**Guide to preparing camera-ready manuscripts for NELS 51\*[[1]](#footnote-1)**

Alessa Farinella & Angelica Hill

University of Massachusetts Amherst

1. **Introduction**

Hello and welcome to the NELS 51 style guide! These guidelines will ensure that the proceedings volume looks professional and that the papers have a consistent appearance. Please follow them closely. Doing so will save time and effort later on. 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 51 proceedings should be sent to nelseditors@gmail.com by **MAY 7, 2021 11:59pm (EST)**. Please submit both your .docx file and a .pdf file. Table [(1)](#Ref31017425) lists the maximum paper lengths, including references.

1. Maximum paper lengths for the NELS 51 proceedings volume (including references)

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

1. **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.

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.

1. 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.

1. **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.

* 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’
* Author names and affiliations should be centered, non-bold, and non-italic.
* A single blank line should separate author names and affiliations.
* Names and affiliations may span multiple lines, but make sure to avoid line breaks at awkward places.
* 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:

1. a. The two author names, in a paper with two authors.

b. The final two author names, in a paper with three or more 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 Hermione Granger is affiliated with Hogwarts University and Chidi Anagonye with St. John's University, a comma is used to separate the affiliations.

Hermione Granger & Chidi Anagonye

Hogwarts University, St. John's University

If Hermione Granger and Chidi Anagonye are both affiliated with Hogwarts University and St. John's University, an ampersand indicates this.

Hermione Granger & Chidi Anagonye

Hogwarts University & St. John's University

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

Hermione Granger1,2& Chidi Anagonye1

1Hogwarts University, 2St. John's University

Hermione Granger,1,2 Chidi Anagonye1& Helen Narbon1,3

1Hogwarts University, 2St. John's University, 3Narbonics Labs

1. **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:

* 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.
* 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 51*’ (55 characters) has been trimmed down to ‘*Preparing camera-ready manuscripts for NELS 51*’ (46 characters).
* Headers are centered. Author name(s) are non-bold, non-italic.
* The running title is non-bold, yes-italic. A line is skipped after the header text.

1. **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:

* Titles should always be on the same page as the table/diagram they are associated with.
* Please follow the [LSA’s guidelines for nonsexist usage](https://www.linguisticsociety.org/resource/lsa-guidelines-nonsexist-usage).
* 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).
* 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:

1. Ben-im ad-ım Tuvi.

1s-gen name-poss.1s Thuy

‘My name is Thuy.’

1. Ben-im ad-ım Kıris.

1s-gen name-poss.1s Chris

‘My name is Chris.’

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.

#### Example spacing

A line skip separates a main example from surrounding text. A line skip also separates two consecutiveexamples:

1. This example is preceded by a paragraph and followed by an example, and it is a very long example.
2. This example is preceded by an example and followed by a short paragraph.

Single line subexamples are not separated from each other.

1. 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).

1. *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’

Long examples or subexamples, which span multiple lines, count as single line subexamples. So do formulas, rules, constraints, etc. 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)](#Ref31289149) 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)”.

#### 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.

1. 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](https://www.mitpressjournals.org/userimages/ContentEditor/1248106497613/Style%2520Sheet%25207.6.09.pdf) 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]](#footnote-2)

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

* For advice on capitalizing and alphabetizing names of the form ‘van X’ or ‘von X’, please see [Kai von Fintel’s helpful guide](https://www.kaivonfintel.org/von/).
* 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, i.e. book versus article.)
* 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’.

#### 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.

**References**

Editors, NELS. 2020. *Guide to preparing camera-ready manuscripts for* NELS 50. Amherst, Massachusetts: GLSA Publications, University of Massachusetts.

Alessa Farinella, Angelica Hill

nelseditors@gmail.com

1. \*We would like to thank the authors of many previous versions of Editors (2020)—especially Jonathan Pesetsky, who helped us develop what we think is a more streamlined version of the style guide for NELS 51. 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! [↑](#footnote-ref-1)
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’. [↑](#footnote-ref-2)