

FASL11 Proceedings Submission Guidelines

Dear Contributor to FASL 11:

We wish to include the written version of your paper in the proceedings of the 11th Formal Approaches to Slavic Linguistics meeting, which—like the previous 10—will be published by Jindrich Toman's Michigan Slavic Publications. Please observe the guidelines below, which come directly from Michigan Slavic Publications and are the same as those for the last few FASLs. And please observe our deadlines, which are crucial for getting the volume out in time for FASL 12 in 2003 (in Ottawa).

Many thanks in advance for your contribution.

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Formats for electronic submission

We would like to request electronic versions of your contributions for both submissions (see below for deadlines), on disk or via e-

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mail attachment to Ji-yung. Almost any format is acceptable, for PC or Mac. If in doubt, contact Ji-yung.

Length of the paper

Since this year we have 18 regular presentations, 6 poster session papers, and 3 invited talks, we are setting an absolute limit on all competitive papers: please no more than 20 pages, preferably less. (Invited speaker papers may be up to 30 pages)

Deadlines and procedures

There will be a two-step procedure. Please send three copies and one electronic copy of the first version to Ji-yung c/o FASL 11 at the above address by **1 September 2002**. We will divide the papers among us and get comments to you as soon as possible.

Return the revised (and final) version by **10 January 2003**, also to Ji-yung c/o FASL 11.

Note that these are absolute deadlines and will be strictly enforced. If you do not meet either of these deadlines, your paper will not appear in the volume.

First version: The editors will scan the article for major weaknesses, suggest improvements, cuts, etc., and check the style sheet (see below). It is thus crucial that you do not send an informal draft, but a copy that approximates the final version as closely as possible. In most cases only minor changes will be necessary; in others, more extensive revisions may be requested. Your article has been accepted on the basis of the abstract; however, in cases where there is a drastic clash in quality between the abstract and the article, the editors reserve the right to reject the article. Such decisions will involve an additional peer reviewer and are not expected to be the rule, in any case.

Second version: This version should incorporate the reviewers' suggestions. These will be sent by the editors to Jindrich Toman who will collate them and have them printed as is.

FASL 11: fasl-11@linguist.umass.edu

Copyright

Copyright for individual contributions remains with individual authors; copyright for the entire collection stays with Michigan Slavic Publications.

Templates

Templates will be made available upon request. Just let us know which format you'd like your template in.

Style Sheet

In general, try to imitate the style of a professionally edited journal, such as *Linguistic Inquiry*, *NLLT*, *Journal of Slavic Linguistics*, etc., rather than the style of a term paper, an administrative report, or, for that matter, CLS and similar proceedings. Since our intention is to insure as much uniformity as possible, we ask that you consult earlier FASL volumes. These will serve as good examples to imitate.

Printer

Prepare camera ready copy on a laser printer, if at all possible. Look for high resolution laser printers if you can.

Margins

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This is perhaps the only unusual thing about this style-sheet. Assuming that you print on the standard paper-size 8 1/2 by 11 inches, set the margins as follows (in inches):

- left & right: 2
- top: 2
- bottom: 2.25

This will yield a writing area four-and-a-half inches wide and six-and-three-quarter inches high (in centimeters: 11.5 by 16.5), placed in the middle of each sheet. This will be the real-life size of your article as it will appear in the book. There will be no reduction during the production process, and you in turn should not produce the required 4.5 by 6.75 inch box by reducing a larger original on a copy machine. We ask that you set these margins when you prepare your first draft, so that we don't have to guess how long your article is actually going to be.

Font type

Try to use a font from the Times font family. These instructions are printed using Times CE, 12 points. If you use a Macintosh system and want to use this font but do not have it, please contact Ji-yung. New Century Schoolbook, Baskerville, Palatino and similar fonts are also acceptable; avoid self-made, idiosyncratic, or just poorly designed old fonts. Please make sure you save your file with the **fonts embedded**, or send us your **fonts as attachments**.

Font size

Recommended: 12 points main text¹ if you select Times; other fonts may make the same visual impact with 11 points (8 for

¹ 9 points footnotes

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footnotes). In any case, do not print your article in too small a character size.

Line spacing

If you can, use a value between single-spaced and one-and-a-half spaced (e.g. 13 pts). Otherwise use single spacing. Use of diacritics, superscripts, and subscripts should not change line spacing.

Paragraphs

Begin each paragraph, except the first in a section, with a .25 inch indent. The first paragraph of each section is not indented. Do not leave a blank line between paragraphs.

Alignment

Paragraphs should be right and left justified throughout, including the bibliography and footnotes.

Hyphenation

Standard word-processing programs may occasionally produce huge gaps within lines when you justify paragraphs. Try to fix the gaps through moderate hyphenation when you are finished; i.e., hyphenate compounds, clear prefixes and suffixes, etc. Thus: under-stand, some-thing, pre-cede, etc. Use moderate hyphenation also in the bibliography and footnotes if required.

Footnotes

Use footnotes at the bottom of each page following the style of most journals. Select the separator line option.

Title

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Give the title, your name(s) and affiliation(s). These should be centered, on the first page. The title itself should be in 14 pt Times and boldface.

Address

If you wish, place snail-mail and/or e-mail addresses at the very end of the paper, after the bibliography.

Bibliography

Follow recent issues of *Linguistic Inquiry*.

Pagination

Please do not paginate, but write page number lightly with pencil on the reverse side of each sheet.

Underlining

Refrain from underlining; use italics where older style sheets recommend underlining (both in the main text and in the bibliography).

Orphan control

Use the “orphan control” feature to avoid stranded half-lines overflowing onto the next page; use this feature also in bibliography and footnotes. In indented examples, use “keep together” or similar commands so as not to separate glosses or translations from the actual example. (The two or three lines of an indented example always stay on the same page.)

Section headings

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If you have several levels of section headings, use the same system as *Linguistic Inquiry*, i.e. **boldface** for the first level, *italics* for the second level, *italics run into the paragraph* for the third level. Again, do not underline.

Graphs (trees)

You probably cannot avoid them, but life becomes much easier once you render simple graphs by bracketed strings (on a single line).