Guide to preparing camera-ready manuscripts for NELS 54[*]

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1.   Introduction

Hello and welcome to the NELS 54 style guide! These guidelines will ensure that the proceedings volume looks professional and that the papers have a consistent appearance. Please follow them closely. Note that we will not review your submission for punctuation, phrasing, or scientific accuracy.

This version of the style guide is intended for authors submitting in Microsoft Word. Please note that we **strongly** encourage you to use **LaTeX** for your submission, as it will handle most of the formatting automatically.

Submissions for the NELS 54 proceedings should be sent to nelseditors@gmail.com by **MAY 31, 2024 11:59pm (EST)**. Please submit both your .docx file and a .pdf file. Table (1) lists the maximum paper lengths, including references.

(1)   Maximum paper lengths for the NELS 54 proceedings volume (including references)

Presentation	Page Length
Invited	20 pages
Oral	14 pages
Flash Talks	10 pages

2.   Page layout

For best results, we recommend using this document as a template for your submission. However, you should make sure your formatting follows the following guidelines. In general, please try to avoid awkward separations between titles and their corresponding text and examples.

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[1][*]We would like to thank the authors of many previous versions of Editors (2023)—especially Suet-Ying Lam and Satoru Ozaki, who helped us develop what we think is a more streamlined version of the style guide for NELS 54. If you would like to acknowledge anybody in your paper, please use the format we have here—an unnumbered footnote, flagged by an asterisk, and anchored to the end of the paper title. We recommend double checking the spelling of your acknowledgees' names. In past years, we caught many mistakes, but surely not all of them!

2.1 Page size and margins

Your document must be on US Letter paper (8.5x11"). In Microsoft Word, select 'mirror margins' and set inside margins to 1.5", outside margins to 1". This means that the title page and all subsequent odd numbered pages have a 1.5" margin, and all even numbered pages have a 1" margin.

(2)   Margins, headers, and footers

Top	0.75"	Bottom	1"
Inside	1.5"	Outside	1"
Header	0.75"	Footer	0"

Please do not insert page numbers. The editors insert them when compiling the volumes.

2.2 First page

The first page of the paper includes author name(s), affiliation(s) and, if you choose to include one, an acknowledgments footnote. Please skip 7 lines between the top margin and the paper title, 2 lines between the title and author(s), 1 line between the author(s) and affiliation(s), and 4 lines between affiliation(s) and the first section heading. Please make sure the header of the first page is empty.

The rest of this subsection provides guidelines on how to present author names and affiliations.

a. For your title, please use sentence style capitalization rather than headline style capitalization, i.e. 'The cat in the hat' rather than 'The Cat in the Hat'

b. Author names and affiliations should be centered, non-bold, and non-italic.

c. A single blank line should separate author names and affiliations.

d. Names and affiliations may span multiple lines, but make sure to avoid line breaks at awkward places.

e. Please avoid acronyms in your affiliation(s). For instance, please write 'University of Massachusetts Amherst' rather than 'UMass Amherst'.

For papers with multiple authors and multiple affiliations, the following guidelines regulate the use of ampersands, commas, and superscript Arabic numerals. The ampersand (&) is only used to separate:

(3)   a.   The two author names, in a paper with two authors.
        b.   The final two author names, in a paper with more than two authors.
        c.   The two affiliations, if a given author has two affiliations.
        d.   The final two affiliations, if a single author has more than two affiliations.

Commas are used otherwise. The ampersand is not preceded by a comma.

The following examples illustrate a case where the choice between a comma and an ampersand makes a difference. If Leslie Knope is affiliated with Pawnee University and Chidi Anagonye with St. John's University, a comma is used to separate the affiliations.

Leslie Knope & Chidi Anagonye
Pawnee University, St. John's University

If Leslie Knope and Chidi Anagonye are both affiliated with Pawnee University and St. John's University, an ampersand indicates this.

Leslie Knope & Chidi Anagonye
Pawnee University & St. John's University

For anything more complicated than that, superscript Arabic numerals can be used. Superscripts follow author names and precede affiliations.

