DEPARTMENT OF GENERAL LINGUISTICS

**STYLE GUIDE
STELLENBOSCH PAPERS IN LINGUISTICS PLUS
(SPiL PLUS)**

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SPiL Plus Submission Guidelines

Abstract
This document provides a full overview of the information relating to *SPiL Plus* submissions. This information includes (i) the stylesheet, and (ii) further author guidelines. So as to provide instruction both by example and by rule, this document has been, for the most part, formatted in accordance with the stylesheet it contains.

Keywords: stylesheet; *SPiL Plus*

1.   Introduction

The Stellenbosch Papers in Linguistics Plus (SPiL Plus) style sheet is based on The Generic Style Rules for Linguistics (December 2014 version), developed under a CC-BY license by Martin Haspelmath, and the SU Department of General Linguistics' in-house style guide.

1.1   Anonymisation

The names of all authors, affiliations, contact details, biography (optional) and the corresponding author details must be completed **online** as part of the **submission process** but should NOT be added to the submitted files until AFTER editorial acceptance.

1.2   Parts of the text

The title should not contain any capitalisation apart from the first word and words that need capitals in any context. In the final version of the accepted paper, the title is followed by the first and last name of the author(s), their affiliation, and e-mail. First names should not include only initials. Affiliations need to include: the Unit (where applicable), Department/School, University, City (unless indicated in the name of the University) and Country.

Articles must have the main text prefaced by an abstract of no more than 300 words summarising the main arguments and conclusions of the article. A list of up to six key words must be placed below the abstract. The abstract and keywords should also be added to the metadata when making the initial online submission. The abstract is automatically attached to the email message inviting reviewers to review the paper.

Body of the text is presented in single spacing, 12 point Times New Roman (with no additional space before or after paragraphs or headings). Single lines are left open between paragraphs and between indented quotations (longer than three lines). Paragraphs must be justified, with no indentation of the first line. Margins are custom, 30 mm top and bottom, 25 mm left and right. Paper size is A4 and header and footer are 12.5 mm.

> Quotations longer than three lines are indented with the reference following on the next line (right aligned) as indicated here or contained in the previous sentence (preceding indented quotation).
>
> Reference (2008: 143)

Articles are subdivided into numbered sections (and possibly subsections, numbered 1.1 etc., and subsubsections, numbered 1.1.1 etc.), with a **bold-faced heading** in each case. The numbering always begins with 1, not 0. Section headings do not end with a period, and have

no special capitalization. More than three levels of subsections should only be used in special circumstances. If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all text in a chapter must belong to some section, all text within a section must belong to some subsection, and so on. A short introductory paragraph is allowed by way of exception.

The conclusion is the last numbered section. It may be followed by several (optional) unnumbered sections: Abbreviations, Ethics and consent, Funding information, Competing Interests, Authors' contributions and Acknowledgements. The list of bibliographical references (References) follow these optional sections. For the style of references, see below. Appendices follow the references and are numbered using capital letters beginning at Appendix A. The appendix itself must have a descriptive heading. Appendices are used only for presenting linguistic data, linguistic transcripts, tables and figures, and other supplementary documents that cannot be incorporated in the text in a natural way.

1.3   Numbered examples

Examples from languages other than English must be glossed (with word-by-word alignment) and translated (cf. the <u>Leipzig Glossing Rules</u> recommended as basic guidelines here). Example numbers are enclosed in parentheses, and left-aligned. Example sentences usually have normal capitalization at the beginning and normal punctuation. The gloss line has no capitalization and no punctuation. When there are multiple examples ("sub-examples") under a single number, they are distinguished by the letters a, b, etc. The text of numbered examples is normally in italics, just like the text of in-line examples, unless the example is not glossed and translated (i.e. in English works, when it is from English). In numbered examples, do not use italics to highlight particular parts of the example; use bold instead.

Linguistic material (i.e. sentences, phrases, words, morphemes, sounds) presented as part of a statement in the text must be *italicized*. Such material must **not** be enclosed in inverted commas.

For example, *mean* can be used in several ways, as illustrated by sentences (1) and (2) below.

(1)   a.   I didn't **mean** to hurt you.
       b.   Those clouds **mean** rain.

(2)   That is quite a **mean** thing to say.

In both the sentences in (1), *mean* is used as a verb: in (1a) it is used in the sense of "intend", and in (1b) in the sense of "indicate". In sentence (2), by contrast, *mean* is used as an adjective in the sense of "nasty" or "unkind". A child hearing *mean* will have to establish on the basis of non-linguistic context which sense of *mean* is intended on a particular occasion of usage.

