

Style Sheet

August 2014

This style sheet is adapted primarily from the *Unified Style Sheet for Linguistics*Journals, with adaptations from the *Language Style Sheet* and the accumulated wisdom of the GIAL faculty and librarian. The purpose is to establish and maintain consistency in the formatting of GIAL research papers and theses.

This document has two main sections. The first section lists the style guidelines for GIAL papers and theses. The second section gives an expanded list of examples that demonstrate the application of this style sheet to a number of different bibliographic-entry situations.

GIAL STYLE SHEET GUIDELINES

There are ten sub-sections to these guidelines.

BASIC PAGE LAYOUT AND FORMATTING

Your professor may modify the page layout and formatting guidelines.

- Set the paper size to Letter (8½" x 11"), with 1-inch margins on all four sides. (Note that the *GIAL Thesis Guidelines* has a different standard for the margins to accommodate the binding of the thesis.)
- Left-align the paragraphs throughout the document, do not justify.
- Set line spacing to 1.5 for running text throughout the document.
- Use 12-point font for the running text throughout the document. This includes the title and headings There should be a maximum of two fonts in the paper. All fonts should be black ink.
- Number all pages with Arabic numerals. Page numbers in the body are in the top right corner. Exceptions are title page and the first pages of a new chapter or major division,

Appendices, Glossary, Bibliography, and Index. Page numbers for these exceptions are centered at the bottom of the page. (Note that the *GIAL Thesis Guidelines* will be different.)

• Use footnotes rather than endnotes, with consecutive Arabic numerals.

Typeface & Special Fonts

- Use *italics* for examples in the text and for linguistic forms. Do not use italics for emphasis or for common loanwords, e.g. ad hoc.
- Use SMALL CAPITALS to indicate a technical term at its first use or definition.
- Use **boldface** for emphasis and to draw the reader's attention to a particular aspect of an example, either in a number example or in the text.
- For special fonts / characters, use Unicode fonts.

PUNCTUATION

Use double quotation marks, except for quotes within quotes and glosses of non-English
forms. With the exception of single quotes around glosses of non-English forms, place
commas and periods inside quotation marks, even if they are not in the original material.
Question and exclamation marks, unless part of the quoted material, go outside the quotation
marks.

The word means 'cart', not 'horse'.

"And the women said, 'Is this Naomi?"

"Indeed, has God said, 'You shall not eat from any tree of the garden'?"

"...God has said, 'You shall not eat from it or touch it, or you will die."

- For considerations of multiple punctuation at the end of sentences, refer online to *The Punctuation Guide*.¹
- Do not enclose cited linguistic examples within quotation marks.
- Indent long quotations (more than forty words) as a separate quotation paragraph, without quotation marks except for those that are part of the quotation.
- Do not hyphenate words containing prefixes unless the stem begins with a capital letter,
 Proto-Athabaskan.
- Indicate ellipses with three periods, with a blank space before and after, like ... this.

¹ http://www.thepunctuationguide.com/terminal-points.html

- Use a comma before the last member of a series of three or more elements (the "Oxford comma"), as in A, B, and C. Do not use the Oxford comma for a series of authors in the bibliography; replace "and" with "&", as in author1, author2 & author3. Do not use a comma after the expressions e.g. and i.e.
- Use a full stop (period) before numbered examples, tables, and figures; do not use a colon.

FOOTNOTES

- Number all footnotes serially throughout the document.
- The reference number in the body of the text is a raised Arabic numeral, placed at the ends of sentences wherever possible. If not possible, then place them after a comma or other punctuation mark that indicates a natural break. Always place the reference number **after** the punctuation mark.
- Begin each footnote with its reference number, raised above the line and not followed by a punctuation mark.

SPECIAL MATTER

"Special matter" includes tables, maps, figures, trees, diagrams, and artwork. It does not include example sentences, rules, and formulae, which are treated separately below.

- Number tables separately from other examples: Table 1, Table 2, etc. Number figures
 (charts, graphs, pictures, trees, etc.) separately from other examples and tables: Figure 1,
 Figure 2, etc.
- Centered below each figure or table, put its number with a brief legend.
 - **Table 1**. Verb affixation of finite verbs.
 - Figure 1. Map of Kamasau language.
- Format all special matter to fit within the page size and margins consistent with the rest of the document.
- Figures should be as high resolution as possible. For papers that are to be printed and for theses, the figures should be in black and white.