Leslie Knope[1,2] & Chidi Anagonye[1]
[1]Pawnee University, [2]St. John's University

Leslie Knope,[1,2] Chidi Anagonye[1] & Helen Narbon[1,3]
[1]Pawnee University, [2]St. John's University, [3]Narbonics Labs

2.3   Subsequent pages

After the first page, all subsequent pages should have a header. The header of even numbered pages lists author names. The header of odd numbered pages includes a running title. This can be achieved in Word by checking the box marked "Different Odd & Even Pages" that appears after double clicking on a header.

A few other things to note:

a. If the paper has a single author, their first and last names are included. For papers with multiple authors, only their last names are included.

b. The running title in your header should be maximally 50 characters, including spaces. You may need to use a shortened version of your title in the header—here, the title '*Guide to preparing camera-ready manuscripts for NELS 54*' (55 characters) has been trimmed down to '*Preparing camera-ready manuscripts for NELS 54*' (46 characters).

c. Headers are centered. Author name(s) are non-bold, non-italic.

d. The running title is non-bold, yes-italic. A line is skipped after the header text.

e. For the running title, please use sentence style capitalization.

3.   Linguistic examples, trees, tables, and figures

We prefer that all diagrams be formatted as examples, but you are welcome to depart from this particular guideline if you feel that you have a compelling reason. A few things to bear in mind on top of that:

a. Titles should always be on the same page as the table/diagram they are associated with.

b. Please follow the [LSA's guidelines for nonsexist usage](#).

c. When creating images, it is best to import them into Word as images, rather than drawing them within Word (e.g., by using the line drawing function) or using any kind of special fonts (e.g., fonts for syntactic trees).

d. If a numbered example begins with a title, the title should be italicized.

e. Please put figures and tables in numbered examples where possible, otherwise you may float them.

f. It's okay to include examples side by side, but please ensure that they are separated by enough horizontal space for them to be easily visually distinguishable:

(4) Ben-im ad-ım   Tuvi.   (5) Ben-im ad-ım   Kıris.
    1s-GEN name-POSS.1s Thuy   1s-GEN name-POSS.1s Chris
    'My name is Thuy.'   'My name is Chris.'

If you use Arboreal or ArborWin for trees, please position your nodes, branches, and labels with tabs. If you use image files, please make sure to provide resizeable, high quality files. Please ensure that trees are indented like example text.

Keep in mind that if an example consists of a full sentence, both the original and, if applicable, the translation should be rendered with full punctuation. No punctuation is used in the gloss. The translation should be enclosed in single quotation marks. Please also make sure that abbreviations used in the glosses appear in small caps; e.g., please use GEN instead of GEN.

3.1   Example labels and indentation

If you're using Word please indent your examples and your glosses by using tabs, when possible. **Please do not use spaces.**

Example labels are Arabic numerals in parentheses, aligned with the left margin of the document. Example text is indented 0.5" from the left margin. Subexamples are introduced by Roman lowercase letters followed by a period. The label is indented like example text, 0.5" from the left margin. Subexample text is indented 0.875" from the left margin.

3.2   Example spacing

A line skip separates a main example from surrounding text. A line skip also separates two consecutive examples

(6) This example is preceded by a paragraph and followed by an example, and it is a very long example.

(7)   This example is preceded by an example and followed by a short paragraph.

Single line subexamples are not separated from each other.

(8)   a.   This is a single line subexample.
        b.   So is this.

Multiline subexamples are separated from each other by half a lineskip (a 6 point line in WORD).

(9)   Two *kinds of possessives in Turkish*
        a.   Ben-im araba-m
               1S-GEN car-1S.POSS
               'my car'

        b.   Ben-im araba
               1S-GEN car
               'my car'

A subexample that includes text and gloss, but no translation, counts as a multiline subexample.
     Examples and subexamples should be referenced to in the running text with the example label in parentheses. For instance: Example (9) referenced two types of possessives in Turkish. Example (9b) is one that has no possessive suffix. If a sentence starts with a reference to an example, please write "Example (9)" rather than just "(9)." When referring to a range of examples, please use the form (10-11) instead of (10)-(11).

