

# ***Language Documentation & Conservation Style Sheet***

## **Guidelines for Authors**

### **1. SUBMISSION**

#### **1.1 Initial submission.**

- A. The text and/or framework of the submission file should be formatted as an RTF (.rtf) or as a Microsoft Word document (.doc).
- B. If the submission file is in Microsoft Word, the author's name should be removed from the document's properties.
- C. In addition to the required .rtf or .doc file, submission of a .pdf version of the manuscript, with fonts embedded and tables and figures in place, is encouraged.

### **2. MANUSCRIPT FORMAT**

#### **2.1 Global.**

- A. *LD&C* accepts manuscripts in electronic format only.
- B. On the first page of the manuscript provide the title, author's name, and professional affiliation. Do not identify the author(s) as such on any other page. The author's affiliation, given at the beginning of the article on the line following the author's name, should be limited to the top-level name of the institution and should not include names of departments or other sublevel units. An e-mail address (and optionally a mailing address) should be provided at the end of the article.
- C. On the second page, provide a succinct abstract of no more than 200 words. Abstracts are required for all articles and are not part of any paragraph numbering system. Abstracts should be self-contained and not dependent on the reference list, nor should they have footnotes.
- D. Begin the text on the third page. Include acknowledgments in the first note.
- E. Include a list of nonstandard abbreviations (only those not in the Leipzig rules), separated by semicolons and commas, in an early note.
- F. Place references at the end, with the information in each reference arranged according to the *Language Documentation & Conservation Style Sheet*, including full names of authors and editors as given, and both city and name of publisher.
- G. Editorial style follows *The Chicago manual of style*, 15th edition (Chicago: University of Chicago Press, 2003).

H. Spelling follows *Webster's third new international dictionary of the English language*, Unabridged.

I. Morpheme glosses conform to *The Leipzig glossing rules: Conventions for interlinear morpheme-by-morpheme glosses*, including the standard abbreviations listed there. Please see <http://www.eva.mpg.de/lingua/files/morpheme.html>.

J. Do not use any headers or footers other than page numbers.

## **2.2 Formatting.**

A. Manuscripts should be single-spaced.

B. Place forms referred to within the body of English text in italic type.

In saying *an ewt*, earlier speakers of English evidently stopped breaking up the words between *an* and *ewt* as they started to associate this phrase with phrases like *a name*, rather than with other phrases such as *an apple*.

C. Place all forms given in lists and tables in roman type.

Northern Paamese	Southern Paamese	
eim	aim	'house'
keil	kail	'they'
oul	aul	'maggot'

D. Place glosses in single quotes and quotations in double quotes.

E. Use boldface only in headings.

F. If there are special characters not found on standard English keyboards, prepare, in addition to the original file, a modified .rtf or .doc file in which each special character is given a distinctive alphanumeric coding within angle-brackets. For example:

b<schwa>gas for bəgas, ho<glottal>o for hoʔo, la<eng>for laŋ

(For this purpose, do not consider subscripts or superscripts, or italic or bold face, as special characters. Leave them as part of the formatting in the modified file.) Codes used may be ad hoc, as long as they are clear, unambiguous, within angle-brackets, and capable of being used by the typesetter to restore the desired symbols.

Authors are referred to *Phonetic symbol guide*, by Geoffrey K. Pullum and William A. Ladusaw (Chicago: University of Chicago Press, 1986) for descriptive names in general use. A separate electronic document of all codes used should be included with the manuscript.

## **2.3 Tables & Figures.**

A. Any material that authors wish to appear entirely on one page should be put in a table or figure.

B. Figures should be submitted as separate files in a standard graphic format (.jpg, .gif, .bmp, or .png) on the disk or in an attachment.

C. Tables and figures should be put on separate pages after the references at the end of the manuscript. In the text, indicate approximate placement of tables and figures as a separate paragraph consisting of simply:

<Table 1> or <Figure 1>

## **2.4 Notes.**

A. *LD&C* style is to use footnotes rather than end-notes.

B. All text footnotes should use superscript arabic numerals.

C. Number all notes to the body of the text serially throughout the manuscript.

D. If footnotes to tables are cited separately, daggers, asterisks, and similar symbols may be used.

E. Because *LD&C* uses author-date citations, footnotes are reserved for substantive comments. Substantive notes may merely amplify the text and include no sources, though if brief and already cited in full, the source may appear parenthetically:

1. Holmes takes important notice of this in *Language of Monsters* (59–62) and offers a searching analysis of humanity's regard for things on which our power of action may critically depend.

## **2.5 Bibliographic references.**

### **2.5.1 In-text**

A. *LD&C* style is to incorporate short, basic references into the text using the CMS author-date system, including the author's surname, the year of publication, and page number(s) where relevant:

(Smith 1970:348–49) (Smith in press) (Smith to appear)  
(Smith n.d.) (Smith 2006a, 2006b) (Smith, pers. comm.)

B. Give beginning and ending pages for spans:

(Smith 196–199)

C. If a publication has more than three authors, cite the surname of the first author followed by “et al.”

D. If the author's name is part of the text, use the following form:

Smith (1989:167)

## 2.5.2 Bibliographies

A. At the end of a manuscript, provide a full bibliography beginning on a separate page with the heading “References,” using roman type throughout.

B. Arrange references alphabetically by the surnames of authors.

C. Make each entry a separate hanging indented paragraph:

Friedrich, Paul. 1970. *Proto-Indo-European trees: The arboreal system of a prehistoric people*. Chicago: University of Chicago Press.

D. A single-author entry precedes a multi-author entry beginning with the same name.

E. In multi-author entries, only the name of the first author is inverted.

Kiparsky, Paul. 1968. Linguistic universals and linguistic change. In E. Bach and R. Harms eds., *Universals in linguistic theory*, New York: Holt, Rinehart and Winston.

Kiparsky, Paul and Gilbert Youmans, eds. 1989. *Rhythm and meter: Phonetics and phonology*. Vol.1. San Diego, CA: Academic Press.

F. Use suffixed letters a, b, c, etc. to distinguish more than one item published by a single author in the same year.

G. Use authors’ and editors’ given names in references, not just initials. When initials are normally used by a given author, separate each by a space:

R. M. W. Dixon **not** R.M.W. Dixon

H. The first word of a book or article title (or subtitle following a colon) is capitalized and the remainder is not.

Blevins, Juliette. 2004. *Evolutionary phonology: The emergence of sound patterns*. Cambridge: Cambridge University Press.

I. Book and journal titles should appear in italics.

J. The following are additional examples of bibliographic style:

Journal article

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Book review

Gorman, James. 2002. Endangered species. Review of *The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2.

Dissertation

Mcclintock, Susan Louise. 1999. Consonant sequence constraints in Fijian and Micronesian languages. PhD diss., University of Hawai’i.

Conference presentation

Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

Website

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library.  
<http://www.epl.org/library/strategic-plan.html>.

Electronic journal

Susanne Rott. Processing glosses: A qualitative exploration of how form-meaning connections are established and strengthened. *Reading in a Foreign Language* 17, no. 2 (October 2005).  
<http://nflrc.hawaii.edu/rfl/October2005/rott/rott.html>.

### 3. EXTRA-TEXTUAL COMPONENTS

#### 3.1 Image, Sound, & Video Files.

- A. Where necessary, we will work with authors of submissions that are selected for publication to produce image, sound, and video files for use in their publication.
- B. Authors should submit all image, sound, and video files in separate files.
- C. If you have questions regarding image, sound, or video formatting, please contact *LD&C* at [ldc@hawaii.edu](mailto:ldc@hawaii.edu).