

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 a Rich Text Format (.rtf), a Microsoft Word document (.doc or .docx), or an OpenDocument Text (.odt).
- 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, .doc(x), or .odt file, authors are encouraged to submit a .pdf version of the manuscript, with fonts embedded and tables and figures in place. All text **MUST** be in Unicode.

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 on a separate page 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 entry arranged according to the *Unified Style Sheet for Linguistics*

(<http://celxj.org/downloads/USS-NoComments.pdf>), 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*, 16th edition (Chicago, IL: University of Chicago Press, 2010).
- 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. The font used should be Times 12pt except for special symbols.
- C. 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*.

- D. Place language examples in italics, glosses in single quotes and quotations in double quotes. Single mentions of a term should not use double quotes (e.g., this is an 'endangered' language)
- E. Use boldface only in headings.

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 (.tif, .jpg, .jpeg, .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* (1983: 59–62) and offers a searching analysis of humanity’s regard for things on which our power of action may critically depend.

3. EXTRA-TEXTUAL COMPONENTS

- A. Sound or video files should be in a common format, such as .wav or .mp3 for audio, and .mpeg for video.
- B. Files must be named to reflect the order they appear in the article.
- C. Authors should mark clearly in the manuscript where each file should be located, e.g. [sound01.wav].

4. BIBLIOGRAPHIC REFERENCES

LD&C has adopted the *Unified Style Sheet for Linguistics* (available at <http://celxj.org/downloads/USS-NoComments.pdf>). If there is any doubt then the Chicago Rules obtain.