Linguistic Society of America: Formatting and Citations

General Formatting Guidelines

- Use 12 pt font in a simple Roman face.

- Set your line spacing to 1.5.

- Leave extra space between sections.

- Use 1 inch margins.

- Text should be left-aligned, not justified.

- Number all pages in the top right corner of the page header.

- Tables and figures are referenced in the text but should not be included in the body of the text where they are referenced. Rather, tables and figures should be included after the text with a number and short caption.

Headings

- Headings should be numbered sequentially.

- Headings should be in the same size font as the rest of your body text.

- The number and period should be in boldface. The text of the heading should be in small caps.

  1. Introduction

- For subheadings, you should use a period after the heading number followed by an arabic numeral.

  2.1 Participants

- Do not go past more than two levels of headings (so **2.1** is acceptable, but **2.1.2** is not)

Speaking and Writing Center [1]: Roman fonts are serif, meaning the letters have lines branching off of them, and are upright. The most popular roman font is Times New Roman.

Speaking and Writing Center [2]: Hit enter twice after completing a section.

Speaking and Writing Center [3]: Tables and figures should be numbered sequentially and included at the end of the document, following the references page. The captions are in standard sentence form, starting with a capital letter and ending with a period.

Speaking and Writing Center [4]: Small caps is a capitalization style where letters are capitalized but are shorter and thinner than standard capital letters. Small caps is an option that can be selected for some fonts in the same way that bold or italics can be selected. When using the small caps setting of a font, you should hold shift to capitalize the first letter like when using a normal font, but all text should still be the same font size. Note that the text of the heading isn't bolded.
If you can not easily set your text to small caps using a font style, do NOT try to recreate the effect manually by typing in all caps and using a smaller font size. Simply leave the text in normal text.

Speaking and Writing Center [5]: Subheadings should also be in small caps.

Speaking and Writing Center [6]: Stick to one level for heading and one level for subheading. There can be multiple headings and/or subheadings: 1.1, 1.2, 2.1, 2.2, etc.

- Do not start a new line after a heading. Headings should appear in line with the text at the beginning of the section, indented by half an inch with the start of the paragraph. A period should follow the heading.

  1. INTRODUCTION. The recent renaissance of …

In-Text Citations

- Parenthetical citations should include the author's last name, the year of publication, and a page number, if applicable.

  ○ (Rice 1989, Yip 1991:75–76).

When citing the **work**:

- Either the entire citation should be placed in parentheses (as above) or nothing should be placed in parentheses.

  ○ More discussion of issues related to historical reconstruction can be found in Joseph & Janda 2004:121.

- For two authors, you should use an ampersand between authors' names.

  ○ (e.g. Joseph & Janda 2004:121).

- For more than two authors, list only the first author's name followed by et al.

  ○ (see Yip et al. 1995).

When citing the **authors**:

- Only the date and page numbers are in parentheses if the author's name is part of the text.

  ○ Rice (1989:167) comments that …

- For two authors, you should write "and" instead of using an ampersand.

  ○ Joseph and Janda (2004:121) note that …

- For more than two authors, list only the first author's name followed by "and colleagues" instead of et al.

  ○ Yip and colleagues (1995:34) illustrate this …

Speaking and Writing Center [7]: Note that no comma follows the author's last name.

Speaking and Writing Center[8]: When citing multiple sources in a single citation, use a comma to separate sources.

Speaking and Writing Center [9]: Note that when listing page numbers, a colon follows the year of publication. There is no space before or after the colon.

Speaking and Writing Center[10]: Note that no abbreviation of p. is used to denote the page numbers. Also notice that the full page range is given. Page numbers should not be shortened.

Speaking and Writing Center [11]: Citing the work refers to when you are referencing the work as a whole, not using the author or author's name in the active voice in the sentence.

Speaking and Writing Center [12]: When directly referencing the source as part of your sentence, the citation should not use parentheses. However, if you do not refer to the source explicitly in your sentence, your citation should appear in parentheses.

Speaking and Writing Center [13]: If you are referencing a specific page number in the work, you should use the abbreviation e.g. at the beginning of your citation.

