Stylesheet

Page layout:	A4 portrait
Margins:	left, right, top: 2.54, bottom: 4
Header/footer:	2
Justification:	all
Page numbering:	none
Paragraph first line indent:	1.25
Font:	Times New Roman (normal, 12 points)
Special characters:	SIL Doulos IPA (normal, 12 points)
Spacing:	single
Title:	14 points, bold, centered
Author(s), affiliation:	12 points, normal, centered; immediately under the title. When there are multiple authors, each author name is followed immediately by the author's affiliation.
Abstract:	100–300 words. 11 points, italics, left and right indent 1.25
Keywords:	About five keywords, italics, left and right indent 1.25
Heading levels:	All headings left justified; no period at the end of the heading; no special capitalization: 1.1 Overview of the issues (NOT: Overview of the Issues)
Heading level 1:	12 points , bold, 2 lines spacing above, 1 line spacing below
Heading level 2:	12 points, italics, 1 line spacing above, 1 line spacing below
Heading level 3:	12 points, italics, 1 line spacing above, text in a new line
Section numbering	always begins with 1 (never with 0): Section 1: 1.1, 1.2, Section 2: 2.1, 2.2, etc.) More than three levels of subsections should only be used in special circumstances. If this cannot be avoided, unnumbered subsection headings are possible.
Optional sections:	After the last numbered section in the following order: Sources Acknowledgements Abbreviations Appendix (A, B, etc.)
Final sections:	References (see below) Author(s) address (see below)
Section structure:	If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section must belong to some subsection, and so on. A short introductory paragraph is allowed by way of exception.
Capitalization	is used only for parts of the article (chapters, figures, tables, appendixes) when they are numbered, e.g. …as shown in Table 5 More details are given in Chapter 3 This is illustrated in Figure 17
Italics:	1. Letters, words, phrases, sentences that are cited within the text or in numbered examples, unless they are phonetic transcriptions or phonological representations in IPA. 2. For book titles, journal titles, and film titles. 3. When a technical term is referred to metalinguistically, e.g. The term *quotative* is not appropriate here 4. For emphasis of a particular word that is not a technical term, e.g.

	This is possible here, but *only* here. 5. For emphasis within a quotation, with the indication [emphasis mine] at the end of the quotation.
Italics **are not used**	for commonly used loanwords such as ad hoc, e.g., et al., Sprachbund.
SMALL CAPS	to draw attention to an important term at its first use or definition, e.g. On this basis, the two main alignment types, namely NOMINATIVE-ACCUSATIVE and ERGATIVE-ABSOLUTIVE, are distinguished. SMALL CAPS may be used to indicate stress or focusing in example sentences: (1) John called Mary a Republican and then SHE insulted HIM.
Boldface	Boldface can be used to draw the reader's attention to particular aspects of a linguistic example, whether given within the text or as a numbered example, e.g. the relative pronoun dem in the following example: (4) das Kind, dem du geholfen hast (German) the child.NOM who.DAT you.NOM helped have 'the child that you helped'
Full caps and underlining	are not normally used for highlighting. Exceptionally, underlining may be used to highlight a single letter in an example word, and in other cases where other kinds of highlighting would not work.
Double quotation marks:	1. When a passage from another work is cited in the text, e.g. According to Takahashi (2009: 33), "quotatives were never used in subordinate clauses in Old Japanese". 2. When a technical term or other expression is mentioned that the author does not want to adopt, e.g. This is sometimes called "pseudo-conservatism", but I will not use this term here, as it could lead to confusion.
Single quotation marks	exclusively for linguistic meanings, e.g. Latin habere 'have' is not cognate with Old English hafian 'have'.
Block quotations	If quotation exceeds three lines; no quotation marks, italics, 11 points, left indent: 1.25, right indent: 1.25, one line spacing above and below
Other punctuation	The n-dash (–) surrounded by spaces is used for parenthetical remarks: The n-dash is also used for number ranges, but not surrounded by spaces (e.g. 1995–1997). Ellipsis in a quotation is indicated by [...]. Angle brackets are used for specific reference to written symbols, e.g. the letter <q>.
Abbreviations	1. for grammatical category labels in interlinear morpheme-by-morpheme translations. (The Leipzig Glossing Rules include a standard list of frequently used and widely understood category label abbreviations.) 2. When a complex term that is not widely known is referred to frequently, it may be abbreviated (e.g. DOC for "double-object construction"). The abbreviation should be given both in the text when it is first used and at the end of the article in the Abbreviations section.

