

**Style Sheet**  
**Papers of the Algonquian Conference**  
**(2012-2013)**

**1. General Formatting Considerations**

- a. Page Margins. 1-inch margin at top and bottom, 1¼-inch margin on both sides.
- b. Line Spacing. Double-space all material, except linguistic trees, and multi-line (interlinear) linguistic examples (see below for treatment of graphics and examples).
- c. Paragraph Indentation. Indent each new paragraph by ¼ inch, except the first paragraph under a heading, which should not be indented.
- d. Spelling: For papers written in English, US English spelling conventions should be followed. This is a requirement of SUNY Press.
- e. Linguistic Trees and Interlinear Examples. All linguistic trees, tables, linguistic examples, and other diagrams must be prepared accurately and consistently in the manuscript. The editors should not have to alter or add anything in the trees, tables, or examples, other than to make minor formatting changes.

**2. Manuscript Length**

- a. Because of our agreement with SUNY Press, we are under strict page limits. Since we would like to publish as many papers as possible, we are imposing fairly rigid length restrictions on contributions. Please keep your paper to a maximum length of 20 pages, including references and any appendices.

**3. Manuscript Title**

- a. The title of the article, the author's name, and affiliation should be on separate lines, centered, and formatted as shown below:

**Article title**  
AUTHOR'S NAME  
*Author's affiliation*

**4. Manuscript Headings and Sub-headings**

- a. There should be only two levels of HEADING in the manuscript, which identify here as a MAIN HEADING and a SUB-HEADING.
- b. Headings should contain only text, and should not be numbered.
- c. Main headings should be in SMALL CAPITALS, and sub-headings should be *italicized*.
- d. With the exception of proper nouns, only the first word in a heading or sub-heading should be capitalized.

**5. Typographic Conventions**

- a. Font Face and Size. Use 12-point Times or Times New Roman throughout the manuscript.
- b. Additional Fonts. If the manuscript includes other fonts, such as a specific Canadian Aboriginal Syllabics font, please let us know how we can obtain the required font. If we cannot readily obtain it ourselves, you will have to provide us with a copy.

- c. Special typefaces are used as follows:
- i. SMALL CAPITALS (Do not use CAPITALS with a reduced size.)
    1. Headings (but not sub-headings).
    2. Table headings.
    3. To mark a technical term at its first use or definition (optionally).
    4. To add emphasis to a word or phrase in the text.
    5. For the names of grammatical categories in the glosses of numbered examples, e.g., NA, to identify an animate noun in standard Ojibweist usage.
  - ii. **Bold**
    1. Manuscript title.
    2. To add emphasis in numbered examples.
  - iii. *Italics*
    1. Language material cited in the main body of the manuscript, e.g., *mooz* ‘moose’.
    2. Foreign words and phrases.
    3. Sub-headings.
    4. Column and row headings in tables.
    5. Titles of books and journals.
    6. Headings in numbered examples (if applicable).
  - iv. ‘Single quotation marks’
    1. To enclose glosses of linguistic forms, e.g., Cree *maskwa* ‘bear’.
    2. Quotes within quotes.
    3. An English word when it is used to substitute for a non-English word.
    4. The English translation below a numbered non-English example.
  - v. “Double quotation marks” (note that punctuation goes INSIDE the quotation marks):
    1. To enclose actual quotes from other sources.
    2. “Scare quotes.”
- d. Reference to numbers. Numbers between one and ten are normally spelled out: “six years.” Numbers over ten are expressed in digits: “23 years,” “18th-century dress,” unless they begin a sentence: “Twenty-three years later...”
- e. Years are written 1914–18, dates in the form 6 June 1944.
- f. In-text references:
- i. If the in-text reference refers to the author, the date of the work is enclosed in parentheses, e.g., “Smith (1900) points out.” The year can be followed by a colon and the page number(s), without spaces: “Smith (1900:132) says...”
  - ii. If the reference refers to the work itself, rather than the author, the date is NOT enclosed in parentheses: “as in Jones 1907.”
  - iii. Arrange in-text references by date or alphabetically by author’s last name, as long as the method used is consistent. Separate such references using a semi-colon.
  - iv. Personal communication: cite as “personal communication” (or letter, interview, etc.), e.g., “Franz Boas (personal communication, 1935)”, “Franz Boas (letter to..., 25 December 1935)”. Spell out the person’s first name.