Speaking and Writing Center [14]: If you are referencing an entire work but not pointing to a specific page number, you should use the word "see" at the beginning of your citation.

Speaking and Writing Center [15]: Citing the author refers to when the author or author's name is used in the active voice in the sentence. For example, "Rice states..."

References

- At the end of your paper, on a separate page, you will include a full bibliography.

- Begin the page with the heading REFERENCES . The heading should be left justified.

- References should be set to 1.5 spacing.

- Sources will be listed alphabetically by author's last name.

- Each source should be listed as a separate paragraph with a hanging indent.

- If you are including multiple sources by the same author, list them in chronological order.

Books

Single-Authored Book

WILSON, DEIDRE. 1975. ***Presuppositions and non-truth-conditional semantics***. London: Academic Press.

Edited Book

DORIAN, NANCY C. (ed.) 1989. **Investigating obsolescence.** Cambridge: Cambridge University Press.

Chapter in an Edited Book

YIP, MOIRA. 1991. Coronals, consonant clusters, and the coda condition. ***The special status of coronals: Internal and external evidence***, ed. by Carole Paradis and Jean-Francois Prunet, 61–78. San Diego, CA: Academic Press.

Speaking and Writing Center [16]: This means that the first line of the paragraph should be flush left and all subsequent lines of the paragraph should be indented by half an inch.

Speaking and Writing Center[17]: Note that the author's name is formatted in small caps. The first letter of each word is still capitalized. It should be followed by a period.

Speaking and Writing Center [18]: Note that the year of publication follows the author's name. It should be followed by a period.

Speaking and Writing Center [19]: Note that the title of the book is both italicized and bolded. It should be followed by a period. Also note that only the first word of the title is capitalized, except for any proper nouns.

Speaking and Writing Center [20]: The city of publication should be followed by a colon.

Speaking and Writing Center [21]: The publisher should be followed by a period.

Speaking and Writing Center [22]: Note that an editor is denoted by the abbreviation ed. placed in parentheses following the editor's name. You should follow this format when citing an entire book that was prepared by an editor.

Speaking and Writing Center [23]: Note that the Linguistic Society of America does not omit the city of publication even when the city may be redundant.

Speaking and Writing Center [24]: The title of the article or chapter should not be bolded, italicized, or placed in quotes. Note that only the first word of the title is capitalized.

Speaking and Writing Center [25]: The title of the book should be bolded and italicized. It should be followed by a comma.

Speaking and Writing Center [26]: When citing a chapter or article in a book that was prepared by editors, the editors should be listed after the title of the book. Note that the abbreviation "ed." is used before the editor's names. Editor's names should not be inverted or formatted in small caps. The editor's names should be followed by a comma.

Speaking and Writing Center [27]: The page range should be listed after the editors' names.

Journal Articles

VAN DER SANDT, ROB, A. 1992. Presupposition projection as anaphora resolution. *Journal of Semantics* 9.333–77.

Multiple Articles from the Same Author in the Same Year

CALDER, JEREMY. 2019a. From sissy to sickening: The indexical landscape of /s/ in SoMa, San Francisco. *Journal of Linguistic Anthropology.* 29.332-388.

CALDER, JEREMY. 2019b. The fierceness of fronted /s/: Linguistic rhematization through visual transformation. *Language in Society.* 48.31-64.

Electronic Sources

Open Access Journal Article or Conference Proceeding

SALTZMAN, ELLIOT; HOSUNG NAM; JELENA KRIVOKAPIC; and LOUIS GOLDSTEIN. 2008. A task-dynamic toolkit for modeling the effects of prosodic structure on articulation. *Proceedings of the 4th International Conference on Speech Prosody (Speech Prosody 2008)*, Campinas, 175–84. Online: http://aune.lpl.univaix.fr/~sprosig/sp2008/papers/3inv.pdf.

Online Manuscript

SUNDELL, TIMOTHY R. 2009. Metalinguistic disagreement. Ann Arbor: University of Michigan, MS. Online: http://faculty.wcas.northwestern.edu/~trs341/papers.html.