When multiple languages are mentioned in a single text, the name of the language may be given to the right of the example, as in (3), or in the line next to the example number, as in (4). Sources of numbered examples are standardly given directly after the idiomatic translation. When the source is not a bibliographical reference, but is the name of a text or corpus (perhaps unpublished), the source is given in square brackets and the article must contain a special section at the end where more information about the sources is given.

(3)	*das Kind,*	*dem*	*du*	*geholfen hast*	(German)
	the child.NOM	who.DAT	you.NOM	helped have	
	'the child that you helped'				

(4)	Hatam				
	a-yai	*bi-dani*	*mem*	*di-ngat i*	
	2SG-get	to-me	for	1SG-see Q	
	"Would you give it to me so that I can see it?" (Reesink 1999: 69)				

Ungrammatical examples can be given a parenthesized idiomatic translation. A literal translation may be given in parentheses after the idiomatic translation.

1.4 Use of footnotes/endnotes

Use footnotes rather than endnotes.[1] These will appear at the bottom of each page. Footnotes should be used only where crucial clarifying information needs to be conveyed. Avoid using notes for purposes of referencing, with in-text citations used instead. If in-text citations cannot be used, a source can be cited as part of a note. Please insert the footnote marker after the end punctuation. The footnote reference number normally follows a period or a comma, though exceptionally it may follow an individual word. Footnote numbers start with 1. Examples in footnotes have the numbers (i), (ii), etc.[2]

1.5 Tables and figures

Tables and figures are treated as floats in typesetting. This means that their placement on the page will not necessarily be where you put it in your manuscript, as this may lead to large parts of the page ending up white (e.g. when a table or figure does not fit on the current page anymore and wraps onto the following page). For this reason, you must always refer to tables and figures in the running text. Do not refer to tables and figures using the words "following", "below" or "above", as the final placement of your table or figure may be different from where you placed them in your manuscript.

Tables and figures are numbered consecutively. Each table and each figure has a caption. The caption is placed below figures, but above tables, with only the figure or table number in bold. The caption ends in a full stop. Tree diagrams should be treated as examples, not as figures.

1.6 In-text citations

The short reference form used in the text consists of the author's surname and the publication year, followed by page numbers where necessary. Brackets surround the year, except if the citation is already inside brackets, in which case there are no brackets around the year.

> Kageyama and Willows (1989:74) claim that words have special morphological properties that distinguish them from syntactic phrases and sentences.

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[1] Footnotes are in 10 point Times New Roman.

[2] Examples in footnotes are numbered with lower case Roman numerals enclosed between brackets:

(i)   Colourless green ideas sleep furiously.

More text can follow the example.

> Words have special morphological properties that distinguish them from syntactic phrases and sentences (Kageyama and Willows 1989:74).

If there are more than two authors, the first reference to the co-authored work includes the names of all the authors. Subsequent reference to the co-authored work gives the name of the first author mentioned, followed by *et al.* can be used.

> Audiolingual theory "deals with the difference between explicit knowledge and implicit knowledge" (Smith, Sithole, Pieters and Bach 1989:34).

> There is little agreement among linguists as to the nature of explicit knowledge (Smith et al. 1989:34).

When multiple citations are listed, they are separated by semicolons and listed in chronological order. When multiple works by the same author are cited, the author name need not be repeated, and the years are separated by semicolons. Surnames with internal complexity have upper or lower case according to how the author spells his/her own name. Chinese and Korean names may be treated in a special way: as the surnames are often not very distinctive, the full name may be given in the in-text citation.

1.7   Quotation marks

Double quotation marks are used when a passage from another work is cited in the text.

> In another context, Chomsky (1965:24) claims that a grammar "is descriptively adequate to the extent that it correctly describes the intrinsic competence of the idealized native speaker".

> In another context, he claims that a grammar "is descriptively adequate to the extent that it correctly describes the intrinsic competence of the idealized native speaker" (Chomsky 1965:24).

To indicate that (a) word(s) have been omitted from within a quoted passage, three dots are inserted in the place of the missing words.

> In another context he claims that a grammar "is descriptively adequate to the extent that it correctly describes the ... competence of the idealized native speaker" (Chomsky 1965:24).

Quotation marks are also used to indicate that a word is being used in a particular sense. In the case of words depicting concepts, single inverted commas are used. In the case of words used as (technical) terms, or words representing the meaning of other words, double inverted commas are used.

