Style Guide – Canadian Journal of Linguistics

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The *Canadian Journal of Linguistics/Revue canadienne de linguistique* (*CJL/RCL*) encourages authors to comply with the "Guidelines for Non-Sexist Usage" available on the website of the Canadian Linguistic Association/Association canadienne de linguistique, at http://cla-acl.ca/documents/non-sexist/.

In general, the *CJL/RCL* advises sole authors to avoid using first-person plural pronouns (e.g., *we, our*, etc.) to refer to themselves, especially when these pronouns are also used with other reference in the article.

1. SUBMISSIONS

1.1 Articles and squibs—General requirements

a. *Submission:* Please go to our online submission and review system at https://mc.manuscriptcentral.com/cjl-rcl.

b. *Anonymity:* Do not include your name as author on the first page of the manuscript or in an acknowledgement note. Do not cite your work in a way that identifies you.

For articles only

Length: Manuscripts are to be a maximum of 50 double-spaced A4 or US letter pages.

Abstract: Provide a one-paragraph abstract (150 words, no references) in English or French.

Keywords: Provide five keywords that relate to the content of the manuscript.

For squibs only

Length: Squib manuscripts should be no more than 12 double-spaced A4 or US letter pages long.

Content: Squibs are short commentaries that bring attention to a new data set or explore a specific theoretical or methodological point. A squib should include one or more of the following components:

- empirical phenomena that challenge accepted generalizations;
- empirical phenomena that present challenges for some aspect of a theory or method;
- empirical phenomena that confirm predictions of a theory in an area where the theory has not previously been tested;
- empirical phenomena that fall outside the scope of any existing theory or method;
- inconsistencies in a theory or method;
- inconsistencies in a set of frequently adopted theoretical or methodological assumptions;
- unnoticed assumptions underlying a theory or method;
- supplementary assumptions that a theory needs in order to make desired predictions;
- little-known or forgotten literature that discusses issues of immediate theoretical or methodological relevance.

1.2 Formatting requirements for articles and squibs on initial submission

a. *Margins:* At least 3 cm or 1.25 in. on all sides.

b. *Line-spacing:* double-spaced throughout (including footnotes and references).

c. *Font:* Use a 12-point font.

d. *Footnotes:* Place at the bottom of the page, not as endnotes.

e. *Paragraphs:* Except for the first paragraph under a heading, indent each new paragraph by 0.5 in. or 1 cm. After an example, when the text is the continuation of the text preceding the example, the first line must be flush left; otherwise indent.

f. *Special characters and figures:* At the submission stage, tree diagrams, figures, and special characters (phonetic symbols, symbols from non-Latin alphabets, etc.) must be clearly readable. Figures may be placed in the text at the appropriate place, or at the end of the article.

g. *Abbreviations and glosses:* To the extent possible, follow the abbreviations given in the Leipzig Glossing Rules, available at http://www.eva.mpg.de/lingua/resources/glossing-rules.php. Provide a complete list of all abbreviations used in the manuscript, along with their meanings, as a footnote at the end of the first sentence of the article.

1.3 Book reviews—General requirements

a. *Prior arrangement:* Consult the book review editor before submitting a book review. The book review policy is available at https://www.cambridge.org/core/journals/canadian-journal-of-linguistics-revue-canadienne-de-linguistique/information/book-review-guidelines.

b. *Submission:* Once it has been agreed that you will review a book for the *CJL*, you will receive an e-mail invitation to submit your review via our online submission and review system.

c. *Length:* Reviews should be 1000–1500 words in length.

1.4 Formatting requirements for book reviews (where different from those for articles and squibs)

Except as outlined in the book review policy, the formatting requirements for book reviews are the same as those for articles and squibs.

2. FORMATTING OF ACCEPTED ARTICLES AND SQUIBS FOR TYPESETTING

Articles and squibs may be submitted in either LaTeX or .doc/.docx format. Submissions in LaTeX format should include all relevant files (figures, bibliography, nonstandard packages). Articles should be double-spaced throughout, including examples and references. A LaTeX template is available here.

2.1 Organization

a. The title should be centred at the top of the first page. The name(s) of the author(s) should be centred below the title, and the affiliation(s) of the author(s) centred below the name(s).

b. *Section numbers:* Number the first section with 1, not 0.
The introduction should be numbered as section 1 and given a title (e.g., Introduction).

c. *Subsections*: There may be up to three levels in all, numbered as follows:
1. Section title
1.1 Subsection title
1.1.1 Subsubsection title
Separate consecutive headings by some text, even if only a sentence.

d. *Font style and size of headings*: Do not attempt to reproduce the font styles and sizes that will appear in the final typeset copy; this will be done during typesetting.

