the preceding author or editor by a comma and the word “and” for the last one. Do not use the abbreviation “et al.” nor the ampersand “&”. In the case of editors, add a comma and the mention “eds.” after the last name.

Subtitles:

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

Subtitles of titles of books and articles should be placed immediately after the title preceded by a colon. Note that the first word of the subtitle is capitalized.

54. Article in journal:

Author, John J. 1999. Title of article. *Journal* 6:1–20.

Note that the title of the article is in roman typeface and is not enclosed in quotation marks. The title of the journal is in italics, followed by the volume number (in roman) then a colon (not a period) and then the pagination of the article. Note that there is no space between the colon and the page numbers. 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.

55. 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.

Note that after the title of the article (or chapter) the entry begins with “In” followed by the title of the book in italics, then “ed.” (an abbreviation meaning “edited by”) and the full name of the editor(s), first name first. The pagination of the article follows the name of the editor(s) and is preceded by a comma. Where you have several articles from the same book, the book should be listed with each article as outlined here. Do not give an additional separate listing for the book. Note that the title of the article is in roman type and is not enclosed in quotation marks.

56. Chapter or article in proceedings published by an organization or institution:

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

Proceedings of conferences are often published by the organization or the department hosting the conference. The reference should be set as for chapters or articles in a book, but the name of the department or organization

should be given followed by a comma and the name of the institution. The name of the city where the institution is located is given only if it is generally unknown or if the university has branches in different cities (e.g., University of California, Los Angeles).

57. Article in thematic issue of journal:

Author, John J. 1999. Title of article. In *Journal 6: Title of thematic issue*, ed. John S. Editor and Peter M. CoEditor, 116–120.

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. Both the name of the journal and the title of the issue are in italics while the volume number is in roman. Only the first word of the title of the issue is capitalized.

58. Article or book to appear or in press:

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

RecentAuthor, 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”. Give all the information that is available to you, such as the place of publication and publisher in the case of books and, only if known as definitive, the volume number and pagination in the case of articles.

59. Doctoral dissertation or master’s thesis:

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

Notice that the title of a dissertation or thesis is neither enclosed in quotation marks nor in italics. It is not necessary to indicate “unpublished”. All theses or dissertations are assumed to be unpublished unless otherwise indicated, in which case they are to be cited as regular books or articles. The name of the university is given, but the name of the city where it is located is given only if it is generally unknown or if the university has branches in different cities (e.g., University of California, Los Angeles).

60. Unpublished modern manuscript:

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

Notice that titles of manuscripts are not enclosed in quotation marks, nor are they in italics. The mention “Ms.” is followed by a comma and then the name of the institution of affiliation when the manuscript was written. In the case of co-authored manuscripts by authors with different affiliations, the names of the institutions must be given in the same order as the names of the authors.

61. Manuscript in archive:

HistoricAuthor, Père Joseph. 1643. Title of manuscript. Archive: City.

If the Archive has a special coding system for identifying historic manuscripts, this should be included 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.”.

62. Subsequent editions of books:

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

In the case of subsequent editions of books, you should 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.

63. Reprint editions:

OldAuthor, Simon. 1999. *Title of book*. City: Reprint Publisher. [184

In the case of a reprinted book, you should cite the copy you personally consulted. If this is the reprint, then the date in the entry here 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. Notice that the period is inside the square brackets. Neither city nor publisher of the original publication is included. If you have consulted the original publication, then the year, city, and name of publisher should be as in that original publication.

64. Literary works cited as sources for examples:

LiteraryAuthor, James. 1999. *Title of book*. City: Publisher.

If the source is recent and the work has not been edited, use the same style as for books in linguistics. But if the work is a classical literary work that has been edited, you should use the following style:

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

In both cases, such references should be listed in a list separate from that of linguistic works.

65. Anonymous works:

Title of book. 1999. City: Publisher.

When the authorship of a book or manuscript is unknown, the reference should begin with the title of the book and the citation in the text should be to the title as well. Do not use “Anonymous” in place of the author’s

name. In alphabetizing the entry in the list of references, the initial article (“The”, “An”) is discounted. Anonymous sources of literary works should be treated in the same manner.

66. Paper read at conference:

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

Notice that the title of the paper read is neither enclosed in quotation marks nor in italics. The name of the conference and the city where the paper was read are given, but the month and day of the conference are omitted.

67. Reviews:

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

Notice that in the case of reviews, both the author of the book reviewed as well as the title, in italics, are mentioned. However, the year that the book reviewed was published is not mentioned. The “Year” entry is the year of publication of the review.