LD&C Template (Article Title)

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This is a template to help authors conform their manuscripts to the correct format for submission to *Language Documentation & Conservation*. Here you will find all the styles that appear in an *LD&C* article. Ensure that your submission uses the appropriate Word styles defined in this document for headers, paragraphs, figure/table titles, etc. There are also pre-formatted elements such as tables and sample data which can be used to appropriately style these elements for your article. The following sections of this template serve as both a template for formatting your article, as well as style guidelines and instructions on using the template. Please read it carefully to format your article correctly. This current paragraph serves as a template for the abstract of your article.

1. Introduction[[1]](#footnote-1)

This template was made in Microsoft Word and is intended to assist you in formatting your submission to *LD&C*. The template will also function in similar text editing programs such as LibreOffice, though we recommend using Microsoft Word to ensure compatibility. Throughout this document, you will find instructions on how to go about using the document, which are themselves formatted correctly for submission. Each element of the template contains a style from the Styles pane in Microsoft Word, which can be found under the Home tab of the top toolbar. These styles correspond to the final layout of your article, and each style is clearly named beginning with ‘LD&C’ (ex. LD&C Section Header, LD&C Paragraph, LD&C References, etc.). A full list of these styles and their functions is provided in section 8. Be sure to double-check that each element of your submission is correctly set to its corresponding style in the Styles pane.

Adhering to this template will ensure the speediest processing of your article from submission through to layout and publication.

2. Anonymizing your initial submission

Your first submission to LD&C is required to be completely anonymous, both in the text of the document and in the metadata of the file you are submitting. This means anonymizing your document requires more than simply removing the author names and affiliations from the first page of the submission. To ensure there is no identifiable metadata on your document, navigate to the top menu bar of Microsoft Word and select Tools > Protect Document. In the Protect Document window, go to the Privacy section near the bottom and check the box next to ‘Remove personal information from this file on save’. An example of what this should look like can be seen in Figure 1 below.

 

Figure 1. Anonymizing your metadata from the Tools > Protect Document screen in Microsoft Word

Aside from removing the identifiable metadata of your file, be careful to also remove any references within the text of your document to identifiable information. This includes author names, affiliations, or mentions of grants and institutions that would make the authors’ identities discernible to the reviewer. If your article refers to your own work, you may cite it as (Author 1, 2020), (Author 2, 2015), etc. Include the same redacted citation in the references. Author names, affiliations, and identifiable acknowledgements will be added in during production, should your submission be accepted for publication. Ensuring your anonymity allows LD&C to provide fair, unbiased review of articles.

3. Text formatting and fonts

All text should be in the Times New Roman font at 10pt size, for all elements (headers, body text, figure titles, example sentences, etc.). Times New Roman can handle IPA and most unique characters, but if unique characters are not displaying properly, you may use the Doulos SIL font for those specific characters. Doulos SIL can be downloaded [here](https://software.sil.org/doulos/).

As seen here, paragraphs are not indented. Body text uses Times New Roman regular. Section headers are Times New Roman bold and written in sentence case. There is no extra line of space after section headers (only press enter once after a section header before beginning the body text).

All text formatting will be automatically set correctly if you are careful to use the corresponding Microsoft Word styles in the Style Pane. Note that references at the end of your article are set to the ‘LD&C References’ style rather than the ‘LD&C Paragraph’ style used for main body text. Ensure that all of your text styles match the corresponding Word styles laid out in table 2 of section 8 of this document.

All text in your document should have a style applied to it which begins with ‘LD&C’. The only exception is footnotes, which may use the default Microsoft Word footnote style if the ‘LD&C Footnote’ style is not appearing in your Styles pane. If in doubt of which style to use for an element, it is best to go with the ‘LD&C Paragraph’ style to be safe.

4. In-text language transcription

When incorporating transcriptions of language data directly in the body text of your article, the target language should appear in italics, followed by the English translation in single quotes. An example of this would be the Hawaiian word *mānoa* [mɑːnoɑ] ‘numerous, many’. Any deviations from this format should be justified in the 'Comments for Editor' field of your initial submission.

5. Figures and tables

Figures consist of a single image followed by the figure title. The figure title should be styled to the ‘LD&C Figure Title’ style in the Styles pane of Microsoft Word. Figures must consist of *only one single image* in the document. If you would like to reference multiple images in a single figure, ensure that those multiple images are contained in a single image file in the document, as is shown in Figure 2 below. Do not submit figures in which the figure itself contains text, arrows, or multiple images laid out on the Word doc itself. If you have laid out your figures this way, you may take a screenshot of them and then use the single screenshot image as the figure in your document, as was done in Figure 2.



