

Stylesheet for the Proceedings of Phonology 2013*

Claire Moore-Cantwell, Joe Pater, and Robert Staubs
University of Massachusetts Amherst

1 Margins

Set your document to US letter paper size (8.5 x 11). Top and bottom margins should be 1, and left and right margins should be 1.25". No items on your page except the header and footer should project beyond these margins.

2 Page limit

Papers should be no longer than 12 pages, including references. PDF documents longer than 12 pages will be rejected. There is no minimum paper length.

3 First Page

3.1 Title, author, and affiliation The title of your paper must be 18-point bold Times or Times New Roman. The title, author, and affiliation lines must be centered. Capitalize all title words except for function words, and words cited as linguistic examples. After the title, skip a line, put the authors' name(s), all on a single line, followed by the names of the institution or affiliation of the author(s), in the same order as the authors' names, and on a single line. If all authors are from the same institution, only write the institution's name once. If there are fewer institutions than authors, use superscript numerals after each author's name and before each affiliation to specify. Authors' names should be 14-point Times or Times New Roman, centered, and affiliation should be 10-point italic Times or Times New Roman, centered. Skip two lines before the start of your text. All blank lines (lines you skip) should be in 10 point font.

4 Fonts

The text of your paper should be 10-point Times or Times New Roman throughout, including body text, examples, diagrams, etc. Please do not include figures, tables etc. in which the text is smaller than 10-point (take care when importing from other programs such as Excel or R). **References and footnotes must be 9-point.** Make sure to embed ALL fonts when you create the PDF of your paper. Take special care with phonetic character fonts.

5 Line spacing

Everything must be single-spaced, not double-spaced.

5.1 Optional If you want your paper to look its best, you should set the line spacing for the body of your paper (which is in 10-point type) to 'exactly 12 point' instead of 'at least 12 point' or single spacing. Similarly, you should set the line spacing for your references and footnotes (which are in 9-point type) to 'exactly 11 point'. This will provide a readable line spacing which is very close to single spacing and will prevent the line spacing from looking uneven when you have font or style changes within a paragraph. If you do set exact line spacing, make sure that your title and author lines, as well as any figures or tables, are still set to single spacing so the title and author lines don't get too squeezed together and figures don't get cut off.

* This stylesheet is based heavily on the stylesheet of the Cascadilla Proceedings Project, available at <http://www.lingref.com/cpp/authors/style.html>. The copyright statement on this page is for illustration purposes only – we are not asserting copyright for this document.

6 Indents and justification

1. Indent the first line of each paragraph 0.25 inch (0.64 cm).
2. Do not skip a line between paragraphs.
3. Text, footnotes, and references must be full justified.

Please check each of these points carefully before submitting your paper.

7 Author and Title Header

Each page should have a header, consisting of the names of the author(s), left-justified, and the title of the paper, in italics, right-justified. Add beneath the header a horizontal rule with a thickness of 0.4 point. The header should be separated from the body of the text by two blank lines (total 24pt of white space).

8 Examples

Examples should be numbered consecutively throughout the paper, independently from figure/table numbers or section numbers. Begin example numbering at (1). Please skip one line before and after examples, and use parentheses around the example number. Example numbers should be left-justified, and example text should be the same font and font size as the rest of the paper.

- (1) This is an example

The paragraph following the example should generally not be indented.

9 Headings

Number all of your section headings and subheadings (including the introduction), starting with 1. After the section number, use a single space. Section headings must be 12-point bold, with a single line before and after them. The text of subheadings and sub-subheadings should be 11-point italic, and the number should be in 11-point bold (not italic). Subheadings and sub-subheadings should be inline with the text, with a single space between them and the text. Leave a single blank line before each subheading, but do not leave a blank line between a heading and an immediate sub-heading. Subheadings should all be formatted the same way, even if you have multiple levels such as 2.1. First experiment, 2.1.1. Setup of first experiment, etc. All headings and subheadings must be left-justified.

10 Tables and Figures

Tables and figures should be in their actual positions in the paper, not placed at the end or on separate pages. Please make sure graphics are not blurry when viewed on screen or when printed. Charts and graphs should be vector graphics (such as EPS files) whenever possible, rather than bitmaps (such as JPG, GIF, PNG, or TIFF). Although bitmaps are sometimes necessary, they increase the file size and are not searchable.

11 Appendices

Appendices should come after all material except for the references, and should have section headings just like the sections of your paper.

12 Footnotes

Footnotes must be in 9-point type, rather than the 10-point used in the text. They must be single-spaced, and must be full justified. Do not use endnotes.

12.1 Acknowledgements footnote Include a first footnote acknowledging grant support, previous presentations of the work, or helpful comments from audiences and readers. Use an asterisk (*) at the beginning of this footnote, but do not include an asterisk after the authors/title. After the acknowledgements footnote, start your footnote numbering at 1.

13 References

After your text and after any appendices, skip one line and type 'References' (in 12-point bold, left-justified). Then skip one more line and start the references. Do not skip lines between references.

The actual references must be in 9-point type, rather than the 10-point used in the text. References must be single-spaced, and must be full justified. (As with regular text paragraphs, full justified means that each line of a reference except for the last line must extend to the right margin.)

Each reference must use a hanging indent of 1/4 inch (0.63 cm.) – this means that the first line of each reference must start at the left margin, and each subsequent line of that reference must start 1/4 inch indented from the left margin. This is the opposite of a normal text paragraph, where only the first line is indented. Do not use returns and tabs in the middle of a reference to create hanging indents. Instead, set the left margin or indentation for the references to 1/4 inch, and set the first line indentation to -1/4 inch.

You may use any common format (LSA, MLA, APA, etc.) for the references, as long as you use that format for all of your references. If your preferred format requires first initials instead of full first names, we require one change to that format: You must include full first names for all authors and editors in your references unless they published the original work using only initials. For example, you must use 'Chomsky, Noam' rather than 'Chomsky, N.'

14 Page numbers

The first page of your paper should be page 1, but do not include a page number on that page. Numbers on subsequent pages should be located at the bottom right of the page, in a footer which is separated from the bottom of the text by a single blank line. Do not use any horizontal line or rule.

15 Fractional widths

If your word processor allows you to turn fractional widths on or off, turn fractional widths on. This will improve the appearance of your printed paper. The most noticeable effect is that bold-faced type will not have extra space after every letter.

16 Double spaces

You should not use double spaces unless you are pushing words apart within an example. After colons and periods you should only use one space. If you are used to typing two spaces, the easiest thing to do is to wait until you are done preparing your paper, then do a 'find and replace' to replace all double spaces with single spaces.

17 Color

Avoid the use of color in your paper. While these proceedings will be published electronically only, black and white figures will be easier to read should readers print out your paper.

18 Links

If you choose to include links in your PDF, please make sure that they are stable, and will likely work for the foreseeable future.

19 Proofreading

Please proofread your paper thoroughly before submitting it. Your paper will be published as-is, and cannot be changed after you submit it. Please check that your PDF is searchable before submitting it, paying special attention to (1) words in the title (2) words in the body (3) words in figures, tables, and graphs. If any of these are not searchable, try a different method of creating the PDF.