

## STYLE SHEET FOR *LINGUISTICA* ONLINE

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The following specifies guidelines for formatting manuscripts to be published in *Linguistica* ONLINE and the system of referencing. The referencing system is *recommended*; we let authors use their style but we welcome if they follow our style sheet.

### I. Formatting

This is how we would like you format your text. Items follow options in MS Word 2002.

#### **Page setup**

Paper size: A4 (21 cm × 29.7 cm)

Margins:

top: 3 cm

bottom: 2.5 cm

left: 3 cm

right: 2.5 cm

Header: 1.5 cm

Footer: 1.5 cm

#### **Main text**

Font: Times New Roman

*If you use a font with non-standard characters, please send us the font.*

*If you need to use IPA characters, we recommend Doulos SIL font:*

<<http://scripts.sil.org/DoulosSILfont>>

Font size for main text: 12 pt (line spacing: 15 pt)

Font size for smaller text: 11 pt (line spacing 14 pt)

Font size for headings: 13 pt or 14 pt (line spacing 16 pt or 17 pt)

*Line spacing should always be + 3pt to the font size.*

Paragraph:

Alignment: justified

Left indentation: 0 cm

Right indentation: 0 cm

*This is to say: no extra space to the left and right of the paragraph.*

Indent first line by: 0.5 cm

Spacing before: 0 cm

Spacing after: 0 cm

*This is to say: no extra space before and after the paragraph.*

Line spacing: see above under Font

## **Footnotes**

Font: Times New Roman

Font size: 10 pt (line spacing: 13 pt)

Paragraph:

Alignment: justified

Left indentation: 0 cm

Right indentation: 0 cm

*This is to say: no extra space to the left and right of the paragraph.*

DO NOT indent first line

Spacing before: 0 cm

Spacing after: 0 cm

*This is to say: no extra space before and after the paragraph.*

## **II. Referencing**

In the text, refer to the source by the author's name, year of publication and page numbers if appropriate, in this form: [name] [year]: [page numbers], e.g. Mulder 1998: 122.

Examples:

“A concise outline of the theory is given elsewhere (see Mulder 1998).”

“As Mulder (1998: 117) explains the theory adopts Karl Popper's falsificationism as methodological background.”

“Mulder later suggests a distinction is to be made between distributional unit and phonotagm (Mulder 1998: 146-7).”

You may also use abbreviations if necessary. They should be explained in the bibliography. E.g. OED for Oxford English Dictionary.

## **Books**

Please, give full names of the authors. The third, fourth etc. names may be abbreviated. Write the surnames in small capitals. Bibliography entries should be hanging by 0.5 cm.

General structure:

[surname in small capitals], [first name]. [year of publication]. [title of the book in italics].

[place of publication]: [publisher].

*Standard book*

DICKINS, James. 1998. *Extended Axiomatic Linguistics*. Berlin – New York: Mouton de Gruyter.

*More authors*

MULDER, Jan W. F. & Sándor G. J. HERVEY. 1980. *The Strategy of Linguistics*. Edinburgh: Scottish Academic Press.

*Book with more editions (you may indicate previous editions in square brackets)*

MARTINET, André. [1960<sub>1</sub>, 1980<sub>2</sub>] 1991<sub>3</sub>. *Éléments de linguistique générale*. Paris: Armand Colin.

*Translated book*

de SAUSSURE, Ferdinand. 2006. *Writings in General Linguistics* (trans. by Carol Sanders & Matthew Pires of *Écrits de linguistique générale*, ed. by Simon Bouquet & Rudolf Engler, 2002). Oxford: Oxford University Press.

*Edited book*

RIGAULT, André & René CHARBONNEU (eds.). 1972. *Proceedings of the Seventh International Congress of Phonetic Sciences 7*. Paris – La Haye: Mouton.

## **Chapters in books, conference proceedings etc.**

General structure:

[surname in small capitals], [first name]. [year of publication]. “[title of the chapter in English-style double quotation marks]”. [title of the book in italics] ([editor in parentheses]), [page numbers]. [place of publication]: [publisher].

MULDER, Jan W. F. 1998. “Epistemology and linguistics”. *Productivity and Creativity: Studies in general linguistics in honour of E. M. Uhlenbeck* (ed. Mark Janse), 115-60. Berlin: Mouton de Gruyter.

## **Articles**

General structure:

[surname in small capitals], [first name]. [year of publication]. “[title of the article in English-style double quotation marks]”. [title of the journal in italics] [issue number]. [page numbers].

*Standard articles*

MASCARÓ, Joan. 1987. “Underlying voicing recoverability of finally devoiced obstruents in Catalan”. *Journal of Phonetics* 15.183-6.

*More authors*

FOURAKIS, Marios & Gregory K. IVERSON. 1984. "On the 'incomplete neutralization' of German final obstruents". *Phonetica* 41.140-9.

*Online articles*

HESELWOOD, Barry. 2008. "Simultaneous phonemes in English". *Linguistica* ONLINE, <<http://www.phil.muni.cz/linguistica/art/heselwood/hes-001.pdf>>.

**Online sources**

*Author known*

BUSCH, Justin. Retrieved 24 October 2008. "'Cranberry morphemes', and the case of –ula". <[http://semanticcompositions.typepad.com/index/2004/01/cranberry\\_morph.html](http://semanticcompositions.typepad.com/index/2004/01/cranberry_morph.html)>.

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(anonymous). Retrieved 20 March 2009. "Phonology". *Wikipedia*, <<http://en.wikipedia.org/wiki/Phonology>>.