Figure 2. An example of how multiple elements must be contained in a single image file for figures

Tables can be relatively simple in your article, as the editor laying out the article in the final production stages will format them accordingly for how they will appear in the final publication. Do not spend extra time adding colors and shading to your tables unless it is necessary for the layout editor to see how your data is meant to be organized in more complex tables. Tables should be centered on the page and have a top and bottom horizontal border, as well as a horizontal border below the header row, separating it from the main content rows. Do not use any vertical borders. Table contents should be Times New Roman 10pt, with header rows in bold while the rest is regular font weight. Table titles should be in the ‘LD&C Table Title’ style in the Styles pane of Microsoft Word. Table notes occur directly below the table and use the ‘LD&C Table Note’ style in the Styles pane. Simple tables should have the contents of each cell centered when the cell contents consist of no more than one line of text. When tables contain paragraphs or longer segments of text, those should be left-justified so they are more easily readable. It is up to your discretion exactly how you align the contents of your table, but simpler is better for the purposes of our layout editors. Table 1 below shows an example of a simple table that you can use as a template for your own.

Table 1. Geographic distribution of readers

|  |  |
| --- | --- |
| Country | Percentages |
| United States | 70 |
| United Kingdom | 15 |
| Brazil | 10 |
| Nigeria | 3 |
| Turkey | 2 |

Note: This is the format that table notes should take.

6. Example Sentences

Example data in your article that is numbered and/or uses glosses must be included in table format as shown below in example (1). Do not submit example sentences aligned using the tab key, as these will not format properly in your final publication. The text in example sentences matches the style of LD&C paragraph text, using Times New Roman 10pt regular font. Glosses should adhere to the Leipzig Glossing Rules, which can be found [here](https://www.eva.mpg.de/lingua/resources/glossing-rules.php). Grammatical morphemes should be glossed using smallcaps.

Example (1) below shows how example sentences should appear in tables. The example is repeated with borders only to make it more clear how these examples should be formatted within their tables. In your submission, borders should be removed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| () | *Pary* | *’ne* | *mose* | *mang* |  |
|  | 1-grandchild | intns | 3.prox | 3.cop |  |
|  | ‘This is my grandchild.’ | (Sapién 2017:225) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| () | *Pary* | *’ne* | *mose* | *mang* |  |
|  | 1-grandchild | intns | 3.prox | 3.cop |  |
|  | ‘This is my grandchild.’ | (Sapién 2017:225) |

7. Editorial style

*LD&C* follows the generic style rules found [here](http://doi.org/10.5281/zenodo.253501). In any case in which the generic style linked previously is unclear, then authors should follow Chicago style rules.

8. Document styles summary

Table 2 below names each Microsoft Word style in this template document and provides a brief description of when to use it.

Table 2. Template document styles

|  |  |
| --- | --- |
| Style name (in Word Styles pane) | Styledescription |
| LD&C Section Header | Used for all bold section headers. Do not add an extra line of space before the following paragraph. |
| LD&C Paragraph | Used for all main body text of your article. When in doubt, use this style as your default choice. |
| LD&C Figure Title | Used for titles of figures. Start with ‘Figure #.’ |
| LD&C Table Title | Used for titles of tables. Start with ‘Table #.’ |
| LD&C Table Notes | Used for brief notes centered underneath a table. |
| LD&C References | Used for all bibliographic references at the end of the article.  |

Documentation on how to use Microsoft Word styles can be found [here](https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109).

References

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Hinton, Leanne, Leena Huss, & Gerald Roche (eds.). 2018. *The Routledge hand­book of language revitalization*. New York: Taylor & Francis Group.

Last, First, First Last & First Last. 2024. Title of article goes here. *Journal Name Goes Here*. ##(#). 1-50. [doi.org/xx.xxxx/xx](http://nflrc.hawaii.edu/ldc)

Last, First, First Last & First Last. 2024. *Book title*. Place of Publication: Publisher.

McDonnell, Bradley, Andrea L. Berez-Kroeker, & Gary Holton (eds.). 2018. *Reflec­tions on language documentation 20 years after Himmelmann 1998* (Language Documentation & Conservation Special Publication 15). Honolulu: University of Hawai‘i Press. (<https://hdl.handle.net/10125/61710>)

Sapién, Racquel-Maria. 2017. An Innovative Main Clause Construction with Ergative Patterns in Kari’nja (Cariban, Suriname). *International Journal of American Linguistics*. 83(2). 207-231.

Thieberger, Nicholas (ed.). 1995. *Paper and talk: A manual for reconstituting mate­rials in Australian Indigenous languages from historical sources*. Canberra: Ab­original Studies Press.

1. Articles frequently include a footnote on the section header of the Introduction thanking those who contributed to the research and/or review of the article. Footnotes are also used throughout the text of the article for additional notes of information that do not belong in the main body of the article. Footnotes may contain [links](http://nflrc.hawaii.edu/ldc) as well. [↑](#footnote-ref-1)