

## *Northwest Journal of Linguistics* Submission and Style Guidelines

### Submission guidelines

#### **Editorial address**

Submit papers via e-mail to one of the General Editors.

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#### **Electronic format**

Articles should be submitted electronically via e-mail, preferably as a PDF file. Alternatively, the file can be submitted as a Word document, as long as there are no special symbols or the necessary fonts are provided.

#### **Artwork, audio, and video files**

We encourage the use of illustrations (such as maps or diagrams), photographs, and audio and video files. Please send in electronic format.

#### **Article length**

The articles should be of a suitable length to make the points put forth. We encourage longer submissions that include rich amounts of data.

#### **Language**

Papers may be in English or French.

#### **Abstracts**

Each submission should include a brief abstract, about 100–150 words in length, which summarizes the main focus of the article.

Authors should include four to six keywords beneath the abstract. These keywords will be used to index the articles on the *NWJL* website, as well as online in academic indexes and search engines.

Papers submitted in French should also include a brief abstract in English.

## Style guidelines

To help speed production, we encourage authors to submit papers in any style so that we can begin the review process. Double-spaced manuscripts are appreciated.

Papers accepted for publication should be formatted in an internally consistent style of the author's choice. However, we suggest the following stylistic practices and may require authors to revise according to them.

### General language

We follow the Linguistic Society of America in urging all linguists to be sensitive to the social implications of language choice and to seek wording free of discriminatory overtones. Contributors should follow the LSA Guidelines for nonsexist usage, published in the December LSA Bulletin.

### Spelling

British, Canadian, or U.S. spellings may be used, as long as the spelling style is consistent throughout the article.

### Font

Authors may use the font of their choice, with the following conditions:

- We encourage the use of a serif font, like Times, for the body of the text.
- For language data containing special characters, we encourage the use of a Unicode font. There are several free Unicode fonts available that are similar to Times: Aboriginal, Doulos SIL, and Gentium.
- The body of the text should be in 12 point.

### Headers

All headers should be 1 inch from the top of the page.

### Page numbers

All pages should be numbered at the top, right-hand side of the page in Arabic numerals.

### Punctuation

- Use single quotation marks for translations and glosses.
- Use curly quotation marks ( ‘ ’ ), not straight quotes ( ' ' ).
- Use the Oxford comma, i.e. a terminal comma in a series: “X, Y, and Z.”

- Do not use apostrophes in (nonpossessive) plurals or numbers: 1990s, not 1990's.
- Ellipsis in citations within the article text is shown by three dots, i.e. like ... this (note the single spacing before and after the text). Ellipsis added to offset quotations are indicated by three dots enclosed in square brackets, i.e. [...]. For Word users, the Mac command for ellipsis is OPT-; (option key and semicolon). The PC command is ALT-CTRL-. (alt key, control key and period).
- Numbers ten and under should be spelled out: two, not 2. All numbers higher than ten should be in Arabic numerals: 35, not thirty-five. One exception is any sentence that begins with a number should have the number spelled out in full: “Two hundred and sixty-five of the participants in the study...” not “265 participants in the study...”
- Use an em-dashes— not en-dashes or hyphens—for breaks within sentences.
- Use an en-dash, not a hyphen, for ranges, including page numbers.

**Example:** pp. 13–26.

### **Spacing, paragraphs, and justification**

- Indent the first line of each paragraph 0.5 inch from the left margin.
- There should be no blank lines between paragraphs.
- There should be only one space between the period at the end of a sentence and the following sentence. Please use Find/Replace to remove all double spaces.
- The body of the article should be left-justified.

### **Title**

- Title in bold, with one blank line between the title and the author name(s). Leave two blank lines between the author name(s) and the text.
- The title and author name(s) should be left-justified. The title should fit on a single line.
- Use capital letters on all content words.

**Example: Glottal Stops in Vancouver Island Nu-chal-nuth Dialect**

## Section headings

- Headings should be in bold, followed by a period. Indent the first line of text following the heading.
- Numbering should be at the left of the heading and use Arabic numerals. Section numbering should begin with 1, not 0.
- There should be a period after each numeral, including the final numeral: 1.1.1.
- Use sentence case—capitalize only the first word of the heading and any proper nouns.

### Example:

#### **1. The promotional function of applicatives.**

Cross-linguistically, applicatives often serve the function of promoting the NP so that it acquires “object” properties, such as pronominalization, relativization, reflexivization [...]

## Footnotes/endnotes

- Please use footnotes, not endnotes.
- The footnotes should be justified, in 10 point, with no blank lines between the footnotes.
- Please use the same font as used in the body of the article.
- Any examples within the footnotes should be numbered (i), (ii), etc., and separated from the text of the footnote by one line space.

### Example:

<sup>3</sup> Determiner-headed relatives are explored in MacDonald (1987) and Tonari (1985).

