

## Guide to Preparation of Camera-Ready Manuscript for NELS 35

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### 1. What to Submit

**Please be assured that the NELS editors will NOT edit your paper** for content, style, or errors. This means that what you submit to us will be the final version of your paper that will appear in the proceedings. We request that you submit articles electronically as an email attachment. (Alternatively, if necessary, you may mail the file saved on a 3.5" diskette.) The e-mail address is [\*\*nels@linguist.umass.edu\*\*](mailto:nels@linguist.umass.edu).

The file can be in Word Perfect, Microsoft Word, or DVI format<sup>1</sup>, and the file name should be the first 8 letters of the author's last name<sup>2</sup> followed by whatever extension is required by the software.

This style sheet itself is formatted according to these guidelines and can be used as a concrete representation of the formatting requirements.

### 2. Basic Formatting Information

#### 2.1 Page Limits

Invited Talk: 20 pages

Paper Presentation (Including Special Sessions): 15 pages

Alternate: 12 pages

Poster: 12 pages

#### 2.2 Fonts

The article title, author's name and affiliation, header information, and body of the article (including all section headings and example sentences) should be written in 12-pt Times

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<sup>1</sup> LaTeX, PS, and PDF files are also allowed, but are not preferred.

<sup>2</sup> If the article is written by more than one author, use the first 8 letters of the first author's last name.

New Roman. Footnotes should be written in the 10-pt size of the same font. Please note that we will not accept articles in which the entire main body is smaller than 12-pt.

We strongly recommend that you use SIL IPA Doulos, PalPhone, or IPA Times for phonetic symbols, and ArborWin or Arboreal for tree diagrams. If, however, any other fonts are used for phonetic symbols, trees, or other special characters, you must embed copies of these fonts or provide them as e-mail attachments (or on the diskette you submit).

### 2.3 Spacing and Justification

All text should be single-spaced and fully justified (that is, both right and left justified). This includes references and footnotes. Diagrams should be machine typed (not handwritten). Only one blank line should separate diagrams, example sentences, and tables from the main text.

### 2.4 Paragraph and Section Formatting

If section headings are used, the section number should appear flush with the left margin and the written text of the heading should appear 0.5" (1.3 cm) from the left margin. Leave a blank line between the section heading and all subsequent text. The first line of the first paragraph should begin at the left margin. The first lines of all subsequent paragraphs should begin indented 0.5" from the left margin.

### 2.5 Page Numbers

Page numbers should **not** be inserted. The NELS editors will assign page numbers to each article and insert them during the preparation of the NELS volume.

### 2.6 Margins

The margins are set according to whether the page number is odd or even. Even though the NELS editors will insert the actual page numbers, for the purposes of setting the proper margins, please assume that odd numbered pages are every other page beginning with the first page and even numbered pages are every other page beginning with the second page. The table in (1) gives the proper settings for odd and even numbered pages.

(1) Margins

<u>Margin</u>	<u>Odd Numbered Page Settings</u>	<u>Even Numbered Page Settings</u>
Top	0.75" (1.9 cm)	0.75" (1.9 cm)
Bottom	1.0" (2.5 cm)	1.0" (2.5 cm)
Left	1.5" (3.8 cm)	1.0" (2.5 cm)
Right	1.0" (2.5 cm)	1.5" (3.8 cm)
Header	0.75" (1.9 cm)	0.75" (1.9 cm)

### **3. The First Page**

On the eighth line from the top (leave seven blank lines), center the title of the article in boldface. Leave two blank lines; and on the 11<sup>th</sup> line, center the author's name (First name Last name). Leave a single blank line; and on the 13<sup>th</sup> line center the author's affiliation. Leave four blank lines; and begin the main text of the article on the 18<sup>th</sup> line.

The first page should not have anything written in the header or the footer.

### **4. Subsequent Pages**

Beginning with the second page, in the header of the even numbered pages, center the author's name in 12-pt Times New Roman. In the header of the odd numbered pages, center a running title of 50 characters or less (including spaces) in 12-pt Times New Roman *italics*. The author's name should *not* be set in italics. A single blank line should follow the text in all headers.

### **5. Example Sentences**

If example sentences are used, leave a blank line both above and below the example. The example number should be contained in parentheses and appear flush with the left margin. The written text of the example should appear 0.5" (1.3 cm) from the left margin. A gloss and translation should be given for each sentence in a language other than English. For example:

(2) Gurosu-to eigoyaku-o tukete kudasai-ne  
gloss-and English translation-acc put please-ending particle  
'Please give glosses and English translations'

(3) Komat-tara itudemo watasi-ni kiite kudasai-ne  
are in trouble-if at any time I-dat ask please-ending particle  
'If you are having trouble, ask me at any time'

### **6. Notes**

If notes are used, they should be footnotes and not endnotes. The first line of all footnotes should begin indented 0.5" (1.3 cm) from the left margin. Footnotes should appear in 10-pt font, be fully justified, and be numbered serially throughout the article.

### **7. References**

Leave two blank lines after the main text of the article, and on the next line, center the heading **References** in boldface. Leave a blank line between the heading and the written text of the first reference. References should immediately follow one another. Do not leave a blank line between references. A 0.5" hanging indent should be used for references that take up more than one line. References should be given in alphabetical

order and be fully justified. For more detailed information on the format of references, consult the current Linguistic Inquiry (LI) style sheet, which is available at:

<http://www-mitpress.mit.edu/journals/LING/li-style.pdf>

The address of the author(s) should follow the references, separated from them by one blank line. Please include an email address, separated from the rest of the address by one blank line.

### References

- Beckman, J., L. Dickey, and S. Urbanczyk. 1994. UMOP 18 Style Sheet. Ms., University of Massachusetts, Amherst.
- GLSA Staff. 1995. Guide to the Preparation of Camera-Ready Manuscript: NELS 26 Style Sheet. Ms., University of Massachusetts, Amherst.

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