- g. A “long hyphen” (en dash –) is used:
  - i. To mark a “dash” – it is then preceded and followed by a space
  - ii. To mark number spans, such as in page numbers (e.g., 123–154) in the main text as well as in References.
- h. “And” versus the ampersand (&)
  - i. Use “and” when referring to a work with multiple authors (e.g., “Smith and Jones”).
  - ii. The ampersand may be used if you are abbreviating a work (e.g., S&J).

## 6. Endnotes

- a. Use endnotes rather than footnotes. Type all endnotes, double-spaced, before the references section. Title the section “Notes.” (Notes will appear as footnotes in the published version, but for formatting purposes notes need to be made as ENDNOTES.)
- b. Endnotes may be used for brief ancillary comments, but LENGTHY ENDNOTES MAY BE SUBJECT TO SHORTENING OR DELETION AT THE EDITORS’ DISCRETION.
- c. When using references within endnotes, use short-form references, e.g., (Smith 1902), rather than “op. cit.,” “loc. cit.,” or “ibid.”. Some academic disciplines, such as history, have a practice of giving full citations of works only when they are first cited in endnotes, whereas other disciplines, such as linguistics, do not follow this practice. Since we are obliged to use a single format in the *Papers*, we have elected to standardize on short forms in endnotes. Please use short forms throughout, and do not use full citations in endnotes.
- d. Number endnotes with Arabic numerals sequentially throughout the manuscript.
- e. Endnote numbers using Roman numerals (e.g., v, vi, vii) or numbers with letters (e.g., 9a) are not acceptable.
- f. Acknowledgments, if included, should appear as the first note.
- g. Define abbreviations in a footnote before the first example. Ensure that abbreviations are consistent throughout the paper.
- h. Use the format “abbreviation = full term” (e.g., PST = past).
- i. No endnote should be attached to the title of the paper, author, or affiliation.
- j. Place only one endnote per location.
- k. In the Notes section, the reference number should not be raised but should have a following period (no parentheses or Roman numerals). See example below.

2. For the time being, I will not worry about the motivation for predicate fronting.
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## 7. Numbered Examples

- a. Place each numbered item on a separate line with the number in parentheses.
- b. Indent using a tab after the number.
- c. Use lowercase letters followed by a period to group sets of related items, e.g.:

(2) a. Down the hill rolled the pumpkin. b. My friend was seen walking across the street.
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- d. In the text, refer to numbered items as (2), (2a), (2a,b), (2a–c) WITH PARENTHESES.

- e. Examples in Notes should be numbered as (i), (ii), (iii), etc., and should be referred to as such in the text.
- f. Examples not in English need to be glossed and translated appropriately. Sometimes, both a gloss and a translation are required. Interlinear glossing and translation conventions follow *Language* style, which is repeated below.
- i. Place the gloss and/or translated sentence below the example sentence. The gloss and/or translation should be flush left with the example sentence; do not indent. If the translation is a sentence in English, the translation should have sentence capitalization, regardless of whether it's a sentence or just one word in the language being exemplified. If the translation is only a single word in English, then it can be lower case.
  - ii. In general, align word-for-word (or morpheme-by-morpheme) gloss with the beginning of each word in the first line. (See examples below.)
    1. If using a three-line gloss, align the first line with the second.
    2. If using a four-line gloss, do not align words in the first line with the second. Separate words in the first line with a space.
    3. Do not italicize the first line.

(3)	Matonni	amo	saittsikihta-isoka'sim-yi	a-saittsik-ohtako
	yesterday	DEM	jingle-dress-IN	IMPERF-bell-make.a.sound.II
	'Yesterday this jingle dress jingled/was jingling.'			
(4)	Matónni	ámo	sáittsikihtaisoka'simi	aisaittsikohtako
	matonni	amo	saittsikihta-isoka'sim-yi	a-saittsik-ohtako
	yesterday	DEM	jingle-dress-IN	IMPERF-bell-make.a.sound.II
	'Yesterday this jingle dress jingled/was jingling.'			

- iii. Use tabs to make alignments rather than multiple spaces.
- iv. Observe the following conventions in morpheme-by-morpheme glosses:
  1. Place a hyphen between morphemes within words in the original, where relevant, and a corresponding hyphen in the gloss; do NOT use any hyphens in the gloss that do not have corresponding hyphens in the original.
  2. If one morpheme in the original corresponds to two or more elements in the gloss, separate the latter by a period, except for persons.
  3. Gloss lexical roots in lowercase Roman type.
  4. Gloss all grammatical categories in SMALL CAPITALS.
- v. Abbreviate glosses for grammatical categories.
- vi. List the abbreviations in a note.