2.2 Fonts and typefaces

a. The main typeface should be Times New Roman or equivalent.

b. Use *italics* for:
   i. linguistic forms (letter, morpheme, word, phrase or sentence) cited in the body of the text.
   ii. emphasis (in the text or in examples). Avoid excessive use of italics for emphasis.
   iii. technical terms when they are first introduced. Upon second and subsequent uses of technical terms, do not use italics.
   iv. the titles of books or journals.

c. Use SMALL CAPITALS to gloss grammatical categories in linguistic examples and in the text to refer to those categories.

d. Use Capitalization for:
   i. the first letter of terms such as Det, Infl, Asp.
   ii. the first letter of contentful words in the names of theories, rules, conditions, and principles (e.g., Minimalist Program, Optimality Theory, Trace-Deletion Hypothesis, Variation Theory). Phenomena and processes are not capitalized (e.g., grammaticalization, palatalization, underspecification).
   iii. the first letter of Introduction, Preface, Chapter, and any other book component. The word *section* is not capitalized when referring to a section of the present article (e.g., "In section 2, I discuss…").

e. *Special characters:* IPA phonetic characters unavailable in Times New Roman should be given in the Doulos SIL font. If using non-IPA phonetic characters, provide a separate list of these characters with their IPA equivalent.

2.3 Punctuation and abbreviations

a. *Double quotation marks* (" "): Use to enclose actual quotes from other sources. Place commas and periods after the closing quotation mark unless they are part of the quoted

material. Use ellipsis points enclosed within brackets [...] to indicate omitted material within a quotation.

b. *Single quotation marks* (‘ ’): Use to enclose the meaning of linguistic forms (e.g., *kniga* ‘book’).

c. *Comma*: Use a comma before *and* or *or* in conjunctions of three or more items.

d. *Abbreviations*
   i. Use abbreviations such as *i.e.* or *e.g.* only in parenthesized expressions: “syllables which end in sonorants (e.g., /n/, /m/, /l/)”. Elsewhere, replace abbreviations with their English equivalents *(that is* or *for example).*
   ii. Do not use italics for common Latin expressions such as *ad hoc, et al., per se* or for abbreviations such as *i.e.* or *e.g.*
   iii. Give grammatical information in word-by-word (or morpheme-by-morpheme) glosses in the form of abbreviations set in small capitals: ACC, 3SG, PRS. Use the abbreviations given in the Leipzig glossing rules, available at http://www.eva.mpg.de/lingua/resources/glossing-rules.php; add and define further abbreviations if needed. Provide a list of all abbreviations used and their meanings as a footnote at the end of the first sentence of the article.

e. *Numbers*
   i. Spell out whole numbers from zero to nine: “six years”, except example numbers, section numbers, and page numbers.
   ii. Express numbers 10 and over in digits: “23 years”. This also applies to centuries: “during the 18th century”.
   iii. Do not begin a sentence with a digit; instead, write: “Twenty-three years later...”; or, in the case of an example number: “Sentence (1) shows... ” or “Example (1) shows... ”.

2.4 Examples

a. *Numbering of examples*
   i. *In main text*: Use Arabic numerals (1, 2, 3…) enclosed in parentheses; number examples sequentially throughout the manuscript. To subdivide or group examples, use lowercase letters followed by a period: (1) a. Do not further subdivide examples with notations such as (1) a.i. or (1) a′.
   ii. *In footnotes*: Number examples sequentially within the same footnote. Use lowercase Roman numerals enclosed in parentheses to number examples in footnotes. Use lowercase letters followed by a period to subdivide or group examples: (i) a. Do not further subdivide examples with notations such as (i) a′.

b. *Formatting of examples*
   i. Use square brackets for phonetic transcription: [maːdow].
   ii. Use slant lines for phonemic transcription: /maːtow/
   iii. Use italics for examples in which phonetic/phonemic status is unknown or not pertinent: *maːtow*.

iv. In set-off examples, charts, figures, and tables, use roman type for linguistic forms.

c. *Examples in languages other than modern English*

Provide a translation, and, if relevant, a word-by-word (or morpheme-by-morpheme) gloss. See illustration in (iv) below.

i. Give grammatical information in word-by-word (or morpheme-by-morpheme) glosses, as described in section 2.3.d.iii above.

ii. For a morpheme-by-morpheme gloss, place a hyphen between the morphemes in the original and correspondingly in the gloss (e.g., 3SG-PRES). When one morpheme in the original corresponds to two or more elements in the gloss, use periods to separate the elements in the gloss (e.g., 3SG.PRES). Use numbers to gloss persons but do not use a period to separate these from the following number information (e.g., 3SG, not 3.SG).