In-text citations	Published works can be cited by including the author-year name of the work as an element in the primary text (as in the first example below), or by backgrounding it in parentheses (as in the second example below): Thomason & Kaufman (1988: 276–280) point out that the northern dialects of English show more morphological innovations (and are morphologically more simple) than the southern English dialects. The notation we use to represent this is borrowed from theories according to which φ- features occur in a so-called feature geometry (Gazdar & Pullum 1982).
Page numbers in citations	The page numbers may only be omitted if the citation concerns the entire work. In primary citations, the year (plus page numbers) is enclosed in parentheses, while in backgrounded citations, the parentheses can be omitted.
Reference to more authors	Use the ampersand & (rather than and). When there are more than two authors, only the first surname plus et al. is used: Sperber & Wilson (1986) Bannard et al. (2009) = Bannard, Lieven & Tomasello (2009)
Multiple references	in parentheses are separated by semicolons and they are normally listed in chronological order: Speakers rely heavily on formulaic chunks or "prefabs" during speech comprehension and production (Pawley & Syder 1983; Sinclair 1991; Erman & Warren 2000; Bybee 2006; see Wray 2002 for a broader historical review).

Numbered examples	Example numbers are enclosed in parentheses. When there are multiple examples ("sub-examples") under a single number, they are distinguished by the letters a, b, etc. The text of numbered examples is normally in italics:
	
	(2) a. She saw him.
	        b. He saw her.
	
	When an example is from a language other than the language of the main text, it is provided with an interlinear gloss (with word-by-word alignment) in the second line, as well as with an idiomatic translation in the third line (cf. Leipzig Glossing Rules), e.g.
	
	(3) Storm-ur-inn rak bát-inn á land.(Icelandic)
	        storm-NOM-DEF drove boat.ACC-DEF on land
	        'The storm drove the boat ashore.'

Basic principles the Leipzig Glossing Rules:	each element of the primary text corresponds to an element in the gloss line • boundary symbols (especially the word-internal boundary symbol - and the clitic boundary symbol =) have to be present both in the primary text and in the gloss • abbreviated category labels are set in small capitals • idiomatic translation is surrounded by single quotes • example sentences usually have normal capitalization at the beginning and normal punctuation (usually a period) at the end • the gloss line has no capitalization and no punctuation. • the idiomatic translation again has normal capitalization and punctuation

	• when the example is not a complete sentence there is no capitalization and no punctuation • when multiple languages are mentioned in a single text, the name of the language may be given to the right of the example or in the line next to the example number • ungrammatical examples can be given a parenthesized idiomatic translation; a literal translation may be given in parentheses after the idiomatic translation, e.g.: (7) Japanese Tsukue no ue ni hon ga aru. 　　　　　　table GEN top at book SUBJ be 　　　　　　'There is a book on the table.' 　　　　　　(Lit. 'At the top of the table is a book.')
Source indications	Sources of numbered examples are standardly given directly after the idiomatic translation: (5) Luganda Maama a-wa-dde taata ssente. 　　　　　　Mother she.PRS-give-PRF father money 　　　　　　'Mother has given father money.' (Ssekiryango 2006: 67)
Tables and figures	Consecutive numbering (Table 1, Table 2; Figure 1, Figure 2, etc.). They must be mentioned in the running text and identified by their numbers.
Table and figure captions.	The caption precedes a table and follows a figure. No period at the end. Table 3: Frequency of some English nouns (BNC) |	SG		PL	% OF SG
---	---	---	---	---
person	24671	persons	4034	86%
house	49295	houses	9840	83%
hare	488	hares	136	78%
bear	1182	bears	611	65%
feather	487	feathers	810	38%	
Footnotes within a table	use the footnote reference characters a, b, c and are given immediately below the table (not at the bottom of the page).
Cross-references	to chapters, tables, figures or footnotes use the capitalized names for these items (e.g. Chapter 4, Figure 3, Table 2, Footnote 17). Abbreviations like "Fig. 3", "Ch. 4", or "n. 17" are not used. Cross-references to sections use the § character (e.g. §2.3).
Footnotes	10 points The footnote reference number normally follows a period or a comma, though exceptionally it may follow an individual word. Footnote numbers start with 1. Numbered examples in footnotes have the numbers (i), (ii), etc. If there are subexamples, they have the numbers (i.a), (i.b), etc.
Non-Latin scripts	All forms in languages that are not normally written with the Latin alphabet (such as Japanese or Armenian) should (additionally) be given in transcription or transliteration. When the article is entirely about a particular language, the original script should not be omitted, at least in numbered examples. Non-Latin forms need not be printed in italics.
References	11 points • The entries are listed alphabetically. • The names of authors and editors should be given in their full form, without truncation of given names (but note that some authors habitually use initials only, e.g. J. K. Rowling and R. M. W. Dixon; these count as full)