## 8. Tables:

- a. Number tables separately from examples: *Table 1*, *Table 2*, and so on.
- b. Give each table a title.
- c. Refer to them in the text as *Table 1*, *Table 2*, etc.
- d. Observe the following formatting conventions for tables (and see example below):

- i. In the title of the table, “Table” should be in SMALL CAPITALS with “T” in LARGE CAPITALS, e.g., “TABLE 2”.
- ii. The title of the table should be in lowercase font.
- iii. Both “TABLE” and the table title should appear above the table.
- iv. Use 12-point type (Times or Times New Roman whenever possible).
  1. If you must use smaller font to make material fit in a table, use a minimum of 10-point font, but no smaller.
- v. Avoid shading cells, except when using optimality tableaux.
- vi. Column headings should be in *italics*.
- vii. Column entries should be aligned left.

<i>Lexemes</i>	<i>Present</i>	<i>3sg</i>	<i>Past</i>
WALK	walk	walks	walked
GIVE	give	gives	gave

## 9. References:

- a. Capitalization
  - i. Titles of both books and articles are capitalized for the most part as if the title were an ordinary sentence; in other words, only capitalize the first word and words that would be capitalized in any context.
  - ii. The first word after a colon is always capitalized.
- b. What to include in each type of reference:
  - i. *Book*: Author’s name; year; title of book; city of publication.
  - ii. *Book Chapter*: Author’s name; year; chapter title; book title; ‘ed. by’ followed by the editor’s name; inclusive page numbers; city of publication; publisher.
  - iii. *Journal article*: Author’s name; year; title of article; name of journal; volume number (if applicable); inclusive page numbers.
  - iv. *Conference Paper*: Author’s name; year; title of chapter; volume title as it appears on the volume itself; ‘ed. by’ followed by the editor’s name; inclusive page numbers; city of publication.
  - v. *Thesis*: Author’s name; title of thesis; identification of work as thesis (e.g., Ph.D. thesis); university.
  - vi. *Presentation*: Author’s name; year; title of paper. Paper read at [name of Conference], [place held].
  - vii. *Unpublished manuscript*: Author’s name; year; title of manuscript; ‘Unpublished manuscript’; university where manuscript was prepared.
  - viii. *Personal communications*: are NOT listed in the references.
  - ix. *Works accepted for publication but not yet published*: [In Press] in the position normally occupied by the publication date.
  - x. Whenever possible, cite the first edition (or a scholarly standard edition). A facsimile or other unaltered reprint may be cited as the original, with the reprint information noted only in the list of references, as long as it is certain that the pagination is the same and that the text, if quoted, has not been altered.

- xi. When citing a later edition, either incorporate the original date into the text or note, or include it in square brackets after the date of the edition used, e.g., Bloomfield 1970[1946]:456. Works first published long after they were written may also be cited with both dates, e.g., *James Isham's Observations on Hudsons Bay, 1743* (Toronto, 1949) as Isham 1949[1743]”.
- c. Use the following examples (type styles, capitalization, punctuation) as a guide when preparing the references for your manuscript. Also review our Preformatted Bibliographical References, which lists the collected references of volumes 33–35, all formatted according to current house style, at: (<http://vanhise.lss.wisc.edu/algonquian/?q=node/23>).

Type of Reference	Sub-Category	Example
Book		Chomsky, Noam. 1995. <i>The minimalist program</i> . Cambridge, Massachusetts: MIT Press.
Book Chapter		Abusch, Dorit. 1998. Generalizing tense semantics for future context. <i>Events and grammar</i> , ed. by Susan Rothstein, pp. 13–33. Dordrecht: Kluwer Academic.
Journal Article		Enç, Mürvet. 1987. Anchoring conditions for tense. <i>Linguistic Inquiry</i> 18:633-657.
Conference Papers	PAC	MacKenzie, Marguerite. 1992. Negative markers in East Cree and Montagnais. <i>Papers of the 23rd Algonquian Conference</i> , ed. by William Cowan, pp. 274–284. Ottawa: Carleton University.
Conference Papers	WCCFL	Ritter, Elizabeth & Martina Wilschko. 2005. Anchoring events to utterances without tense. <i>Proceedings of WCCFL 24</i> , ed. by John Alderete, pp. 343–351. Somerville, Massachusetts: Cascadilla Proceedings Project.
Multi-Volume Series		Wolfart, H. Christoph. 1973. <i>Plains Cree: A grammatical study</i> . Transactions of the American Philosophical Society, n.s., vol. 63, part 5. Philadelphia.
Ph.D. Dissertation		Benjamin, Bruening. 2001. Syntax at the edge: Cross-clausal phenomenon and the syntax of Passamaquoddy. Ph.D. thesis, Massachusetts Institute of Technology.
M.A. thesis		Hanson, Rebecca. 2003. Why can't we all just agree? Animacy and the person-case constraint. M.A. thesis, University of Calgary.