<sup>4</sup> Similarly, several Salish languages use relational applicative morphology to express adversatives:

- (i) θeʔc-**meʔ**-t  
 dark-REL-TR  
 ‘get dark on him/her’ (Gerds & Kiyosawa 2005)

## Citations, quotations, and examples

- There should be one blank line before, after, and between block quotes, examples, and the main text.
- Indent the text for each citation/quotation/example 0.5 inch from the left margin.
- Following citations and quotations, include the author's surname, publication year, and—if relevant—page number(s). If there are more than two authors, use the last name of the first author, followed by et al.

**Examples:** (Berger 2001); (Donelly 1987:891–906); (Reid et al. 1999:61–83); (Peters 1999, 2001); (Sider 1993, 1994; Peters and Sider 2003).

- When an author's name is cited within the text, follow this format: “Robertson (1997:201) believes the study indicates...”
- When examples are cited in the main text, enclose example numbers in parentheses: (1), (2a), etc. Please do not use periods.

## Data, glosses, and translations

### In body of text

- Italicize all foreign language vocabulary that appears within the main text of the article. (Please do not use italics for common loanwords: e.g. *carpe diem*, *et al.*, *ad hoc*.)
- After the first use of a foreign language form, gloss the word in single quotation marks. There should not be any commas before or after the gloss, unless needed for clarity.

### In numbered examples

- Please provide interlinear glosses and free translations of data wherever possible.
- Align interlinear glosses with tabs, not spaces.
- Gloss lexical forms in lower case letters and grammatical categories in small caps. Person-marking should be glossed as 1, 2, 3.
- Use hyphens to demarcate morphemes within words, both in the data and in the interlinear gloss.

- Use periods to demarcate glosses that correspond to a single morpheme in the data. (This is not necessary for person-marking. For example, 3PL is preferred over 3.PL.)
- Please use abbreviations when glossing grammatical categories. A complete list of used abbreviations should appear in a footnote immediately preceding the first example.

**Example:**

(11)    m̥i    ʔə    č    ceʔ    ʃəl̥-els    ʔə-ʃ̌    ʃniməʃʔ  
           come Q    2SUB    FUT    write-ACT    OBL-DT    1PL.PRO  
           ‘Will you write to us?’

- For further information about interlinear glossing of data consult:  
[www.uofaweb.ualberta.ca/linguistics/pdf/ILEG.pdf](http://www.uofaweb.ualberta.ca/linguistics/pdf/ILEG.pdf)

**Figures, tables, and graphs**

- Figures and tables should be numbered consecutively in Arabic numerals, with a period following the number.
- All figures and tables should be centered.
- Captions should be centered beneath the figures/tables. The caption should begin with “Table” or “Figure” in the same font and point size as used in the body of the text. The caption should be un-bolded, un-italicized and in sentence case. A period should follow the end of the caption.

**Example:**

	UNMARKED		MARKED
	SINGULAR	PLURAL	SINGULAR
VISIBLE	t <sup>h</sup> əw̥niʃ	t <sup>h</sup> əw̥neʔəʃ	θəw̥niʃ
NON-VISIBLE	k <sup>w</sup> θəw̥niʃ	k <sup>w</sup> θəw̥neʔəʃ	ʃəw̥niʃ

Table 4. Demonstratives with *-əw̥niʃ*.

**References**

- References appear at the end of the text. Leave two spaces between the article text and the “References” heading, which should be in bold font and centered. Then leave a blank line and begin the list of references.
- Use a hanging indent of 0.5 inch.

- Use en-dashes for all page ranges.
- Arrange the entries alphabetically by authors' last names. First names should be spelled out in full, unless the author regularly uses initials.
- If the reference is accessible online, please provide the most current URL.
- References can be formatted according to any conventional style as long as the formatting is consistent throughout.

**Example:**

**References**

- Austin, Peter. 1981. *A Grammar of Diyari, South Australia*. Cambridge: Cambridge University Press.
- Baker, Mark C. 1988a. *Incorporation: A Theory of Grammatical Function Changing*. Chicago: University of Chicago Press.
- Baker, Mark C. 1988b. Theta theory and the syntax of applicatives in Chichewa, *Natural Language and Linguistic Theory* 6:353–389.
- Bell, Sarah J. 1983. Advancements and ascensions in Cebuano, in David M. Perlmutter (ed.), *Studies in Relational Grammar* 1, 143–218. Chicago: University of Chicago Press.
- Doak, Ivy Grace. 1997. *Coeur d'Alene Grammatical Relations*. Ph.D. dissertation, University of Texas at Austin.
- Egedal, Steven M., and M. Terry Thompson. 1998. A fresh look at Tillamook (Hutéyu) inflectional morphology, in Ewa Czaykowska-Higgins and M. Dale Kinkade (eds.), *Salish Languages and Linguistics: Theoretical and Descriptive Perspectives. Trends in Linguistics: Studies and Monographs* 107, 235–273. Berlin: Mouton de Gruyter.
- Kiparsky, Paul. 1988. Agreement and linking theory. Paper presented at Chicago Linguistic Society 24.