UCLA WPL STYLESHEET[*]

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In these pages we try to specify the main requirements that authors should try to stick to in preparing their papers for publication in the UCLA Working Papers in Linguistics series. Each author is kindly requested to try to stick to these guidelines as closely as possible: in this way the volumes will turn out as homogeneous as possible, both internally and among themselves. If you feel that some specific issues are not addressed in this stylesheet, please contact the WPL editors and raise them. Thanks!

1. INTRODUCTION

Before beginning with the real issues, one word of caution: both of us know very well that adhering to a given stylesheet imposes some constraints on each author's typesetting habits, but we decided to try to obtain (and maintain) a certain homogeneity for the WPL volumes, and this can only be achieved if we make the request—which we hope you will find reasonable— that authors use a certain format.

Obviously each author will have some freedom in deciding minor typesetting issues which might not be addressed in this stylesheet. The only request that we can ask in this respect is that authors try to be *consistent* throughout their papers: if you choose—for instance—a particular way of marking a successful candidate in an OT tableau (pointing hand vs. checkmark), please stick to this choice for all the tableaux in your paper, and so on.

This document is intended to provide not only a specification of the stylesheet guidelines, but an exemplification of them, too. In sum, this is how we would like your submissions to look. Let's get to business, now...

2. PAGE LAYOUT AND FONT TYPE/SIZE

The UCLA WPL will include online papers of size 8.5" by 11", i.e. each page will be a letter-size sheet. The authors will be required to provide the editors with the source document (Word, RTF, LaTeX) and a PDF file formatted according to these guidelines.

If authors use any kind of non-standard fonts, imported objects (figures, charts), etc., they will be asked to provide these too on a disk or as e mail attachments or embed them in the source document.

2.1. *Margins*

The margins of the document should be set as follows (here we are keeping in mind the options allowed for by Microsoft Word; WordPerfect and LaTeX user should set the corresponding parameters within those programs):

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[*] Relying heavily on the stylesheet Matthew Gordon and Gianluca Storto developed for the print version of the UCLAWPL.

- *top margin* (i.e. the space between the upper border of the sheet and the body of the text) and *bottom margin* (i.e. the space between the lower border of the sheet and the body of the text) are both set to 1.25 inches
- *left margin* and *right margin* (if you are working with the mirror margin option ticked these will be called *inside* and *outside*) are both set to 1 inch
- both the *header* and the *footer* are spaced 0.8 inch from the edge of the sheet [you might not need to concern yourself with this, since header and footer will be worked out by the editors]

2.2. *Font Type and Sizes*

The font to be used for the UCLA WPL is Times. If you have Times available on your machine, please use it. If, as it happens for PC users, Times is not available on your machine, use Times New Roman.

Three different size fonts will be used: 14pt for the paper's title, 12pt for the main text, the references, the author's name(s) and e-mail address(es), for section headings and blank lines, 10pt for the abstract, footnotes and captions.

To summarize:

Table 1. Use of different font sizes

Font size	Use
14pt	paper's title
12pt	main text, references, author's name(s)/e-mail(s), section headings, blank lines
10pt	abstract, footnotes, captions

2.3. *Justification*

The text is left and right justified throughout the whole paper, in the abstract and in the footnotes, unless otherwise specified in some following section.

3. SECTIONING

In this section some details concerning specific sections of a paper will be discussed, mainly concerning indentations and layout of paragraphs.

3.1. *Title and Author(s)*

As said in the previous section, the title of the paper is typed in 14pt-size Times. The title is typed in all-caps and is centered. It is preceded by three 12pt blank lines and followed by one 12pt blank line.

The name(s) of the author(s) are typed in 12-pt Times in small-caps. Immediately below each author's name his/her e-mail address is typed in small-case 12pt-size Times. The names of the

authors should be centered. (Some tricks might be required to have a group of names centered while at the same time being aligned with their respective e-mail addresses.)