Presentation	Conference	Ritter, Elizabeth, and Sara Thomas Rosen. 2006. Animacy in Blackfoot: Implications for event structure and clause structure. Paper read at the Workshop on Syntax, Lexicon, and Event Structure, Hebrew University.
Presentation	To a board of directors	Brittain, Julie, Carrie Dyck, Yvan Rose, and Marguerite MacKenzie. 2005. <i>First language acquisition and the Chisasibi child language acquisition study (CCLAS)</i> , Presentation to the Board of Directors of Anjabowa Childcare/Headstart Centre, Chisasibi, Quebec.
Manuscript	Unpublished	Russell, Susan. 2006. A description and analysis of discourse in the Upriver Halq'emeylem language project. Unpublished manuscript, Simon Fraser University, Burnaby, B.C.
Manuscript	No date	Noyes, James. [n.d.] Pequot Indian vocabulary. Manuscript, Beinecke Library, Yale University, New Haven.
Online source	Census	Statistics Canada, 1996 census, < <a href="http://www.statcan.ca/daily/english/980113/d980113.htm#ART1">http://www.statcan.ca/daily/english/980113/d980113.htm#ART1</a> > (accessed 24 January 2007).
Online source	Person profile	Linklater, Joseph (Joey). Profile of Spr. Joseph Linklater. < <a href="http://collections.ic.gc.ca/Nativeveterans/soldier/jlinklater.htm">http://collections.ic.gc.ca/Nativeveterans/soldier/jlinklater.htm</a> > (accessed 14 June 2006).
Audio Tape		Moore, Fred. 1986. Audiotaped interview with John S. Long, Moose Factory, 28 May. [Original tape is deposited with the National Museums of Canada; a copy is deposited with the Ojibwe and Cree Cultural Centre in Timmins.]
Encyclopedia	Reprinted	Sapir, Edward. 1929. Central and North American languages. <i>Encyclopedia Britannica</i> , 14th ed., vol. 5, pp. 128-140. [reprinted in <i>Selected writings of Edward Sapir</i> , ed. by David G. Mandelbaum, pp. 169–178, Berkeley & Los Angeles: University of California Press, 1949.]

## 10. Digital Art and Other Graphics Guidelines (from SUNY Press)

### a. Digital Photos

Seriously consider whether digital photos and other illustrations are absolutely necessary. If you have art or photographs, you will need to provide us with separate, individual files for each one.

- i. For images, please read the SUNY guidelines carefully, as they greatly prefer TIFF image format, NOT JPG. They also say NOT to convert JPG to TIFF, as this will not work as well as original TIFF files. If you have TIFF files, that is what you should send us; otherwise, send whatever format you have.

- ii. Resolution must be at least 300 dpi. Please read the SUNY digital art guidelines ([http://www.sunypress.edu/PDF/Illustrations\\_guidelines.pdf](http://www.sunypress.edu/PDF/Illustrations_guidelines.pdf)) and let us know if you have any questions.
  - iii. Note that SUNY Press will not print anything in color, so do not rely on color in your images. Even the digital versions of the Papers will not include color.
- b. Linguistics:
- i. Standard tables (e.g., a phoneme inventory, a list of examples, etc.) can simply be included in the text of the document, as long as they are made using a standard Word table.
  - ii. Optimality-theory tableaux can also appear in the text of the document, in a standard Word table format.
  - iii. Phrase-structure trees and similar diagrams must be done as call-outs; that is, trees should not be embedded in the manuscript. So, FOR EACH tree in your paper, make a separate EPS (encapsulated postscript) file. (However, see ‘Side-by-side images’ below.) Save the file using a structured name sequence, such as [jones\_figure\_1.eps], [jones\_figure\_2.eps], [jones\_figure\_3.eps], etc., with the name being that of the author or authors of your paper, and the number sequence following the sequence of the trees in your paper. Identify the tree files as “figures,” as we have shown in the “jones” examples above.