CITED FORMS

Do not italicize numbered examples. Italicize words or other linguistic forms only when you
cite them in the text.

- Enclose phonetic transcriptions, using IPA symbols, within square brackets [ŋɨŋ] and phonemic transcriptions within forward slashes /nginy/ 'sun'.
- Transliterate forms in a language not normally written with the Latin alphabet, unless there is a compelling reason to use the original orthography.
- After the first occurrence of non-English forms, give a gloss in single quotation marks: The verb *yenu* 'he stands' has unusual morphology. Do not place a comma either before or after the gloss, unless it is necessary for other reasons.

NUMBERED EXAMPLES, RULES, AND FORMULAE

- Place each number item on a separate line, with the number in parentheses. Indent after the number. Use lowercase letters to group sets of related items.
- (41) Nge wuye pe k-aghe k-o.
 1SG water in 1SG.S-go.down 1SG.S-go
 'I went into the river.'
- (42) a. This fruit is smooth.
 - b. This drink is smooth.
 - c. Mr. Jones is smooth.
- In the text, refer to numbered items as (41), (42), (42a), (42a-b), etc.

INTERLINEAR GLOSSES

Use the Leipzig Glossing Rules for interlinear morpheme-by-morpheme glossing.² Your professor may modify the rules.

CITATIONS IN THE BODY OF THE TEXT

- Authors' names, publication date, and page number(s) occur within parentheses in the running text or at the end of block quotations.
 - •Reference following a quotation: (author date: page), for example (Gibbs 2000: 350). Delete the page number if reference is to the work as a whole: for example (Wilson 2013).
 - •Reference within a sentence: ... text" (author date: page). Note that the sentence punctuation follows the parenthetical reference.
 - •Reference with the author mentioned in the text: for example, Recchia et al. assert that ... (2010: 356), but others (Wilson & Sperber 2012) disagree.

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² http://www.eva.mpg.de/lingua/resources/glossing-rules.php

• Citations may occur as part of the text of a footnote, as needed. Footnotes may also be used to give a website URL alone, without other text in the footnote.

BIBLIOGRAPHIC CITATIONS

- **Line spacing and paragraph format.** Unlike the rest of the document, set line spacing to Single, with extra space between paragraphs. Format the bibliographic paragraph with 0.5" hanging indent.
- **Superfluous fonts**. Use italics to distinguish between *volume titles* (books, journals, dissertations) and articles or chapters.
- Superfluous punctuation. Do not use quotation marks around article or chapter titles.
- **Differing capitalization styles for category distinctions**. Capitalize all lexical words for journal titles and for the title of book series. Capitalize only the first word (plus proper names and the first word after a colon) for book & dissertation titles and for article & chapter titles. For example:

Relevance relations in discourse [book title]

Passive arguments raised. *Linguistic Inquiry* 20. 219-251 [journal article and title] *Utterance interpretation and cognitive models* (Current Research in the Semantics/Pragmatics Interface 20) [book in a series].

- **Spell out all author/editor first names**. This is more informative and helps distinguish between authors. For examples, the 20th century index for *Language* would conflate five different people as "J. Smith" and four as "J. Harris".
- Use the ampersand to distinguish between higher-order and lower-order conjuncts, as in "Clark & Gerrig and Filippova & Astington". It is relatively easy to see that this refers to two pairs of authors (cf. "Clark and Gerrig and Filippova and Astington").
- **Use name repetition** for subsequent bibliographic entries. Using a line, _____, might save space, but it makes such citations referentially dependent upon an antecedent. The effort of calculating the antecedents is more than what is saved typographically. Each citation should be complete.
- **Publication date**. Use the four digit year plus period for the publication date. Do not enclose the date in parentheses.