3.2. *Abstract*

The abstract is typed in 10pt-size Times. The abstract consist of a *single* paragraph, fully justified, whose left and right margins are 0.25 inch (i.e. 1/4 inch) larger than the main text margins. The abstract is separated from the main text by a 12-pt size blank line.

If possible, the abstract should not take more than half page. Definitively not more than two thirds...

3.3. *Sections, Subsections and Paragraphs*

Section and subsection headings are centered, and separated from the previous and following text by a 12pt-size blank line. In the main text the line spacing is set as single. [This is done by selecting Paragraph in the Format menu in MSWord.]

Section headings are typed in small-caps 12pt Times and they are preceded by the section number followed by a period and a space. Subsection headings are typed in italic 12pt Times and they are preceded by the section number followed by a period followed by the subsection number, which is in turn followed by a period and a space.

The first letter of content words which appear in section and subsection headings is capitalized. Sections and subsections are progressively numbered starting with the number 1, and they are referred to in the text as: section 3.2, section 4, etc.

The main text is typed in 12pt Times. In the main text different paragraphs are separated by a 12pt blank line. The first line of each paragraph is indented by 0.125 inch (i.e. 1/8 inch); this requirement does not hold for the first paragraph in a section or a subsection, whose first line is left-aligned with the rest of the text.

3.4. *Footnotes*

Footnotes are typed in 10pt Times. In footnote text the line spacing has to be set as single. In the main text footnotes are marked with progressive numbers, like this.[*]

Within footnote text different paragraphs are *not* separated by a blank line[†] and the first line of each paragraph is indented by 0.0625 inch (i.e. 1/16 inch). Different footnotes are *not* separated by blank lines either.

3.5. *Appendices*

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[*] This is a footnote. As you can see the first line in this footnote is slightly indented (the indentation is 1/16 inch) and the text is fully justified.

[†] This is another footnote. Here we are trying to give an example of a multi-paragraph footnote. Again, notice that the first line in this footnote is indented by 1/16 inch.

Additionally, you might notice how distinct footnotes are *not* separated by a space, as indicated in the main text.

Appendices are typed in 12pt Times. They are treated as subsections—i.e. they use the same kind of italic headings used for sections—with the only difference that appendices are not progressively numbered, but only distinguished by letters (*Appendix A*, *Appendix B*, etc.). Appendices follow the main text and immediately precede the references; for an example, see the end of this paper. Appendices are referred to in the text as sections are.

3.6. *References*

References are typed in 12pt Times. The section containing the references is the last section of the paper, and it is headed by a 12pt small-caps Times heading (see the end of the paper).

References are formatted (roughly) as in Language: the author's name is in small-caps, journal and book titles (including dissertations) are in italics, article, manuscript and book-chapter titles are in normal font.

For each entry, the first line is aligned to the left margin, and the following lines (which are *not* separated by blank lines) are indented by 0.25 inch (i.e. 1/4 inch). The text in each footnote entry is fully justified. There is *no* spacing between different entries.

For a sample see the reference section of this paper. As usual, for details which are not specified in this sample, try to be consistent throughout all entries.

References are cited in the main text as follows. If the name(s) of the author(s) is part of the text, only the date of the reference is put between parentheses after the name(s). Examples: in Hoijer (1960)… Hale and White Eagle (1980) claim… as Steriade (1993, 1996) shows…

When the name(s) of the authors are not part of the text, both the name(s) and the date of the reference are put between parentheses. Examples: it has been shown (Hoijer 1960)… a pioneering study (Hale and White Eagle 1980)… recent research (Steriade 1993, 1996)… other studies (Perlmutter 1978, Rice 1989)…

3.7. *Header, Footer and Page Numbering*

These will be taken care of by the editors. However, given that odd-page headers will contain the title of the paper, authors whose paper has a very long title are invited to let the editor know how they would prefer for this title to be shortened in the odd-page header.

4. SOME TYPING CONVENTIONS

These conventions are pretty intuitive, but we thought we might remind everyone of them.

