

ALS2007 proceedings: How to lay out your document

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Abstract

The following guidelines explain as far as is possible how to do up your paper if you wish to submit it for the ALS2007 proceedings. The easiest way is actually to use the ALS07.dot template, assuming you're using Microsoft Word, since it's got all the stuff already set up. The abstract should be a single paragraph, 200 words or less, in 12 point, indented 12.5mm on either side (in ALS07.dot, it's style **Abstract**). The abstract here doesn't have to be identical to the one for the presentation version of your paper.

1. Introduction

Your full paper should be 5000 words or less, *including* examples, footnotes and references. You should send it to Tim Curnow, at the email address above, by 31 October 2007. It will then be sent out to reviewers, and with luck we should have reviewing completed by the end of the year. We anticipate a deadline for revisions in February, so that we can then get the final versions of the papers all together, converted to PDF, and up on the website in March 2008.

Your proceedings paper should be set up with A4 paper, with 25.4mm margins on all sides. Text should be justified on both sides. The font should be 12 point, with 14 point line spacing; 12 point space before and 12 point space after. The font should, if possible, be Charis SIL (style: **Normal**). If you don't have Charis SIL, you can always download it from the SIL website at <http://scripts.sil.org/CharisSILfont>. Charis SIL has an almost identical character set to Doulos SIL, so it has all the IPA symbols and diacritics, but has italic and bold versions as well (and looks slightly different).

If for some reason you can't use Charis SIL, then just use Times New Roman as your basic font, but tell us this. If you need symbols that are not available in Charis SIL, then use another font, but please indicate in an attached email that you've used a different font, and where and why. If you need a monospace font for some transcription, use Courier New if possible.

The title of the article is centred, bold, 18 point (22 point line spacing). No space before it, but 24 points after it (style: **Title**). It should be in sentence case; that is, all lower case except the first word of main title and first word of subtitle, plus any words that always need capitals.

The author is left justified, 14 point (in 16 point line spacing), small caps (style: **Author**). If there is more than one author, put them on a single line, separated by tabs, if you can fit them all in. Directly under each author, put their affiliation, and their email address under that; both should be 12 point (in 16 point line spacing), and in lower case with capitalisation as usual (styles: **Affiliation**, **Email**). The author and affiliation have no space after them, but the email should have 24 point space after it.

2. Heading 1 style

There are up to three levels of headings, styles **Heading 1**, **Heading 2** and **Heading 3**. Headings should all be left justified and in sentence case. It's up to you whether they have numbers or not — if there are numbers, all levels need numbers (2., 2.1, 2.1.1), followed by a tab stop.

Heading 1 is 16 point in 18 point line spacing, bold, 18 point space before, 12 point space after (style: **Heading 1**).

2.1 Heading 2 style

Heading 2 is 14 point in 16 point line spacing, bold italic, 12 point space before, 12 point space after (style: **Heading 2**).

2.1.1 Heading 3 style

Heading 3 is 14 point in 16 point line spacing, italic, 12 point space before, 12 point space after (style: **Heading 3**). There are only three levels of heading.

3. Referencing in text

Referencing in text uses the author–date system, with no commas between author and year. If there are explicit references to page numbers, they come after a colon and a space (Eades 1991: 85). Several works by the same author, or several different authors, are separated by commas (Cox & Palethorpe 2004, Eagleson 1976). In general, use a full list of all authors names; if there are more than 3 authors, use full author list the first time, and First *et al.* for any subsequent references.

4. Tables and figures

If you need tables, do them centred, and in the same font and font size as usual (i.e. in Normal style), to the extent that is possible — obviously, if you need to reduce the font size to make it fit on the page, do that. If you want the table to be more compressed (like the one below is), then you will need to select all the cells and format them in **NormalSS** style (which has no space before or after, but is otherwise Normal). The caption (style: **Caption**) should come before the table, be centred, and have a bold title (see Table 1). Do figures, maps, all that kind of stuff, in basically the same way, or as close as you can manage to that. If you are going to

use pictures of one sort or another, make sure that they are in a reasonable format which converts relatively easily into PDF format.

Table 1: This is an example of a table. It's not very interesting.

Column 1	Column 2	Column 3	Column 4	Column 5
This	is	a	boring	table

5. Other things

5.1 Footnotes

Use footnotes, not endnotes. They should come at the bottom of the page, be in 10 point in 12 point line spacing, no space before or after (style: **Footnote Text**). Refer to them with a superscript number.¹ The footnotes should be separated from the text by a short line.

5.2 Quotes

Generally, quotations are within the text. If they're long, then indent them on both sides (style: **Quote**).