- Commas, periods, and colons. Separate citation components with periods (e.g. author. year. title.) and separate subcomponents with commas (e.g. author1, author2 & author3). Use a colon between a title and subtitle and between place and publisher. Do not use a colon between journal volumenumber and pagenumber.
- Use parentheses around "ed.", etc. Since "ed." is a modifier of a component rather than a component or subcomponent, it is not separated from the name by a comma. Enclose it in parentheses, as follows:

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surname, firstname. = author
surname, firstname (ed.). = editor
surname, firstname & firstname surname (eds.). = editors.
The same applies to translator ("trans."), narrator ("nar."), and director ("dir.").
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- Conference proceedings, working papers, etc. If the conference proceedings is published with an ISSN, treat it as a journal. In the journal title position, place the full conference name and any commonly-used acronym for the conference (e.g. "Chicago Linguistic Society (CLS)"). If the conference proceedings is published without an ISSN, treat it as a book. Use the full title on the cover or title page as a bookname. If the title is only an acronym, spell out the acronym in square brackets or parentheses following the acronym. If the title does not include an acronym that is commonly used for that conference, include that acronym in square brackets or parentheses following the conference name.
- **Abbreviate "edition" as "edn."** to distinguish it from "editor" (e.g. "2nd edn.").
- Unpublished interviews and personal communications (such as face-to-face or telephone conversations) are to be cited in text as (Communicator's name. Personal Communication.

 Date). It should not be included in the bibliography or reference page unless a transcript or recording is publicly available.
- Names with "von", "van", "de", etc. If the "van" (or other patronymic) is lower case and separated from the rest by a space, then alphabetize by the first upper-case element. For example:

Gelderen, Elly van.

Van Buren, Martin

- Names with "Jr.", "III", etc. List elements like "Jr." as a subelement after names, separated by a comma. For example,

 Stewart, Thomas, Jr.
- Use "in" to designate chapters in collections. If more than one article is cited from a given collection, you can list the book's details as a separate entry in the references. For example: author, year, chaptertitle. In editorname (ed.), collectiontitle, pagenumbers, place: publisher.
- **Journal volume numbers**. Use the following format: volumenumber(volumeissue). startingpage-endingpage. For example, 8(1). 25-35. Issue numbers are a parenthetical modifier of the volume number, so are enclosed in parentheses (cf. "ed." above). Note the period and space between the volumenumber(volumeissue) and the page numbers.
- **Dissertations and theses**. Use the Place: Publisher format. National and other traditions vary in what is labeled "thesis" versus "dissertation". Therefore, insert the abbreviation for the degree (e.g. PhD, EdD, DMin, MA, etc) since some educational systems use "dissertation" for academic levels other than a terminal degree (e.g. "Cambridge, MA: MIT PhD dissertation" or "Dallas, TX: GIAL MA thesis").
- Place of publication. Include the state, province, or country along with the city unless the city is a well known publishing center. Well known publishing centers in the USA include Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, and San Francisco. Internationally well known publishing cities are Amsterdam, Berlin, Cambridge, Jerusalem, London, Milan, Moscow, Oxford, Paris, Rome, Stockholm, Tokyo, and Vienna. For cities other than these, include the state, province or country. Use the official two-letter postal abbreviations for states in the United States and provinces in Canada. It is not necessary to use the state or country following the city of publication if the state or country is part of the publisher's name, e.g. Salt Lake City: University of Utah Press.
- Online materials. The basic information (author, date, title) remains the same. In many instances, the URL where the resource was found takes the place of publisher or journal. For online journals and books, we recommend including the regular information in addition to the URL. Since new versions often replace old ones, include the date you accessed the material in parentheses with the word "Accessed" (e.g. "Accessed 21 May 2013"). For a pdf file, this would be the date of downloading. For resources, like an online dictionary, that are consulted repeatedly, give a range of dates.

SAMPLE BIBLIOGRAPHIC ENTRIES

This section gives examples, applying the standards listed here to a number of types of sources that students might cite in GIAL theses. These examples are grouped to focus on different types of sources.

