

# Style Guidelines for PLA Submissions in MS Word<sup>\*</sup>

Purdue Linguistics Association<sup>†</sup>  
Updated: May 6, 2014

Here are the specifications for submitting a properly formatted paper to the PLA Symposium proceedings. A few mock-up first pages appear at the end of this document. The guidelines presented are based on the *Chicago Manual of Style, 16<sup>th</sup> edition* (and, where we liked it better, on the LaTeX article class<sup>1</sup>). For any questions not addressed in this document, please consult the *Chicago Manual of Style* before e-mailing us.

## 1 General Guidelines

1. Your paper should be no more than 25 pages single spaced. This includes figures, tables, notes, and references.
2. Papers should be single spaced, with justified text throughout.
3. Use letter size paper (8.5" x 11") only (not A4).
4. Side margins should be 1 in on both the left and right (no mirror margins).
5. Top and bottom margins should be 1.25 in.
6. Do not include a header or a footer in your document (these will be added by the editors after you have approved the final PDF, hence the larger top/bottom margins).

## 2 The Title & Abstract Blocks

1. The title should be Times New Roman 22pt (no bold, no italics). There is no indentation on the paragraph and the title is to be centered. The space between the title and the top margin is 60pt; the space between the last line of the title and the first author line is 16pt.

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<sup>\*</sup> Put your acknowledgements here.

<sup>†</sup> Address correspondence to: [plasymposium@gmail.com](mailto:plasymposium@gmail.com)

<sup>1</sup> We have done our best to make Word and LaTeX submissions as visually similar as possible, but if you find a discrepancy worth correcting, please let us know. And for the record, it's not a good idea to put a footnote in your abstract!

All of this has been preset as the PLA Title style (Home ribbon > Styles box > pop-out menu).

- a. The acknowledgements footnote should be indicated with an asterisk.
2. The author lines (author on first line, affiliation on the second) should be Times New Roman 16pt (no bold, no italics). This has been preset as the PLA Author style.
  - a. If there is an acknowledgements footnote, the correspondence footnote should be indicated with a dagger.
  - b. If there is no acknowledgements footnote, the correspondence footnote should be indicated with an asterisk.
3. There is a 60pt space between the last line of the author information and the beginning of the abstract. The abstract uses Times New Roman 11pt font, is justified, and is indented  $\frac{3}{8}$ " from both the left and right margins. The first line of text is not further indented. There is an 18 pt space between the abstract and the keywords. This has been preset as the PLA Abstract style.
  - a. Do not use the word 'abstract' to begin your abstract.
4. Like the abstract, keywords are Times New Roman 11 pt font and are indented  $\frac{3}{8}$ " from both the left and right margins. This has been preset as the PLA Keywords style.
  - a. Include the word 'Keywords' followed by a colon before your keywords, but do not bold the label.
  - b. The keywords themselves should not be capitalized unless they are proper nouns.
  - c. Note that there is also an 18 pt space between the keywords and the first line of your actual text but that this is built into the PLA Heading style, not the PLA Keyword style. *If you are not supplying keywords for your article*, you will need to remove the 18 pt space following the abstract block.

### 3 The Main Text

1. Font: Times New Roman 12 pt
2. All headers should be Times New Roman 12 pt bold, with a tab separating the text from the number. An 18 pt space should precede the heading and a 12 pt space should follow. This has been present as the PLA Heading style.
  - a. All heading levels use the same font settings.
  - b. Levels should be organized as 1, 1.1, 1.1.1, etc. Do not put a period after the last number of the heading.
    - i. The tab in the PLA Heading style has been preset for single-digit levels; you may need to adjust it for deeper heading levels. There should be approximately  $\frac{3}{8}$ " between the last number and the first letter of text.
  - c. We recommend not using more than three levels of headings.
  - d. Headings should use headline-style capitalization.

### 3.1 Abbreviations

1. For a list of common scholarly abbreviations, see the *Chicago Manual of Style* section 10.43. These should not be italicized regardless of their etymological source. However, full Latin phrases should generally be italicized<sup>2</sup>, e.g., “etc.” but “*et cetera*.”
2. Linguistic abbreviations in-text and as part of interlinear glosses should follow the Leipzig Glossing Conventions and should be rendered in small caps.
  - a. If you are citing a glossed example from another source, gloss the example exactly as it appears in the source material (or indicate explicitly that you have done otherwise).