iii. Give the translation last, enclosed in single quotation marks. The translation of an example consisting of a sentence should start with a capital and end with a period (or other appropriate sentence punctuation), which precedes the quotation mark. When an example consists of a portion of a sentence, it should not be capitalized or punctuated.

iv. Example:

(1) Sima ketab-o næ-dar-e.
Sima book-OM NEG-have-3SG
'Sima doesn't have the book.'

d. *Examples within a paragraph*: Do not break off a sentence for a set-off example and then resume the sentence after the example.

e. *Repeating an example*: Refer to the first instance of the example in the text and give the repeated example a new number: "the example in (5), repeated here as (27), shows…".

f. *Referring to an example*: Place both the number and letter in parentheses. Use an en dash only to include all examples in a series: (1a–d) or (1)–(4). For non-consecutive examples, distinguish them as follows: (1a) and (2a), not (1–2a). In sequences within parentheses, the numbers and letters are also enclosed in parentheses: "(see (1a) above)".

g. *Citing sources of examples*

i. *Examples taken from another work*: Give the source information, including the page number, either in the text preceding the example or right-aligned on the last line of the example enclosed in parentheses: (Moore 1999: 99)

ii. *Examples taken from (classical) literary works*: Give the author's name followed by the title of the work in italics, then the page or line number, right-aligned on the last line of the example: (Molière, *Dom Juan*, p. 34)

iii. *Examples taken from an online source:* Include a valid (i.e., still functional) url and indicate the date the source was consulted.

2.5 Tables and figures

a. *Tables*: Give a number and a brief title or caption, set below the body of the table. If necessary, add a subtitle.

b. *Figures*: Give a number and a title or caption, set below the figure. Place figures on separate pages at the end of the article.

c. *Special formatting:* Examples, tree diagrams, figures, and special characters (phonetic symbols, symbols from non-Latin alphabets, etc.) are reproduced as printed. The final typesetting is based on what appears on the copy-edited document. If you are unable to produce an accurate computer-generated representation, you may as a last resort submit a hand-drawn representation of the diagram, figure, or symbol.

2.6 Footnotes

a. Use footnotes for short ancillary comments on the material of the main text. Incorporate any footnote longer than five lines into the main text, or omit it. Do not use footnotes for references or cross-references; incorporate these into the main text.

b. Number footnotes sequentially. The reference number for the note in the body of the text is a raised numeral, not enclosed in parentheses. Place the note number at the end of a sentence after the punctuation mark. Do not place two note numbers in the same location. Do not place note numbers within examples.

c. The acknowledgement footnote appears as the first footnote and is unnumbered; there is no raised number or asterisk for the note in the body of the text or in the title.

2.7 Spelling

For texts in English, the *CJL* generally follows the spellings of the *Canadian Oxford dictionary:*

Barber, Katherine. 2004. *Canadian Oxford dictionary.* 2nd ed. Toronto: Oxford University Press.

2.8 In-text references

Bibliographical references are not given in footnotes, but rather in short form at the relevant place in the text. Format references in the text as follows:

a. The short reference consists of the last name of the author followed by the date of publication enclosed in parentheses:

   "…as noted by Moore (1965)…"

b. If the references include works by more than one author with the same surname, in-text references to those authors should include initials as well as the surname:

   "…as noted by R. M. R. Hall (1982)…"

   If the authors also have the same initials, in-text references should include the full first name.

c. When the short reference occurs within parentheses, the date of publication is not enclosed in parentheses:

   "…has been shown in previous work (Moore 1965)…"

d. Use commas to separate single references by multiple authors:

   "…has been shown in previous work (Moore 1965, Dupont 2007, Cromwell and Martin 2010)…"

e. Also use a comma to separate multiple references by a single author:

   "…a familiar approach (Moore 2007, 2008)…

f. Use a semicolon to separate items in a series if at least one item contains a comma:

   "…has been shown in previous work (Moore 2004, 2006; Dupont 2007; Cromwell and Martin 2009, 2010)…"

g. List multiple references in chronological order.

h. Provide page references for all direct quotes. These appear after the date of publication and are preceded by a colon and a non-breaking space:

   (Moore 1965: 14–15)

i. Two authors: give both names. Do not use an ampersand (&):

   "…as noted by Dupont and Moore (1965)…"

j. Three or more authors: use the first author's name, followed by "et al.":

   "… as noted by Dupont et al. (1965)…"

k. If a reference to a primary source is taken from the work of another author (the secondary source), but you have not yourself consulted the primary source, cite the primary author and year of publication in the text, with the annotation "cited in [secondary source]". Both sources must be listed in the references.