> The concept 'planet' is a mental image of the thing planet, and represents the meaning of the word/term "planet".
>
> In Latin there is no overt marker of nominative singular on the lexeme *puer* "boy", even though there is one on the parallel lexeme *dominus* "lord".

1.8   Abbreviations

When a complex term that is not widely known is referred to frequently, it may be abbreviated (e.g. DOC for "double-object construction"). The abbreviation should be given

in the text when it is first used. Abbreviations of uncommon expressions are not used in headings or captions, and they should be avoided at the beginning of a chapter or major section. Abbreviations used in glossed examples should be listed in a separate section following the conclusions. For a list of standard abbreviations, refer to the <u>Leipzig glossing rules</u>.

1.9   Capitalization, small caps and boldface

Sentences, proper names and titles/headings/captions start with a capital letter, but there is no special capitalization ("title case") within English titles/headings, neither in the article title nor in section headings or figure captions. Capitalization is also used after the colon in titles, i.e. for the beginning of subtitles.

Capitalization is used only for parts of the article (chapters, figures, tables, appendixes) when they are numbered. Please refrain from the use of FULL CAPS (except for abbreviations).

Small caps are used for grammatical categories in the interlinear glosses in examples (e.g. FUT, NEG, SG, OBL, etc.). They are also used for glossing sign languages.

Boldface can be used to draw the reader's attention to particular aspects of a linguistic example, whether given within the text or as a numbered example. Full caps, underlining, or italics are not normally used for highlighting.

1.10   References

Bibliographic entries are presented as a single alphabetical list and are not numbered. The formatting of an entry in a bibliography is determined by the nature of the source.

The following rules apply:
- The names of authors and editors should preferably be given in their full form as in the publication, without truncation of given names. If this is not possible, then all first names must be given as initials only (do not mix styles).
- All author names are given in the order Firstname Lastname, except for the first author of a bibliography item whose name serves to place the item in the alphabetical order. In this case, the order is Lastname, Firstname.
- Page numbers of journals are obligatory (issue numbers preferred).
- Journal titles are not abbreviated.
- Main title and subtitle are separated by a colon, not by a period.
- Titles of works written in a language that readers cannot be expected to know should be accompanied by a translation, given in square brackets.
- When there are more than two authors (or editors), each pair of names is separated by a comma, except the last two, which are separated by an ampersand.
- No author names are omitted, i.e. *et al.* is not used in the references.
- There are four standard reference types: journal article, book, article in edited book, thesis. Works that do not fit easily into these types should be assimilated to them to the extent that this is possible.
- DOIs for all references, where available, should be provided. This can be done using the <u>Crossref Metadata Search</u>.

i.   An entry for a **book** or an **edited volume** is formatted as indicated below.

> Chomsky, Noam. 1965. *Aspects of the theory of syntax.* Cambridge, Massachusetts: MIT Press.
>
> Booij, Gert & Jaap Van Marle (eds). 1988. *Yearbook of morphology.* Dordrecht: Foris Publications.
>
> Edwards, Paul (ed. in chief). 1967. *The encyclopedia of philosophy.* New York and London: Macmillan.

ii.   An entry for an **article** in a journal/periodical is formatted as follows:

> Clarke, Eve V. & Herbert H. Clark. 1979. When nouns surface as verbs. *Language* 55(4):767-811. https://doi.org/10.2307/412745

iii.   Entries for contributions to (edited) **volumes**, including dictionaries and encyclopaedias, are formatted as follows:

> Bauer, Laurie. 1988. A descriptive gap in morphology. In Gert Booij and Jaap Van Marle (eds). 1988. *Yearbook of morphology*: 17-28. Dordrecht: Foris Publications.
>
> OR
>
> Bauer, Laurie. 1988. A descriptive gap in morphology. In Booij and Van Marle (eds). 1988:17-28. [If you use this format, there must be a separate entry in your references for the volume edited by Booij and Van Marle.]

iv.   An entry for an **informally distributed publication** is formatted as follows:

> Ross, John Robert. 1967. Constraints on variables in syntax. PhD Dissertation, MIT.
>
> Sinclair, Melanie. 1977. The refutability of Emonds' structure preserving hypothesis. MA thesis, Stellenbosch University.

v.   An entry for a **review** is formatted as follows:

> (a)   Use the following form if your references contains an entry for the book which the review deals with:
>
> Zughoul, M. 1994. Review of Swann 1992. *IRAL* XXXII(2):167-173.
>
> (b)   Use the following form if your references does <u>not</u> contain an entry for the book which the review deals with:
>
> Zughoul, M. 1994. Review of Swann, J. 1992. *Girls, boys and languages.* Oxford: Blackwell. *IRAL* XXXII(2):167-173.

vi.   An entry for a **document obtained through the Internet** is formatted as follows:

> Template:
>
> Surname, Initial(s). Year of last update ([and if available] day and month). Title of document. Online: Full address of the site, including full path leading to document (date accessed)
>
> For example:
>
> Stevens, O. 2004 (28 March). Gender indication across languages. *LinguistList* 14.0136. Online: http://www.Linguistlist.org/14/0136/message1 (Accessed 4 April 2004).

Surnames with internal complexity are never treated in a special way. Thus, Dutch or German surnames that begin with *van* or *von* (e.g. van Riemsdijk) or French and Dutch surnames that begin with with *de* (e.g. de Saussure) are alphabetized under the first part, even though they begin with a lower-case letter.

Capitalize all lexical words (title case) in journal titles and titles of book series. Capitalize only the first word (plus proper names and the first word after a colon) for book and dissertation titles, and article and chapter titles. The logic is to use title case for the titles that are recurring, lower case for those that are not.

2.   Author guidelines

Submissions should be made electronically through the <u>SPiL Plus website</u>. Please ensure that you consider the guidelines contained in this document when preparing your manuscript. Failure to do so may delay the processing of your submission.

2.1   Article types

2.1.1   Research articles

Research articles must describe the outcomes and application of unpublished original research. These should make a substantial contribution to knowledge and understanding in the subject matter and should be supported by relevant figures and tabulated data. Research articles are subject to double blind peer review.

2.1.2   Research notes

Research notes are not subject to blind peer review, but are assessed by the (guest) editors for inclusion in an ordinary or special issue. Research notes are typically brief descriptions of ongoing research, and are in general by invitation only.

2.1.3   Review articles

Review articles present longer critical appraisals of one or more recent books, and contain an original contribution or perspective on the book(s) reviewed. They may also describe the state-of-the art in a given sub-discipline or a specific topic in linguistics. Review articles will be reviewed by the editors and/or members of the editorial board.

2.1.4   Akkers ("Acorns")

Akkers ("Acorns") are brief, self-contained and explicit notes which call attention to a theoretically unexpected observation about language without the need for a developed analysis or solution. They are none-the-less subject to blind peer review. Such short notes are also known as "squibs", a term coined by Prof Háj Ross, one of the first editors of Linguistic Inquiry, who defines them as follows:

> Squibs are short notes about kinky facts of language. They may occasionally be welcome, in that they provide evidence for someone's pet theory. Most frequently, however, they are rambunctious, insolent, nose-thumbing bazookas, taunting theoreticians of every stripe, daring them to stretch their minds enough to wrap around the damned facts the squibs call to our attention. In Athenian

Greece, poets were not allowed to be citizens – they were too unpredictable, irreverent. Squibs are the poets sneering outside the walls of Theoretopolis, mocking us. But with luck, squibs become seeds.

<div align="right">(http://www-personal.umich.edu/~jlawler/haj/Squibnet/)</div>

Manuscripts accepted as Akkers will not be required to propose a solution to problems they address as long as their relevance to theoretical issues is made clear.

2.1.5   Special Issues

Special issues are collections of papers devoted to a particular topic, and edited by a (team of) guest editor(s). Although contributions to special issues are subject to the normal process of blind peer review, submissions are typically by invitation only. If you are interested in submitting or guest editing a special issue, please contact the editors.

2.2   Submission preparation checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- As SPIL PLUS is a peer-reviewed journal, every effort has been made to ensure that author names are removed from the manuscript (following the instructions in Ensuring a Blind Review).
- Any third-party-owned materials used have been identified with appropriate credit lines, and permission obtained from the copyright holder.
- All authors have given permission to be listed on the submitted paper and satisfy the authorship guidelines.
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- All DOIs for the references have been provided, when available.

2.3   Copyright notice

Authors who publish with this journal agree to the following terms:

- Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
- Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
- Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

3.   Conclusion

We have provided a full overview of the information relating to *SPiL Plus* submissions, both in regard to the stylesheet and the general author guidelines. The conclusion is the last numbered section, and any ensuing sections are unnumbered.