ART WORK

- Dali, Salvador. 1986. *The crucifixion* (Glasgow Art Gallery and Museum). In Arnason, H. Harvard, *History of Modern Art*, 3rd edn., 293. New York: Henry N. Abrams.
- Lichtenstein, Roy. 2000. *Sunrise*, offset lithograph. In Bolton, Linda, *Art Revolution's Pop Art*, 9. New York: Peter Bedrick Books.
- Yoshida, Hiroshi. 1935. *Yoshikawa*, polychrome woodblock print. (Abram C. Joseph & Ruth F. Ring Collection). Dallas, TX: Dallas Museum of Art.
- Yoshida, Hiroshi. 1935. *Yoshikawa*, polychrome woodblock print. (Abram C. Joseph and Ruth F. Ring Collection). Dallas, TX: Dallas Museum of Art. http://museum.dma.org:9090/emuseum/view/objects/asitem/2038/0/title-desc?t:state:flow=794289bf-le53-4e48-8ce1-d3754c0106b3. (Accessed 22 March 2014.)

ART WORK, DESIGNED WORK

Gallé, Emile. 1985. *La Forêt Lorraine*, wood and bronze desk. (Anderson Collection of Art Nouveau, University of East Anglia). In Amaya, Mario, *Art noveau*, 50. New York: Schocken Books.

ART WORK, SCULPTURE

- Ipousteguy, Jean. 1959. *David*, bronze sculpture. (Hirshhorn Museum and Sculpture Garden). Washington, DC: Smithsonian Institution.
- Ipousteguy, Jean. 1986. *David*, bronze sculpture. (Hirshhorn Museum and Sculpture Garden, Smithsonian Institution). In Arnason, H. Harvard, *History of modern art*, 3rd edn., 441. New York: Henry N. Abrams.

BOOK, SINGLE AND MULTIPLE AUTHORS

- Blevins, Juliette. 2004. Evolutionary phonology. Cambridge: Cambridge University Press.
- Taylor, Doreen, Fay Everitt & Karna Bahadur Tamang. 1972. A vocabulary of the Tamang language. Kirtipur, Nepal: Summer Institute of Linguistics and Institute of Nepal Studies.

BOOK, SINGLE AND MULTIPLE EDITORS

- Webelhuth, Gert (ed.). 1995. Government and binding theory and the minimalist program: Principles and parameters in syntactic theory. Oxford: Blackwell.
- Nichols, Johanna & Anthony Woodbury (eds.). 1985. *Grammar inside and outside the clause*. Cambridge: Cambridge University Press.

BOOK, SUBSEQUENT EDITION

Sperber, Dan & Deirdre Wilson. 1995. *Relevance: Communication and cognition*, 2nd edn. Oxford: Blackwell.

BOOK, MULTIPLE VOLUMES

Givón, Talmy. 2001. Syntax: An introduction, vol. 2. Amsterdam: John Benjamins.

BOOK, VOLUME IN A SERIES

Lahiri, Aditi (ed.). 2000. Analogy, leveling, markedness: Principles of change in phonology and morphology (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

Nolland, John. 1989. *Luke 1* -9:21. (Word Biblical Commentary 35A). Dallas, TX: Word Books.

Nolland, John. 1993. *Luke 9:21 – 18:34*. (Word Biblical Commentary 35B). Dallas, TX: Word Books.

BOOK, TRANSLATED

Baladhuri, Ahmad ibn Yahya. 1916. *Futuh al-buldan* [The origins of the Islamic state], Philip K. Hitti (trans.). New York: Columbia University.

BOOK, TITLE TRANSLATED

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku.

BOOK, NO ASCRIBED AUTHOR

Oxford English Dictionary, 2nd edn. 1989. Oxford: Oxford University Press.

BOOK OR ARTICLE, TO APPEAR OR IN PRESS

Beavers, John. 2011. An aspectual analysis of ditransitive verbs of caused possession in English. *Journal of Semantics* 28, to appear.

Wilson, Deirdre. 2012. Irony comprehension: A developmental perspective. *Journal of Pragmatics*, in press.

If the "forthcoming" year is unknown, put "forthcoming" for the Year.

BROADCAST

Neuman, Scott (nar.). 2013. *International court resolves border dispute in Cambodia's favor*. Morning Edition, NPR. (Broadcast 11 November 2013.)

Ulaby, Neda (nar.). 2014. *This year, Biblical films are fruitful and multiplying*. Morning Edition, NPR. (Broadcast 28 March 2014). http://www.npr.org/2014/03/28/295254039/this-year-biblical-films-are-fruitful-and-multiplying. (Accessed 5 April 2014.)

