

Firstname Lastname

Guide to Preparation of Manuscript for FDSL 6,5 proceedings*

1. Introduction

This is a sample document. We request that you submit articles electronically as an email attachment to the e-mail address fdsl.6.5@gmail.com. Please contact me if for some reason you cannot submit your paper as an email attachment. You should send two files, a .pdf and an editable format (.doc, .rtf, ...).

2. Basic Formatting Information

2.1. Page Limits

No more than 15 pages for papers and no more than 20 pages for invited speakers.

2.2. Fonts

The article title, author's name and affiliation, and body of the article (including all section headings and example sentences) should be written in 12 pt Times New Roman. Footnotes should be written in the 10 pt size of the same font.

If you use any kind of special fonts for phonetic symbols or trees, you should embed these fonts in the document you send us, or provide them separately as e-mail attachments. (Choose 'Save Options' under 'Tools' menu in the 'Save/Save As' dialog window to embed fonts etc.).

2.3. Spacing and Justification

All text should be single-spaced and both right and left aligned (justified). This includes references and footnotes. Diagrams should not be handwritten. Only one blank line should separate diagrams, example sentences and tables from the main text. There should be a blank line separating the main text from the examples.

2.4. Paragraph and Section Formatting

If section headings are used, they should be capitalized like titles, not typed in all caps. 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. The section number and subsection numbers should be followed by a period. 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 line of all subsequent

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paragraphs should begin indented 0.5” from the left margin. Page numbers should NOT be inserted.

2.5. Margins

Please set the margins as indicated in the table (1).

(1) Margins

<u>Margin</u>	<u>Page Setting</u>
Top	1.0” (2.5 cm)
Bottom	1.0” (2.5 cm)
Left	1.5” (3.8 cm)
Right	1.5” (3.8 cm)
Header	0.75” (1.9 cm)

3. The First Page

On the 2nd line from the top (leave one blank line), you should write your name, followed by one blank line and the title in bold (only the title is bold). Between the title and the main text, leave two blank lines.

4. 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. 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) *Prosim prevajajte neangleške primere.*
please translate_{PL.IMP} non-english examples
“Please translate non-English examples.”

(3) *V primeru težav in nejasnosti prosim vprašajte.*
in case_{LOC} problems_{GEN} and inclarities_{GEN} please ask_{PL.IMP}
“In case you encounter problems and/or inclarities, please ask.”

The actual example should be in Italics, the English translation between quotes, and the word by word glosses should be aligned (as they are above).

5. Notes

If notes are used, they should be footnotes and not endnotes. Footnotes should appear in 10 pt font, be fully justified, and be numbered serially throughout the article.

If acknowledgements are included, please place them in a footnote labeled * immediately following the article title. The acknowledgements footnote is the one exception to the serial numbering of footnotes; the first footnote following the acknowledgements should use the number 1.

If footnotes contain example sentences, number the examples with small roman numerals. The first example in each footnote should begin with (i).

6. How to write References

Leave two blank lines after the main text of the article and on the next line left-align the heading *References*, italics and boldface. Leave a blank line between the heading and the written text of the first reference. 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 detailed information on the format of references, consult the current LI style sheet 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 two blank lines. Please include also your email address. If authors represent different institutions, precede each address with the first and last name of the author(s) at that address; leave a blank line separating addresses.

References

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