### 3.2 Tables & Figures

1. Insert tables and figures as floats and use the caption function to generate labels.
2. Floats should be labeled as “Table” or “Figure” as appropriate. Do not abbreviate the word ‘figure’.
  - a. Tables and figures should be numbered in separate sequences.
  - b. Do not bold or italicize the words ‘figure’ or ‘table’.
  - c. The figure/table number should be followed by a colon.
  - d. Captions should be Times New Roman 12 pt, with a 12 pt space above it and an 18 pt space after it. Captions should be centered on the page. This has been present in the PLA Caption style.
    - i. If the caption runs on to multiple lines, the text should be left aligned and justified (you’ll have to do this manually).
3. Do not put a visible frame around figures.
4. Smaller floats should be near the text that first references them. Larger items should appear at the bottom of the page that references them or at the top of the following page (particularly if footnotes are taking up a lot of space at the bottom of that particular page).
  - a. Rule of thumb: if your figure/table takes up more than ~25% of the page, it will probably look better at the bottom of the page that references it. If it takes up more than 35% of the page, will probably look better at the top of the next page.
5. You may create a separate numbering sequence for OT tableaux if you do not want these numbered with your examples (e.g., Tableau 1: Caption.).
6. Since the proceedings will be disseminated online, color images are permitted. However, when using color-coded tables, be mindful that not everyone who wishes to print your paper will have access to a color printer.

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<sup>2</sup>The *Chicago Manual of Style* gets a little fuzzy in this regard and, to a certain extent, leaves the determination of which foreign words should be italicized up to the reader. See sections 7.49, 7.52, 7.53 for further details. When in doubt, check other journal articles in your subfield to determine what the common practice is for a specific term.

### 3.3 Hyperlinks

Feel free to insert hyperlinks for your tables and figures (see mock-up at the end of this document for an example). Hyperlinks should be blue font with no underlines; this has been preset with the PLA Hyperlink style. URLs should also omit the underlining. You may use hyperlinks to refer to any combination of the following:

- Tables and figures
- Section numbers
- Example numbers
- Bibliographic references

Do *not* create hyperlinks to page numbers (e.g., “As can be seen from the table on page 3...”); final pagination will be determined by the editors.

If you use hyperlinks, please be careful with them and apply them consistently throughout the document. The editors will not go back and check this!

### 4 Linguistics-specific Formatting

1. To produce syntactic trees, you may use whatever mechanism is most convenient. If you use Word’s drawing tools, make sure all of your primary lines are black (no shadows or special effects). Supplemental lines (e.g., movement arrows) may be in color, but when choosing colors, do remember that not everyone will have access to a color printer.
2. For IPA characters, Word has the most common symbols built into the Times New Roman package. If you find that a necessary symbol is not available (or that a custom combination of diacritics does not render well), Gentium Plus is a good alternative.
  - a. If you must change fonts (for IPA purposes or for non-Latinate alphabets), do not use individual characters—change the entire word. If the character is needed in an interlinear gloss, the entire first line of the gloss should use the same font.
3. Interlinear glosses should be set up using tables or custom tabs: do not align your example using spaces. Glosses should conform to the Leipzig Glossing Rules.
4. The spacing parameters for examples are as follows (an example appears in the mock-up at the end of this document):
  - a. The example number should be aligned with the left margin (indent = 0.00”)
  - b. The example letter (or the example itself) should be indented 0.25” from the left margin.
  - c. If using lettered examples, the example itself will be indented 0.75” from the left margin.
  - d. If any of the examples under a given number includes a grammaticality judgment, then all of the examples for that number should be aligned with the first letter of text after the longest grammaticality judgment. This will add approx 0.125” for \*, perhaps a bit more for other symbols.
5. There should be a blank line before and after the full example to set it apart from the text. You may also put a blank line between glosses for improved readability.