3.3   Four-line examples

Four-line examples are sometimes required by mismatches between phonological or orthographic form and morphological analysis. A fourth line is also required if a subexample bears a title.

(10)   a.   nabıyon?
               [ne   yap-ıyor-sun]
               what do-PRES.PROG-2S
               'What are you doing?'

         b.   *TI: Inanimate object*
              Mali   gei-**t**-oq   [*DP*   **Mi'gma-wei**   **tli'suti**]
              Mary   know-**DFLT**-3 **[**   **Mi'gmaq-POSS**   **language]**
              'Mary knows **the Mi'gmaq language(IN)**'

   4. References

Please check and double check your references. In past years, the vast majority of style edits have concerned errors in references. If the editors find more than three style edits concerning your bibliography, they will return the paper to you and ask you to resubmit.

We strongly recommend the Linguistic Inquiry format, but will accept other author-date formats so long as they are both tidy and consistent. However, you should be sure to check over any bibliographic entries you find on Google Scholar, which cannot be relied on at all for accurate capitalizations and sometimes even mixes up different categories of information.[2]

The following list is meant to assist you in being consistent and tidy:

a. You must protect any essential capitalizations by inserting curly brackets in the .bib file, for example, 'Questions in {D}utch.' Please also ensure that any italics in the name of the work cited (e.g., *wh-*, *de se,* etc.) appear as such in your reference section.
b. For advice on capitalizing and alphabetizing names of the form 'van X' or 'von X', please see Kai von Fintel's helpful guide.
c. Please use a consistent capitalization style. If you cite 'The cat in the hat', please don't cite 'Green Eggs and Ham'. (Unless these entries are for different kinds of materials, for example, book versus article.)
d. Please use consistent abbreviations. If you cite a dissertation from 'UChicago', please don't also cite another from 'The University of Chicago'. If you cite a paper from 'Proceedings of SALT XVII', please don't cite another from 'Semantics and Linguistic Theory 29'. Equally, do not mix 'Ms.' and 'manuscript', or 'PhD dissertation' and 'doctoral dissertation'.
e. When citing more than one work by a single author, please include the author's full name in every reference entry instead of replacing the name by a dash.
f. When citing a work that is about to be published, please cite it as 'to appear'. Please make sure that it is capitalized as 'To appear' in the reference section but not in the in-text citations.

4.1   Some notes for references

First, when you refer to an author/authors in your running text, the date of the work should be enclosed in parentheses, for example, Hamblin (1973). If you are referring to the work itself, the date is not parenthesized, for example, Hamblin 1973.

Second, if you want to include a page, chapter, or section in your reference, please use a colon (no space following the colon), for example, Beck 2006:16.

Third, for the reference list, please make sure that you include all required information as it is in Linguistic Inquiry format (**see 59-64 in LI**). For dissertations if the name of a U.S. or Canadian college or university includes the name of the state or province in which it is located, list only the city in which it is located. Otherwise, list the

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[2]Please do not make your editors cry by citing a paper entitled 'The chicago linguistic society (cls) session in honor of jim mccawley' (sic) which appears in the proceedings of a conference called 'The lfs of dps in kenyan swahili: An ot approach'.

state or province as well. If the name of a college or university outside the United States or Canada includes the city in which it is located, the city need not be repeated. If the name does not include the city, list the city.

5. Contact information

Contact information is included at the end of the document. A single blank line separates the reference section and contact information. Author names are listed and separated by commas. On a new line, email addresses are listed and separated by commas. No ampersand is used.

As we are approaching the end of this .pdf/.tex file, we'd like to thank you for letting us walk you through the NELS 54 style guide. If there are any further questions not answered here, please don't hesitate to contact us. We are looking forward to your submission.

References

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