4.1. *Punctuation Marks*

Periods immediately follow the word/sentence they are related to; this means that footnote marks, brackets, quotes, etc. which would normally come after a word if the period were not there, come after the period when it is present.[‡]

[‡] In linguistic usage, actually, this does not hold for the case of quotes used in the text to include example sentences or words. Notice, anyhow, that in the UCLA WPL example sentences in the text are typed in italics (see section 4.3).

The same holds for other punctuation marks, as commas, colons and semi-colons.

If you use em-dashes (long dashes) as a punctuation mark, make sure to use the long one, i.e. —, and not to leave space between the hyphen and the previous and following words. Examples of this usage can be found at various places in this text.

For the use of quote marks, see section 4.3.

4.2. *Emphasis*

Emphasis is indicated by italics only. Since italics are used for examples in the main text and for other purposes, too, it is advisable to mark emphasis sparingly.

4.3. *Quotations and Foreign Language*

Examples (both in English and in foreign languages) in the main text which are typed in Times and consist mainly of roman characters are set in italics—notice that this does not necessarily apply to IPA transcriptions or logic formulae.

Glosses in the main text are typed between single quotes. For example the word *lavandino* in Italian means 'sink' in English. For glosses within examples, see section 5.1.

Reported speech and quotations in the main text are typed between double quotes. Long quotations are better formatted as follows:

> This is a quotation from something. It is typed as a single paragraph in 10pt Times, which is indented by 0.25 inch (i.e. 1/4 inch) on both sides, and it is separated from the main text by a 10pt blank line on both sides.

Possibly, one might want to put the reference (with page number) from which the quotation is taken between parentheses after the quotation itself.

4.4. *Page Breaks*

The rule to stick to is *no widows* and *no orphans*, which more prosaically means trying to avoid stray lines of text, or titles, or captions, etc.

4.5. *Big Stuff*

Ideally, going over the margins set for the main text should *always* be avoided. This holds both for text and imported objects.

It is very important to try to stick to this rule: even if your word processor might allow you to visualize and/or print the material over the margin, when the WPL volumes will be printed there will be less than 0.75 inch (i.e. 3/4 inch) from the sides of the text and the edges of the page, and part of the out-of-margin material might be lost!

And, after all, material which sticks out looks pretty bad…

5. SPECIAL OBJECTS

5.1. *Examples*

Examples are separated from the main text by a 12pt blank line on both sides. Examples are typed in 12pt Times and labeled by a number (progressively throughout the text) between brackets.

Examples are formatted as shown here:

(1) This is an example. As you can see the number is indented 0.25 inch (i.e. 1/4 inch) from the left margin, and the example text is indented 0.25 inch (i.e. 1/4 inch) from the same margin (in Microsoft Word this can be done by setting the *first line indent* to 0.25" and the *hanging indent* to 0.25").

For multi-part examples we suggest the following format:

(2) Multi-part examples have:
    a.   a numbered label for the example as a whole
    b. alphabetic labels for each sub-part, consisting of a lower- case letter followed by a period—the alphabetic label progressive order is reset within each numbered example

As you can see, each level of embedding is left-aligned with the same indentation from the left margin, and the text is fully justified within each paragraph.

Try to stick to this stylesheet requirement *at least* for the main level of examples—i.e. the numbered examples—and always be consistent in adopting a unique convention for further level of embedding.

Another example, to conclude this section:

(3) a.   This is an example sentence.
    b.   This is another example sentence.

As you can see above, when you are giving an example sentence you should capitalize the first letter and type a period at the end of each sentence.

Reference to examples in the main text is done as follows. If I want to refer to the above examples I would type: as you can see in (1), or in (3a) and (3b)… Even for this case, try to stick to a single way of doing things throughout your whole paper.

Finally, OT constraints are treated as examples.

5.2. *Glosses*

Glosses can be given in the main text or within examples. For glosses in the text, see again section 4.3. above.

Glosses within examples are—guess—treated as examples with regard to labeling and alignment. The important features in glosses is to make the word-by-word translation of a foreign language sentence intelligible.