## 5 Citations and References

1. Bibliographic entries should be formatted according to the Unified Style Sheet for Linguistics. We will deviate from these guidelines in only two ways:
  - a. Last names containing *von/van/de/del/etc.* should not be separated. Thus, Kai von Fintel should be cited as ‘von Fintel, Kai’ not ‘Fintel, Kai von’.
  - b. When including the date accessed for a web page, use either the American date system (e.g., May 3, 2014) or the ISO 8601 format (2014-05-03). For whatever reason, the Unified Style Sheet uses a hybrid European-American system (i.e., 3 May, 2014).
2. The title of your bibliography should be “References.” This section should not be numbered.
3. Each entry should have a hanging indent of 0.25 in. There should not be blank lines between entries.
4. In-text citations should be formatted according to the *Chicago Manual of Style’s* (16<sup>th</sup> edn.) author-date system, with the following two modifications:
  - a. Page numbers should be set apart from the year with a colon—not a comma—so that commas may be used to differentiate references. Note that the rule comma > semicolon also applies to in-text citations. Thus,  
(Kenstowicz 1994: ch. 7)  
(Kenstowicz 1994: ch. 7, Yip 2002)  
(Cheng 1991; Bošković 2002, 2003)
  - b. Works with multiple authors should use the ampersand (&) without a comma preceding it so that in-text citations will be consistent with the Unified Style Sheet.
5. Where the Unified Style Sheet for Linguistics does not provide explicit guidance, the use of a citation manager might be helpful (Mendeley and Zotero both support it, others probably do as well). Where questions still remain, begin with the guidelines in the *Chicago Manual of Style* and adapt them according to the principles outlined in the Unified Style Sheet for Linguistics.

## 6 Useful Links

[Chicago Manual of Style Online Quick Guide](#)

[Leipzig Glossing Rules](#)

[Unified Style Sheet for Linguistics](#)

[CELxJ](#) (contains an annotated version of the Style Sheet as well as format files for citation managers)

# Title of Your Paper\*

Author Name<sup>†</sup>

Affiliation

This is where the abstract of your paper will go. It should probably be no more than 250 words. This particular abstract is 96 words. Filler text: Lorem ipsum dolor sit amet, consectetur adip- isicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conse- quat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Keywords: phonetics, phonology, syntax, semantics, pragmatics, sociolinguistics, corpus linguistics

## 1 Introduction

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium volupta- tum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga (McEnery et al. 2006). Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

The structure of this paper is as follows. [Section 2](#) will discuss the relevant literature on the topic and introduce some initial data ([section 2.1](#)). Then, I will offer a novel analysis of this data, discuss some related issues, and provide a conclusion.

## 2 Background

Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapi- ente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat (Cichocki 1983). Polish is a Slavic language spoken in Europe; the map in [Figure 1](#) illustrates where in Europe different varieties of Polish are spoken.

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Figure 1: Map of European languages (Wikimedia Commons 2009).

## 2.1 Data

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. This phenomenon can be observed in (1):

- (1) a. professor        wie                że    uczennica        złożyła                co  
 professor-NOM    know-3SG.PRS    that    student-NOM.F    submit-3SG.F.PST    what-ACC  
 ‘The professor knows that the student submitted what?’
- b. \*co<sub>i</sub>                professor        wie                że    uczennica        złożyła        t<sub>i</sub>  
 what-ACC    professor-NOM    know-3SG.PRS    that    student-NOM.F    submit-3SG.F.PST  
 ‘What does the professor know the student submitted?’

Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur? The relevant facts are summarized in Table 1.

extraction of: from:	Subject DP	Object DP
CP [-Q]	*	*
CP [+Q]	*	*
DP	*	*

Table 1: Grammaticality of *wh*-extraction in Polish.

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.

## References

- Bošković, Željko. 2002. On multiple *wh*-fronting. *Linguistic Inquiry* 22(3). 351-383.
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- Wikimedia Commons. 2009. Map of languages and dialects of Central and Eastern Europe. Uploaded by Wikimedia user Dellijks. [http://commons.wikimedia.org/wiki/File:Languages\\_of\\_CE\\_Europe-3.PNG](http://commons.wikimedia.org/wiki/File:Languages_of_CE_Europe-3.PNG) (2014-04-21).