   For example, in a book by Mary Smith (2000), Smith writes, "This is shown in the work of Jones 1999." In your paper, you cite the idea as follows:

   "…as noted by Jones (1999, cited in Smith 2000)…"

l. Online sources: In-text references to online books or articles are the same as those for print references.

2.9 Reference list

At the end of the manuscript, provide a full list of references under the unnumbered section heading "References". The reference list contains the references of all the works cited in the text, and does not include any works not cited. All references to works not cited in the text will be deleted from the reference list. Make sure that the reference list is complete when preparing the final version of an accepted manuscript; omissions in the reference list are often a cause of delays in publication.

a. Provide complete references. Always include the full first names of all authors or editors, except in the case of scholars who only use their initials (e.g., J. K. Rowling). Provide inclusive page numbers for articles, separated by an en dash (22–64). Do not use abbreviations for titles of journals or conferences. Do not use the abbreviation *et al.* or the ampersand (&).

b. Arrange the entries alphabetically by surname of authors, then by given names. List multiple works by the same author in ascending chronological order, repeating the

author's name in each entry and suffixing letters (a, b, c…) to distinguish different items published in the same year by a given author or by sets of authors who would appear identically in in-text citations (Jones et al. 2003a).

c. Alphabetize and present complex last names as in the following examples:

Sankoff, Gillian	Vikner, Sten
de Saussure, Louis	van Voorst, Jan
Schneider, Edgar	de Vries, Gertrud

That is, do not take the "prepositional" element into account when alphabetizing but do not separate it from the rest of the last name.

d. When examples have been given from literary sources, list the references of these sources in a list separate from the references to linguistic works, entitled "Literary Works Cited".

e. Use sentence capitalization for titles of articles, books, dissertations, and manuscripts. Only the first word of the title, the first word of a subtitle, all proper nouns, and names of rules, theories, or principles are capitalized. However, for names of journals and conferences, title capitalization is used. For references to works written in French, only the first word of the title (including names of journals and conferences) is capitalized, in addition to proper nouns.

f. Use the two-letter abbreviations for provinces and states where needed (e.g., MA, not Mass. for Massachusetts).

g. In the case of a publisher in more than one city, like "London and New York", give only the first.

3. EXAMPLES OF DIFFERENT TYPES OF REFERENCES

3.1 Books

a. *Authors or editors of a book*

Abercrombie, David. 1967. *Elements of general phonetics*. Edinburgh: Edinburgh University Press.

Goldsmith, John, ed. 1995. *The handbook of phonological theory*. Oxford: Blackwell.

b. *Co-authors or co-editors of a book*

Wolfram, Walt, and Ralph W. Fasold. 1974. *The study of social dialects in American English.* Englewood Cliffs, NJ: Prentice-Hall.

Philippaki-Warburton, Irene, Katerina Nicolaidis, and Maria Sifianou, eds. 1994. *Themes in Greek linguistics*. Amsterdam: John Benjamins.

c. *Books with subtitles*

den Dikken, Marcel. 1995. *Particles: On the syntax of verb-particle, triadic and causative constructions.* New York: Oxford University Press.

d. *Subsequent editions of books*

Crystal, David. 1999. *The Penguin dictionary of language*. 2nd ed. London: Penguin.

Cite the edition you consulted. The number (or description; e.g., "rev. ed.") of the edition follows the title and, if relevant, the information regarding the volume number

follows the edition number.

e. *Reprint editions*

Mackay, Ian R. A. 1987. *Phonetics: The science of speech production*. Toronto: Little, Brown. [1978].

Cite the edition you consulted. If you consulted the reprint, then the date in the entry in the reference list as well as the citation in the text should be the date of the reprint. In the list of references, but not in the text, the original date of publication is given in square brackets at the end of the entry.

f. *Articles or books to appear or in press*

Surname, Name. To appear. *Title of book*. City: Publisher.

Indicate whether the article or book is "To appear" (before the page-proof stage) or currently "In press" (after the page-proof stage but not yet published). The phrases "To appear" and "In press" replace the date of publication in the entry; all other elements are unchanged.

g. *Works in preparation*

Do not refer to works in preparation.

h. *Online books and articles*

Cite as for print articles and books and include the url after the name of the city and the name of the publisher. When citing an article in an online collection that does not have continuous page numbering, give the number of pages (e.g., 14 pp.). Note that the font used for the url should be the same as the rest of the text.