It is not acceptable to use Word’s built-in graphics program to make trees, as such graphics are unstable when imported into the page layout programs used by SUNY Press. Each phrase-structure tree must be drawn in a separate file (see below), using a VECTOR GRAPHICS program. Do NOT use a “tree” font such as Arboreal or ArborWin, as they often show discrepancies between on-screen display and printed form. Save and submit your files in encapsulated postscript (EPS) file format. You will very likely have to use the “save as” or “export” function in your vector graphics program to save in this format, but we have verified that it is available in both Adobe Illustrator and OpenOffice.

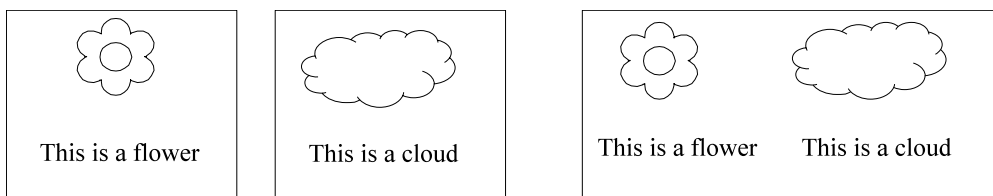
What vector graphics program should one use? The obvious first suggestion is Adobe Illustrator, which comes bundled with all versions of the Adobe Creative Suite, or can be purchased separately, and is typically available at a very substantial academic discount through a university’s tech store. Another choice is the Draw program in OpenOffice, which is free, and runs on Mac, Windows, and Linux. You can get OpenOffice at: <http://www.openoffice.org>.

We also remind you that an alternative to drawing trees is to present your structure with labeled bracketing, though when structure gets complex, trees do seem easier to interpret, and we do not want to discourage you from using them.

- c. Side-by-side images or phrase structure trees:
  - i. Sometimes there is need to place digital photos and/or phrase structure trees next to each other in a side-by-side fashion. When doing this, instead of making a separate call-out file for each image or tree (as on the left, below),



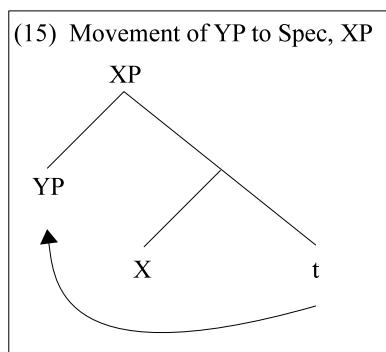
put the side-by-side material into a single file (as on the right, below) (remembering to use EPS for phrase structure trees; TIFF for photos). The borders around the images below are intended to indicate whether the images are two separate files or one single file.



The same thing applies to phrase-structure trees: if you have two side-by-side trees, draw them both in the same file.

If your tree has a caption, it should be included as part of the image as well, placed above the tree, as in the example below:

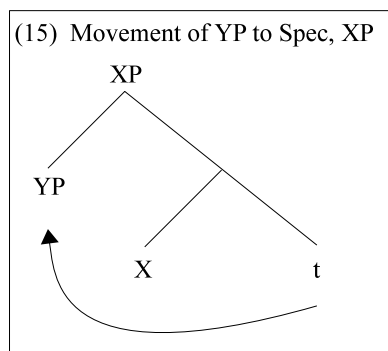
This is text from your paper...



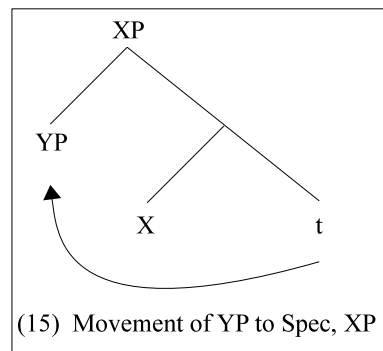
Format your EPS example trees as shown above, and as follows: The caption is inside the box, uses Times Roman 12 point font, and appears with the appropriate sequential number as required by your presentation.

- ii. Captions: We distinguish between two types of captions: UPPER CAPTIONS and LOWER CAPTIONS.
  1. Upper captions appear above phrase structure trees, and are used ONLY with phrase structure trees, as illustrated in the previous section and as on the left, below (not as on the right).

This is text from your paper...

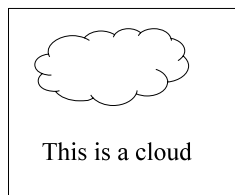


This is text from your paper...

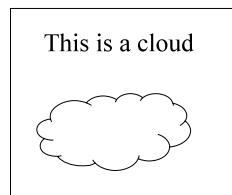


2. Lower captions appear below images, and are reserved for digital photos and drawings, as on the left, below (not as on the right).

This is text from your paper...



This is text from your paper...




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Questions concerning the form of the manuscript should be addressed to:

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