

## SEALS Conference Proceedings Style Sheet

The following guidelines have been developed to facilitate the editing process for SEALS proceeding. These guidelines were decided upon by the membership at the business meeting in May 1992. They also allow for a standardized format of titles, endnotes, references, etc. Since we currently submit camera ready copy to the publishers, it is imperative that you follow the format exactly. Papers which do not follow the format will be returned for reformatting. The guidelines assume that all papers will be sent to the editor of the volume with both a hard copy and a disk copy. For the disk copy, please be sure to include any needed fonts.

### Guidelines for Formatting

1) **Length** We would like to keep the length of the papers to around 16 pages. This includes charts, table, maps, references, etc. We know invited speakers will need more pages. Please contact the volume editors if you find yourself going well beyond the prescribed length. They will contact the press.

2) **Paper** Please print your hardcopy on 8.5 x 11 inch (American standard), high quality opaque, white, non-erasable paper. If you need to use a different size paper please note the information in section 3) on margins. Our printers do not accept A4 (European standard 8.27x11.69) paper.

3) **Margins** All papers should be justified on both left and right margins. For 8.5 x 11 inch paper, the left and right margins should be 2.13 inches. The top and bottom margins should be 1.75 inches as illustrated by this style sheet. If you are using another size paper, note that these margins yield a text that is 4 1/4 inches wide and 7 1/2 inches tall. Please adjust your margins accordingly. It is crucial that you observe the margins and the size allotted for the text on the page.

Charts, graphs, etc can be set in smaller font size and/or designed for landscape rather than for portrait printing in order to fit the margins.

4) **Spacing** All papers should be single-spaced.

5) **Typing** If possible use Times Roman font, and use the 12 point type size as it provides the most easily legible page. If you do not use Times Roman, please avoid Courier or, on the Mac, any fonts named after cities.

6) **Printing** If possible, papers should be printed on a laser or ink jet printer. If you do not have access to one of these, please make sure that the print on your hard copy is dark and clear.

7) **Corrections and General Appearance** If you have to glue a special figure onto a page, please use rubber cement only. Diacritics and other hand-inserted marks must be made in black pen (not blue or pencil). Please be sure to proof read and do a final spell check right before you send the disk and hard copy to the editor.

8) **Numbering** Do not type page numbers on your paper. Instead, on the back of each page indicate in light pencil the order of the pages along with your name. Sequential page numbering for the completed volume will be done by the press.

9) **First page** The first page should include the title of the paper, your name and institution, each centered on a line. Please bold **the title**. Skip a line and center your name and center on the next line your institutional affiliation. The text should start after one blank line. Please turn on the widow/orphan option and turn off page numbering, headers, and footers.

10) **Endnotes** Number your notes serially throughout the article. The note number should be superscripted following the passage to which it applies. Do not place notes at the bottom of each page. Your endnotes should directly follow the text. Skip a line and place the heading, **Notes**, in bold, above them.

11) **References** Please make references in the text not in endnotes. Give in parentheses the name of the author, year of

publication, and when relevant, the page(s) referred to: e.g. (Matisoff 1992) or (Thurgood 1992:15). If separate works are referred to in the same parentheses, they should be listed in alphabetical order and separated by semi-colons. If they are by the same author, separate them by commas, e.g. (Benedict 1966; Diffloth 1985, 1987a). Use initials only to distinguish between two or more authors with the same last name.

Any work you refer to in the article must be listed separately at the end of the article in the references section. This section appears directly after the endnotes. Please skip a line and place the heading, **References**, in bold, above the references. Use the following as examples for the format of the references. If you have further questions about this format, please check the Linguistic Society of America (LSA) style sheet available on line at [www.lsadc.org](http://www.lsadc.org).

- Benedict, Paul K. 1975. *Austro-Thai language and culture, with a glossary of roots*. New Haven: HRAF Press.
- Craig, Colette (ed.) 1986. *Noun classes and categorization*. Amsterdam: John Benjamins.
- Delancey, Scott. 1989. Verb agreement in Proto-Tibeto-Burman. *BSOAS* 52.315-33.
- Ohala, John J. 1979. Acoustic phonetics and phonology. *Frontiers of speech communication research*, ed. by B. Lindblom and S. Ohman, 142-61. London, New York: Academic Press.

12) **Materials from other sources** If you decide to use maps, illustrations, tables, etc. from other sources, please be sure to cite the source and to obtain any permissions you may need.