Unless otherwise stated, the "Accessed" date is assumed to be the same as the

"Broadcast" date.

CONFERENCE PAPER, CF. PAPER PRESENTED AT CONFERENCE

CONTRIBUTION IN A BOOK, SINGLE & MULTIPLE AUTHORS AND SINGLE & MULTIPLE EDITORS

- Dixon, Robert M.W. 2006. Complementation clauses and complementation strategies in typological perspective. In R.M.W. Dixon & Alexandra Y. Aikhenvald (eds.), *Complementation*, 1-48. Oxford: Oxford University Press.
- McCarthy, John J. & Alan S. Prince. 1999. Prosodic morphology. In John A. Goldsmith (ed.), *Phonological theory: The essential readings*, 238-288. Oxford: Blackwell.

CONTRIBUTION IN A BOOK, WITH MULTIPLE VOLUMES

Rissanen, Matti. 1999. Syntax. In Roger Lass (ed.), *Cambridge history of the English language*, vol. 3, 187-331. Cambridge: Cambridge University Press.

CONTRIBUTION IN A BOOK, PART OF A SERIES

Noveck, Ira A., Coralie Chevalier, Florelle Chevaux, Julien Musolino & Lewis Bott. 2009. Children's enrichments of conjunctive sentences in context. In Philippe De Brabanter & Mikhail Kissine (eds.), *Utterance interpretation and cognitive models* (Current Research in the Semantics/Pragmatics Interface 20), 211-234. Bingley, UK: Emerald Group Publishing.

CORRESPONDENCE, PERSONAL

Vazquez, Victor. 2010. Open letter from NCPRR supporting the UPR students. Received by email, 22 December 2010.

DISSERTATION, TERMINAL DEGREE

Stewart, Thomas W., Jr. 2000. *Mutation as morphology: Bases, stems, and shapes in Scottish Gaelic*. Columbus, OH: Ohio State University PhD dissertation.

JOURNAL ARTICLE, SINGLE AND MULTIPLE AUTHORS

- Casali, Roderic F. 1998. Predicting ATR activity. *Chicago Linguistic Society (CLS)* 34(1). 55-68.
- Johnson, Kyle, Mark Baker & Ian Roberts. 1989. Passive arguments raised. *Linguistic Inquiry* 20. 219-251.

JOURNAL ARTICLE, REPRINT

Chomsky, Noam. 1959. On certain formal properties of grammars. *Information and Control* **2**. 137-167. Reprinted in R. Duncan Luce, Robert R. Bush & Eugene Galanter (eds.). 1965. *Readings in mathematical psychology*, vol. 2, 125-155. New York: John Wiley & Sons.

JOURNAL ARTICLE, IN A SPECIAL ISSUE

Aberg, Martin. 2001. Paradox of change: Soviet modernization and ethno-linguistic differentiation in Lviv, 1945-1989. In John Czaplicka (ed.), A city in the crosscurrents of cultures, [Special issue]. *Harvard Ukrainian Studies* 24. 285-302.

JOURNAL, SPECIAL ISSUE

Majid, Asifa & Melissa Bowerman (eds.). 2007. Cutting and breaking events: A crosslinguistic perspective, [Special issue]. *Cognitive Linguistics* 18(2).

LECTURE

Csiki, István. 2013. *Dancing with the stars – Hungarian style*. (Friends of the Library Series lecture). Fort Worth, TX: Fort Worth Public Library. (5 October 2013)

ONLINE, ARTICLE IN A JOURNAL

Harmelink, Bryan. 2012. Lexical pragmatics and hermeneutical issues in the translation of key terms. *Journal of Translation* 8(1). 25–35, http://www.sil.org/resources/publications/entry/48938. (Accessed 11 December 2013.)

ONLINE, BLOG

McKay, Corinne. 2013. Agencies and direct clients: Not better or worse, just different. *Thoughts on Translation*, 2 December 2013. http://thoughtsontranslation.com. (Accessed 11 December 2013.)

