Linguistics Conference at the University of Georgia
Conference Proceedings Submission Guidelines

1. **File format**:
   a. Submissions should be in .doc/.docx, .odt, or .tex formats.
   b. If you submit in .tex, please send all associated files (.sty, .bib, etc.).
   c. Diagrams like tree structures that are difficult to produce in standard word processors can be submitted in other formats. Please see below.
   d. **In all cases, please send a .pdf of your document for reference.**

2. **Basic formatting:**
   a. Set paper size to Letter, 8½ in. x 11 in.
   b. Set line spacing/leading to 1.5 throughout the document.
   c. Use one extra line space between sections.
   d. Use 12 point font throughout the document.
      i. **Including** title, headings, and notes.
   e. Set margins to 1 in. (2.54 cm.).
   f. Left align documents. Do not justify.
   g. Do not use line-break hyphens where possible.
   h. Use a single space after punctuation.
   i. Number all pages of the manuscript in the upper right corner.
   j. Use footnotes rather than endnotes, numbered with arabic numerals.
   k. Special matter (tables, tableaux, figures, maps) should be given on separate pages at the end of the document, or on separate files.
   l. Submit your document using the following structure:
      i. Page 0 - Title and subtitle, authors' names and affiliations as they will appear in the article, e-mail addresses of all authors.
      ii. Page 1 - Title and subtitle only.
      iii. Page 2 - Abstract, approximately 100 words, with asterisked acknowledgement footnote if desired.
      iv. Body of the work.
      v. Appendix, if applicable.
      vi. References, beginning on a new page.
      vii. All special matter (or in separate files).

3. **Special Matter**
   a. Special matter includes all tables, tableaux, figures, trees, and other diagrams (not example sentences, glosses, rules, or formulas).
   b. Tables should be numbered separately from other special matter (e.g. Table 1, Table 2, etc.).
   c. Figures (including charts, graphs, and pictures) should be numbered separately from other special matter (e.g. Figure 1, Figure 2, etc.)
   d. OT tableaux, syntactic, and morphological diagrams should be numbered in serial with glosses and other examples.
      i. For example, if (1) is an example gloss, a syntactic diagram of that gloss that immediately follows (1) should be numbered (2).
   e. Key each piece of special matter to its place in the body of the manuscript with a notation of the following format on a separate line in the manuscript.

      <INSERT FIGURE 1 ABOUT HERE>

      <INSERT TABLE 5 ABOUT HERE>

   f. For tableaux, morphological, and syntactic diagrams that are numbered in serial with other examples, include the example number, followed by the notation.

      (4)   <INSERT DIAGRAM 4 ABOUT HERE>

   g. All special matter that appears at the end of the document or in separate files should be given the corresponding numeric value.
      i. A brief legend or description can be provided in the case of figures and tables.

      FIGURE 1.   Basic ordering typology for adjacent affixes.

h. Tableaux or diagrams that are numbered in serial with other examples do not need legends, but should be keyed to its place in the text.

<DIAGRAM FOR EXAMPLE 4>

i. Figures that are not text-based should be sent as individual files containing just the figure itself. These files can be sent in formats such as .pdf, .eps, .jpg, .png, .xls, .doc, depending on the type of figure and what would give the best overall appearance.
   i. **Name the file in accordance with their key in the manuscript.**
j. The accompanying .pdf that is sent with the manuscript must include all tables, figures, diagrams, and examples that will appear in the final version. Please note that figures cannot be set from this file or from an image inserted into a .doc file, and thus it is important to send a separate file for each figure, as indicated above.

4. **Typefaces and Special Fonts**
   a. Use *italics* for all cited linguistic forms and examples in the text. Do **not** use italics for emphasis, or to mark common loanwords or technical terms.
   b. Use SMALL CAPITALS to mark a technical term at its first use or definition.
   c. Use **boldface** to draw attention to particular aspects of a given linguistic example.
   d. If special fonts are required, use unicode fonts as much as possible. For phonetic fonts, we prefer Doulos SIL or Doulos SIL Compact (available at sil.org). If you use any other fonts, please send the fonts along with your other files along with a document describing their use.
   e. If you have **any** problems getting a particular symbol or character to show up correctly in the manuscript you send us, please include a note with the file explaining clearly what the symbol should look like (and if it displays correctly in your accompanying .pdf, notate where it can be found for reference).
      i. Please do not try to approximate the correct formatting or symbol by adjusting spacing, font size, etc. since those details will be lost in the typesetting process.

5. **Punctuation**
   a. Use single quotation marks, except for quotes within quotes.
      i. The closing quotation mark should precede any other adjacent punctuation, unless the punctuation is part of the quoted material.
         e.g. The word means 'cart', not 'horse'. He asked, 'What can we hypothesize about this example?'.
   b. Indent long quotations (more than about 40 words) without quotation marks on a separate line.
   c. Do not hyphenate words containing prefixes unless a misreading will occur (e.g. *nonlinguistic, postvocalic,* etc.); hyphenate if the stem begins with a capital letter (e.g. *non-Dravidian, Proto-Athabaskan,* etc.).
   d. Indicate ellipsis by three periods, close set, with a blank space before and after, like ... this.
   e. Use a comma before the last member of a series of three or more coordinated elements: A, B, and C; X, Y, or Z (the Oxford comma).
   f. Do not use a comma after abbreviations like e.g. and i.e.

6. **Numbered Examples**
   a. Place each numbered item on a separate line with the number in parentheses; indent after the number; use lowercase letters to group sets of related items.

      (2)   a. Down the hill rolled the baby carriage.
             b. Out of the house strolled my mother's best friend.

   b. In the text, refer to numbered items with parentheses: example (2) shows … (2a) in particular shows that …
   c. Examples in notes should be numbered as (i), (ii), (iii), etc.

7. **Glosses**
   a. Examples not in English must be translated or glossed as appropriate.
      i. Please use [Leipzig glossing conventions](#).

8. **Section Headings**
    a. Use the same typeface as the body for all headings.
    b. Capitalize only the first word of each heading.
    c. Number each heading. Do not use a period after the number.
    d. Use no more than three levels of headings.
        i. **1**, **1.2**, **1.2.3**, are fine, but do not go as far as **1.2.3.4**.

    1   Introduction
    1.1   Empirical background
    1.1.2 Methodology

9. **Citations**
    a. In-text citations should be provided in parentheses, with the year and related page number(s) (if necessary).
        i. For example, this is a citation (Chomsky 1991, p. 20).
    b. If the author's name is part of the text, immediately follow with the year and related page numbers (if necessary). For example, in Chomsky (1991, pp. 19-20), he suggests that…

10. **References**
    a. At the end of the manuscript, provide a complete bibliography of all cited material, 1.5 line spacing, beginning on a separate page with the heading **References**.
    b. Use the [Unified Style Sheet for Linguistics](#) for citation formatting.