In our opinion, the best way to do it is the following:

(4) Questa è una frase   in Italiano.
    this   is a   sentence in Italian
    'This is a sentence in Italian.'

In this example we have a foreign language sentence in the first line, which is typed as an English example sentence would be (see previous section); the word-by-word translation of the sentence is typed in the second line (notice that there is no capitalization of the first letter or period in this case); finally, the English gloss is in the third line between single quotes.

As you can see, in (4) the foreign language sentence and the word-by-word translation are word-by-word aligned. This is not strictly necessary, but makes things more readable. As usual, be consistent with your choice of convention.

In some cases one wants to give a morphological parse of the foreign language sentence. In this case morphemes within a word are separated by hyphens. It is important that the number of morphemes in the foreign language text and in the word-by-word gloss match (this might seems obvious, but there are many existing examples which prove that it worth mentioning this point).

An example of a morphologically parsed gloss is the following:

(5) Ihoo   im-ofi'-at   John kisi-tok.
    woman dat-dog-nom John bite-past
    'The woman's dog bit John.'

Even in this case word-by-word alignment is not strictly necessary, but makes things more readable.

As a final example, here is a long sentence with its gloss:

(6) Questa è   una frase   in Italiano che   mostra   come
    this   is   a   sentence in Italian   which shows   how
    usare   le   glosse   per frasi   piu' lunghe di
    to use det   glosses   for sentences longer   than
    una riga.
    a   line
    'This is a sentence in Italian which shows how to use glosses for sentences longer than a line.'

5.3. *Tableaux*

Tableaux are treated as examples (*not* as figures). This means that the same rules for numbering and indentation given above for examples hold. This means that if you have both examples and tableaux in your text they both are part of the *same* progressive numbering system.

Here is a sample tableau (bearing in mind that conventions *within* the tableau are left to the author's discretion):

(7) OVERLAP >> RELEASE

Input:
tÒ'e…t - C
    |
  [+cg]
	OVERLAP	RELEASE

☞ a. tÒ'e…0t} - C		*
b.tÒ'e…0t' - C	*!	

Notice that the tableau is *not* centered, but simply left-aligned as an example would be. Needless to say, tableaux are referred to in the main text like examples.

5.4. *Trees*

Both syntactic trees and syllable structure graphs are treated as examples. This means that they are left-aligned as examples and labeled by progressive numbers in the same progressive numbering series.

Please make sure that all the lines in your trees and graphs match with the corresponding nodes once you set your paper in the WPL format.

Ideally trees and graphs should have nodes labeled in 12pt Times and Arborwin and at the same time fit within the margins set by the left-alignment of examples and the right edge of the main text. Unfortunately—we are thinking here about monster syntactic trees—meeting both aims can sometimes be impossible.

In any case the main priority is trying to keep within the margins of the space for examples. This might require in some cases scaling your trees/graphs using a smaller size Times for the node labels. Alternatively, you can paste your trees as images and manipulate the image size to fit within the document margins. For more instructions on how to deal with big trees/graphs, see again section 4.5.
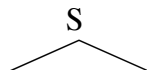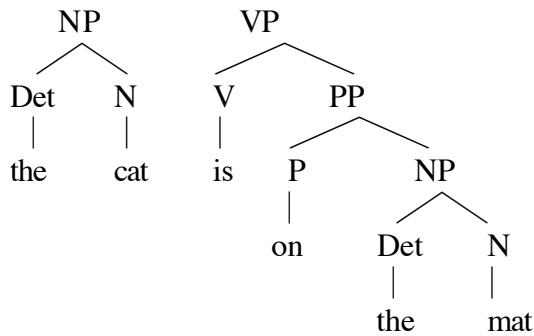
Here are some sample syllable structures:

(8) Three syllable structures
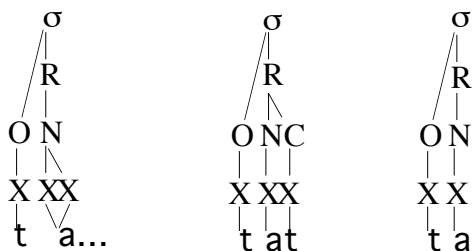
Here is a syntactic tree:

(9) The cat is on the mat.

```
        NP              VP

   Det      N      V         PP
    |       |      |
   the     cat    is    P          NP
                        |
                        on    Det       N
                               |        |
                              the      mat
```

5.5. *Figures*

Figures are centered and they are separated from the text by a 12pt blank line on both sides.