The /hVl/ environment provides a structure which is fruitful for examination due to the interesting nature of the coda /l/. The lateral alveolar approximant can be described as a bi-gestural articulation involving both tongue tip and tongue body gestures. In English, coda /l/ is usually realised as an allophone having a primarily dorso-palatal lingual configuration (dark /l/). This contrasts with prevocalic /l/ (clear /l/); a primarily apico-alveolar articulation. (Cox & Palethorpe 2004: 2)

5.3 Headers and footers

Headers and footers should be 12.5mm from the edge of the page. There are differences between the first page and other pages.

The first page has no header. The footer contains the text "*Selected papers from the 2007 Conference of the Australian Linguistic Society*, edited by Timothy Jowan Curnow. <http://www.als.asn.au>. 2008.", in 10 point text in 12 point line spacing, centred (style: **Footer**).

Later pages have a header. This should contain the text "Author family name: *Short title of the paper*", left-aligned, in 10 point text in 12 point line spacing (style: **Header**). The page number should be right aligned; page numbers for each paper begin at 1. The footer should contain the text "*Selected papers from the 2007 Conference of the Australian Linguistic Society*", in 10 point text in 12 point line spacing, centred, italic (style: **Footer**).

¹ This is an example of a footnote. It's not a very interesting footnote, but you can't have everything in a style sheet.

5.4 Examples

Examples are done with sequential numbering, in parentheses, everything else indented 12.5mm. If the first line (style: **Example**) is in a (reasonably) standardised orthography, it should be in italics. The gloss line (style: **Gloss**) is non-italic, with small capitals for grammatical information. The translation is in single quotes below (style: **Translation**). You should align the words in the first and second lines by putting in tab stops where you need to.² If you have an example which goes over more than one line, do the example and gloss lines as usual, but you might want to do the translation with a 12 point space before it, as in example (2) below (style: **Translation2**).

(1) *Aquí es mi primer ejemplo*
 here be.3SG.PRES my first example
 ‘Here is my first example.’

(2) *Así es como uno debe hacer los ejemplos*
 thus be.3SG.PRES how one should.3SG.PRES do.INF the examples

en lenguas
 in languages

‘This is how you ought to do the examples in languages.’³

Obviously, if you have different sorts of examples (e.g. no gloss, f-structures, etc), you’ll have to play around a bit. But the principles are a left justified number in parentheses, everything else indented by 12.5mm.

Acknowledgements

If you want to have an acknowledgements section, feel free! The heading should be a level 1 heading (style: **Heading 1**), and the text is like normal paragraphs elsewhere (style: **Normal**).

Abbreviations

If you’ve used abbreviations, particularly in your glossing, you should have an abbreviations section. The following abbreviations have been used in the glosses in this paper: 3 person; PRES Present tense; SG Singular.

References

The reference list has a level 1 heading. The references are like normal text, but indented 12.5mm (style: **Bibliography**). The format of the references should be in EndNote’s idea of APA 5th style, which looks like this:

² This is what you would get if you’ve got two footnotes on the one page. Note that footnote text is justified, like most other things.

³ Here is another footnote.

- Cox, F. & Palethorpe, S. (2004). The border effect: Vowel differences across the NSW-Victoria border. In C. Moskovsky (Ed.), *Proceedings of the 2003 Conference of the Australian Linguistic Society*. <http://www.als.asn.au>. Accessed 3 October 2007.
- Durie, M. & Hajek, J. (1995). Getting it right: More on an orthography for Australian English. *Australian Journal of Linguistics*, 15(2), 227-239.
- Eades, D. (1991). Communicative strategies in Aboriginal English. In S. Romaine (Ed.), *Language in Australia* (pp. 84-93). Cambridge: Cambridge University Press.
- Eagleson, R.D. (1976). The evidence for social dialects in Australian English. In M. Clyne (Ed.), *Australia talks: Essays on the sociology of Australian immigrant and Aboriginal languages* (pp. 7-27). Canberra: Pacific Linguistics, Australian National University.
- Eisikovits, E. (1989). Girl-talk/boy-talk: Sex differences in adolescent speech. In P. Collins & D. Blair (Eds.), *Australian English: The language of a new society* (pp. 35-54). St Lucia: University of Queensland Press.
- Ramson, W.S. (1970). Nineteenth-century Australian English. In W.S. Ramson (Ed.), *English transported: Essays on Australasian English* (pp. 32-48). Canberra: Australian National University Press.
- Wierzbicka, A. (1986). Does language reflect culture? Evidence from Australian English. *Language in Society*, 15, 349-373.
- Winter, J. (2002). Discourse quotatives in Australian English: Adolescents performing voices. *Australian Journal of Linguistics*, 22(1), 5-21.