

Format Specification

The final document should be set up for 7 in. x 10 in. page, with the margins set at .5 in. top, .75 in. bottom, left, and right and pages numbered at the top. Default text is in 10pt Times New Roman (plus any required symbol fonts), and default line-spacing is exactly 13pt. Abstract, footnotes, morpheme and word glosses aligned underneath data in displays, and any extended quotes are 9 pt and line-spaced at exactly 11pt. Paragraphs are indented .2 in. except after a full-section header. Please use consecutively numbered footnotes (not endnotes).

Displays are serially numbered with the number in parentheses in the upper left corner of the display; the data is presented tabbed at .3 in. indent. Displays with letter subdivisions place the appropriate lowercase letter (a, b, c) in that column, and there is a second indent so that the left edge of the data in subdivided displays begins at 3/4 in. Figures, maps, and tables also have an appropriate header in bold at the top, indented .2 in. In all cases, please use tabs and tab settings to control column spacing.

Section and subsection headers are in bold, and are numbered starting with 1. Please restrict the number of subdivisions to one level of sub-sectioning. Full section headers stand on a line of their own; sub-section headers are continuous with the following text.

Glosses are contained in single quotes. Linguistic forms in the text are either enclosed in brackets such as [...], /.../ or are in italics. Dates for references are in parentheses, except when the text is already inside parentheses.

Extended quotes are preceded by a mention of the source in the main text, followed by the quote in 9 pt. type, with left and right margins adjusted inwards an additional .5 in. At the end of the quote, the page number should be given in square brackets.

References are single-spaced, and have a hanging indent of .25 in. The form of references follows the LSA stylesheet available online at http://www.linguisticsociety.org/files/style-sheet_0.pdf.