 Please try to keep figures narrower than the main text. In addition to this, if possible, try to use 12pt Times for labels and text within the figure, unless a different font/size is required for the figure to be informative or clear.

 For example, in the following figure the text is typed in Times, except for the IPA symbols, which are in a larger (and different) font because they are intended to match up with specific segments of the spectrogram.

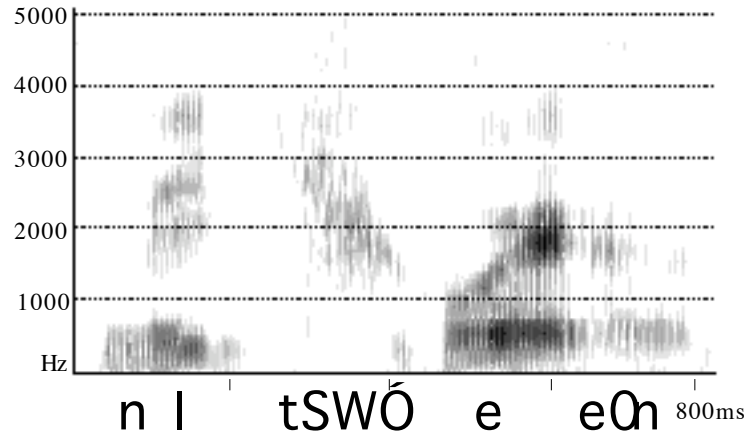Figure 1. A   spectrogram

 The caption for figures is *below* each figure. It is typed in 10pt Times and it is separated by a 10pt blank line from the figure itself. Figures are progressively numbered starting with 1. For figure captions, use the scheme: Figure #. Name of the figure

 Figures are referred to in the main text as follows: in Figure 1 we see a cute spectrogram… (notice the capitalization of the word *figure*).

5.6. *Tables*

Tables are centered and are separated from the text by a 10pt blank line on each side.

As for figures, try to keep tables narrower than the main text. The caption for tables is *above* the table itself. It is typed in 110pt Times, and it is separated from the table by a 10pt blank line. If possible, try to use 12pt Times for the text in the tables.

An example is given by Table 1. Another example is the following (see next page):

Table 2. Range of consonants, degree of opacity and type of contrasts conveyed by laryngeal alternations in different morphemes

Morpheme Class	Range of consonants	Transparent laryngeal timing	Lexically contrastive on surface	Morphologically contrastive on surface
Prefixes	Smallest	Yes	No	No
Non-verb roots, suffixes	Medium	No	Yes	No
Verb roots	Greatest	No	Yes	Yes

In Table 2 we were forced to reduce the size of the text to have the table fit within the margins for the WPL. Just as for figures, tables are also referred to by capitalizing the word *table*.

5.7. *Remainder*

Try to have any other kind of special object which is not explicitly mentioned above fit into one of the three categories: example, figure, and table.

For example, logic formulae can be treated as examples, lattices as examples or as figures, etc.

6. CONCLUSION

This is all folks! Have fun and thank your very much for your patience and attention to detail.

Appendix A. Swear Words

Here you can write all the swear words that you will think about while setting your papers according to this stylesheet…

Appendix B. Big Stuff II (The Revenge)

And, if you have very unusual material which would totally disrupt the aesthetic beauty of the paper (huge hexagonal-shaped tables, and the like), you can always opt for putting it in an appendix.

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