Brooke, Julian. 2008. Light NP shift and verbal adjuncts in English. In *Proceedings of the 2008 annual conference of the Canadian Linguistic Association*, ed. Susie Jones, 14 pp. Toronto: Canadian Linguistic Association. http://cla-acl.ca/actes-2008-proceedings/

3.2 Journal articles

a. *Article in a regular journal issue*

Gibson, Edward. 1998. Linguistic complexity: Locality of syntactic dependencies. *Cognition* 68(1): 1–76.

b. *Article in thematic issue of journal*

Kahnemuyipour, Arsalan. 2001. On Wh-questions in Persian. In *Canadian Journal of Linguistics* 46(1): *The syntax of Iranian languages*, ed. Jila Ghomeshi, 41–61.

Thematic issues of journals are often edited by guest editors. In such cases, the style is similar to that for chapters or articles in a book but the city and publisher are not given. The title of the thematic issue is a subtitle following the name of the journal and the volume and issue numbers.

c. *Article to appear in a journal*

Surname, Name. To appear. Title of article. *Journal*.

Do not give a date or volume number until the article has actually been published.

3.3 Other reference materials

a. *Chapter or article in book*

Wright, Richard. 2004. A review of perceptual cues and cue robustness. In *The phonetic bases of markedness*, ed. Bruce Hayes, Robert Kirchner, and Donca Steriade, 34–57. Cambridge: Cambridge University Press.

Where several articles are cited from the same book, list each article separately. Do not give a separate listing for the book.

b. *Chapter or article in proceedings*

Armon-Loten, Sharon. 1996. What Hebrew early verbs teach us about root infinitives. In *Proceedings of the Groningen Assembly on Language Acquisition (GALA)* 1995, ed. Charlotte Koster and Frank Wijnen, 77–86. Groningen: Center for Language and Cognition.

c. *Paper read at conference*

Nakayama, Mariko, and John Archibald. 2005. Eye-tracking and interlingual homographs: Evidence for non-selective access to the bilingual lexicon. Paper presented at the annual meeting of the Canadian Linguistic Association, London, ON.

d. *Doctoral dissertation or master's thesis*

Pi, Tony Chia-Yi. 1993. The delineation of paths. Master's thesis, University of Toronto.

Reinhart, Tanya. 1976. The syntactic domain of anaphora. Doctoral dissertation, Massachusetts Institute of Technology.

e. *Unpublished modern manuscript*

Writer, Wanda. 1999. Title of unpublished manuscript. Ms., University Name.

In the case of co-authored manuscripts by authors with different affiliations, give the names of the institutions in the same order as the names of the authors.

f. *Manuscript in archive*

Florenzi Waddington, Marianna. 1868. Dell'immortalità dell'anima umana. *Discorso.* Florence: Successori Le Monnier.

If the archive has a coding system for identifying manuscripts, include the code after the title (if any) of the manuscript itself. If the year of composition is unknown, it may be estimated and then placed in square brackets with a question mark (e.g., [1643?]) or it may be noted as "n.d.".

g. *Review*

Van Herk, Gerard. 2007. Review of Sali A. Tagliamonte, *Analysing sociolinguistic variation. Canadian Journal of Linguistics* 52(3): 332–333.

The year of publication of the book reviewed is not mentioned; the year indicated is

the year of publication of the review.

3.4 Literary works cited as sources for examples

List literary works cited in a list separate from that of linguistic works, under the heading "Literary Works Cited".

a. If the source is recent and the work has not been edited, use the same style as for books in linguistics:

   Brookner, Anita. 1987. *A friend from England*. New York: Pantheon.

b. If the work has been edited, use the following style:

   Spenser, Edmund. *Complaints*. Ed. W. L. Renwick, 1928. London: Scholartis Press.

c. Anonymous works: Do not use "Anonymous" in place of the author's name. Insert alphabetically in the list of literary works cited, using the title with the initial article (*The, An*) discounted.

   The Macregol Gospels or the Rushworth Gospels. Ed. Kenichi Tamoto, 2013. Amsterdam: John Benjamins.

   Sir Gawain and the Green Knight. Ed. R. A. Waldron, 1970. London: Edward Arnold.

4. Abbreviations used in glosses and trees

In addition to the abbreviations given in the Leipzig Glossing Rules (available at http://www.eva.mpg.de/lingua/resources/glossing-rules.php) the following abbreviations are used.

AP	adjective phrase
Arb	arbitrary
Asp	aspect
Cl	clitic
DP	determiner phrase
IMPF	imperfect
Infl	inflection
KP	case phrase
NP	noun phrase
Num	number
OP	operator
PP	prepositional phrase
PRET	preterite
PRON	pronoun
Q	quantifier (in trees)
Q	question (in glosses)
T	tense