ONLINE, BOOK

Wilson, Deirdre. 2014. Irony, hyperbole, jokes and banter. In Blochowiak, Joanna, Cristina Grisot, Stephanie Durrleman-Tame & Christopher Laenzlinger (eds.), *Papers dedicated to Jacques Moeschler*, 1-17. Genève, Switzerland: Université de Genève. http://www.unigue.ch/lettres/linguistique/moeschler/Festschrift/Wilson2014.pdf (Accessed 11 July 2014.)

ONLINE, PUBLICATION

Franks, Steven. 2005. Bulgarian clitics are positioned in the syntax. http://www.cogs.indiana.edu/people/homepages/franks/Bg_clitics_remark_dense.pdf. (Accessed 17 May 2006.)

PAPER PRESENTED AT CONFERENCE

Artowicz, Elzbieta. 2008. Relevant translation of grammatical categories absent in the target language: A case study from Polish and Hungarian. In Mioduszewska, Ewa & Agnieszka Piskorska (eds.), *Relevance Round Table 1*, 7-22, http://www.rrt2.neostrada.pl/Relevance_2008.pdf (Accessed 15 October 2011.)

Wendland, Ernst. 2005. Aspects of "quality" and "quality control" in Bible translation.

International Conference on Quality in Bible Translation [BT 2005]. Dallas, TX: SIL International.

PERFORMANCE, LIVE

Aristophanes. 2006. *Lysistrata*. Barbara Karger & Michael Preston (dirs.), Goodwin Theater. Hartford, CT: Austin Arts Center. (20 April 2006)

PERSONAL CORRESPONDENCE, CF. CORRESPONDENCE, PERSONAL

PERSONAL INTERVIEW, CF. INTERVIEW, PERSONAL

POETRY

Eliot, T.S. 1963. Portrait of a lady. In T.S. Eliot (ed.), *Collected poems 1909-1962*, 8-12. Boston: Houghton Mifflin Harcourt.

RECORDING, AUDIO & VIDEO

- Brubeck, Dave. 1997. Blue rondo á la Turk. In *Time out*. (Sony CK 65122). New York: Sony Music Entertainment.
- Danticat, Edwidge. 2007. *Brother, I'm dying*, with Robin Miles, Audiobook on CD. RCB42816628A.
- Williams, Tennessee. 1944. *The glass menagerie*. In Anthony Harvey (dir.), 1973, DVD. Sewanee, TN: The University of the South.
- Holst, Gustav. 1991. Mars: The bringer of war. In Eduardo Mata (dir.) & the Dallas Symphony, *The Planets, Op. 32*. (Intersound, CDS 542). Roswell, GA: Intersound.

REVIEW

- Ashley, Tim. 2014. I Capuleti e I Montecchi / Chelsea Opera Group review. *The Guardian* 18 March 2014. www.theguardian.com/music/2014/mar/18/i-capuleti-e-i-montecchi-chelsea-opera-group-bellini. (Accessed 18 March 2014.)
- Goodman, Bridget. 2009. Review of 'The sociolinguistics of script choice', by Peter Unseth. *Written Language & Literacy* 12(1). 157-158.
- Pilger, Zoe. 2014. Welcome to Iraq, art review: New exhibition shows country in whole new light. *The Independent* 18 March 2014. www.independent.co.uk/arts-entertainment/art/features/welcome-to-iraq-art-review-new-exhibition-shows-country-in-whole-new-light-9196926.html. (Accessed 18 March 2014.)
- Sebba, Mark. 2010. Review of 'Linguistic landscapes: A comparative study of urban multilingualism in Tokyo', by Peter Backhaus. *Writing Systems Research* 2(1). 73-76.
- Strazzulla, Mari Jose. 2009. Review of 'War and peace: Housing the Ara Pacis in the Eternal City'. *American Journal of Archaeology Online Museum Review* 113(2). www.ajaonline.org/sites/default/files/AJA1132_Strazzulla.pdf. (Accessed 18 March 2014.)

THESIS, MASTER'S

Magin, Edward Harry, Jr. 2012. Northern Kurdish poetic features with an application to translation. Dallas, TX: GIAL Master's thesis.

UNPUBLISHED MANUSCRIPT

Moreton, Elliott. 1999. Non-computable functions in optimality theory. Amherst, MA: University of Massachusetts, Amherst, mss.

Smith, Jane. 2013. The ancients. mss.