	• Page numbers are obligatory, but issue numbers of journals and series titles are optional (though recommended) • Journal titles are not abbreviated • Main title and subtitle are separated by a colon, not by a period.
General formatting rules	• Article titles are printed in roman, with no quotation marks around them. • Publication titles (both book titles and journal titles) are printed in italics. • Editors are followed by (ed.) or (eds.) (depending on the number of editors). • The author list, the year number, the article title, the editor list, the volume number, the page numbers, and the publisher are followed by a period. • The city is followed by a colon. • The second and all other lines indented by 1.25
Examples of four standard types of references:	• **Journal article:** Milewski, Tadeusz. 1951. The conception of the word in languages of North American natives. Lingua Posnaniensis 3. 248–268. • **Book** (whether authored or edited, book title followed by a period): Matthews, Peter. 1974. Morphology. Cambridge: Cambridge University Press. Lightfoot, David W. (ed.). 2002. Syntactic effects of morphological change. Oxford: Oxford University Press. • **Article in edited volume** (editor list is preceded by In and followed by (ed.) or (eds.) and a comma, book title is followed by a comma): Erdal, Marcel. 2007. Group inflexion, morphological ellipsis, affix suspension, clitic sharing. In Fernandez-Vest, M. M. Jocelyne (ed.), Combat pour les langues du monde: Hommage à Claude Hagège, 177–189. Paris: L'Harmattan. • **Thesis** (university is treated as publisher, type of thesis/dissertation is mentioned in parentheses as a nonstandard part): Yu, Alan C. L. 2003. The morphology and phonology of infixation. Berkeley: University of California. (Doctoral dissertation.) Other kinds of publications should be treated like one of these to the extent that this is possible. For example, published conference papers can be treated like articles in edited volumes or like journal articles. Unpublished papers can be treated like journal articles, with information about the location given as a nonstandard part. In unpublished conference papers, the conference is treated as a nonstandard part in parentheses: Filppula, Markku. 2013. Areal and typological distributions of features as evidence for language contacts in Western Europe. (Paper presented at the conference of the Societas Linguistica Europaea, Split, 18–21 September 2013.)

Optional parts	Issue number in parentheses:
	Coseriu, Eugenio. 1964. Pour une sémantique diachronique structurale. Travaux de linguistique et de littérature 2(1). 139–186.
	Series information in parentheses:
	Lahiri, Aditi (ed.). 2000. Analogy, leveling, markedness: Principles of change in phonology and morphology (Trends in Linguistics 127). Berlin: Mouton de Gruyter.
Authors	always appear in the order "surname, given name" in the list of references:
	Pérez Hernández, Lorena & Ruiz de Mendoza, Francisco José. 2002. Grounding, semantic motivation, and conceptual interaction in indirect directive speech acts. Journal of Pragmatics 34(3). 259–284.
More than two authors (or editors):	Each pair of names is separated by an ampersand. (or editors): No author name is omitted, i.e. et al. is not used in references:
	Johnson, Kyle & Baker, Mark & Roberts, Ian. 1989. Passive arguments raised. *Linguistic Inquiry* 20. 219–251.
	Dutch or German surnames that begin with van or von (e.g. van Riemsdijk) or French and Dutch surnames that begin with with de (e.g. de Groot) are treated just like Belgian surnames (e.g. De Schutter) and Italian surnames (e.g. Da Milano) and are alphabetized under the first part, even though they begin with a lower-case letter. Thus, the following names are sorted alphabetically (i.e. mechanically) as indicated:
	Da Milano, Federica de Groot, Casper De Schutter, Georges de Saussure, Ferdinand van der Auwera, Johan Van Langendonck, Willy van Riemsdijk, Henk von Humboldt, Wilhelm
	Chinese and Korean names may be treated in a special way: As the surnames are often not very distinctive, the full name may be given in the in-text citation, e.g.
	the neutral negation bù is compatible with stative and activity verbs (cf. Teng Shou-hsin 1973; Hsieh Miao-Ling 2001; Lin Jo-wang 2003)
Internet publications	Regular publications that are available online are not treated in a special way, as this applies to more and more publications anyway. When citing a web resource that is not a regular scientific publication, this should be treated like a book, to the extent that this is possible, e.g.
	Native Languages of the Americas. 1998–2014. Vocabulary in Native American languages: Salish words. (http://www.native-languages.org/salish_words.htm) (Accessed 2014-12-02.) 16.8.

	- If a publisher is associated with several cities, only the first one needs to be given, e.g. Berlin: De Gruyter Mouton, or Amsterdam: Benjamins. - Titles of works written in a language that readers cannot be expected to know may be accompanied by a translation, given in square brackets. - Use capitalization after the colon in titles, i.e. for the beginning of subtitles: Clyne, Michael (ed.). 1991. Pluricentric languages: Different norms in different nations. Berlin: Mouton de Gruyter.
The author(s)' address:	11 points, italics