

Style Sheet

Journal of Germanic Linguistics

The aim of this Style Sheet is to establish guidelines for manuscripts that are consistent with norms for published work in general linguistics. To that end, much of what follows is based on the style sheets for *Language* (<http://www.lsadc.org/language/langstyl.html>) and *Linguistic Inquiry* (<http://mitpress.mit.edu/journals/LING/li-style.pdf>). The major points of *JGL* style are discussed below. For questions not dealt with here, authors are encouraged to consult *The Chicago Manual of Style (CMS)* or with the Chair of the *JGL* Editorial Board.

Although submitted manuscripts do not have to follow the Style Sheet to proceed through the refereeing process, authors of accepted manuscripts will be requested to bring their paper into conformance with the Style Sheet.

The Manuscript

1. Type all copy (including notes, quotations, and reference list) double-spaced throughout using a page setting of 8.5 x 11-inch or A4.
2. Use a standard 12-point font throughout, such as Times or Times New Roman.
3. Leave no less than 1-inch margins on all sides.
4. Manuscript materials should be ordered as follows:
 - a. title page, including authors' names, affiliations, mailing and email addresses;
 - b. abstract of approximately 100 words;
 - c. body of work;
 - d. list of references (beginning on a new page).
5. Do not use line-end hyphens or right-justified margins.
6. Use footnotes.

Headings

1. Use section numbers followed by periods for headings, beginning with 1. Do not use more than two levels of headings; for example, 1. and 2.3., but not 3.2.4.
2. Include titles for sections and subsections.
3. Use boldface roman type for all section numbers and titles; use (nonboldface) italics for subsection numbers and titles.
4. The first paragraph under a heading should begin flush with the left margin.

Typefaces

1. Use *italics* for the following:

- a. A letter, word, phrase, or sentence cited as a linguistic example or subject of discussion.

Example

The diphthong is retained as [ju] in some dialects in words like *new* (< ME *newe*), *suit* (< Anglo-French *siwte*), and *Tuesday* (< OE *tiwesdæg*).

- b. Emphasis, but only sparingly, as overuse lessens the effect.
- c. Non-English words and phrases, except for those that are common in English (de facto, per se, et al., etc.).

2. Use SMALL CAPITALS for the following:

- a. Technical terms at their first use or definition.

Example:

One of the most familiar forms of aphasia is what is known as AGRAMMATISM.

Agrammatism itself is subdivided into various subforms, including BROCA'S APHASIA.

- b. Glosses of grammatical categories or grammatical category morphemes in a linguistic example (see examples below).

3. Use **boldface** to highlight a word or phrase in a linguistic example. To highlight a single letter, it is preferable to underscore.

Punctuation and Capitalization

1. Commas and periods.

- a. Insert commas and periods inside double quotation marks, "like this," rather than "this". Glosses in single quotation marks are exempted from this rule, except where it is part of the gloss itself.
- b. Use commas to separate items in a series of three or more: red, white, and blue rather than red, white and blue.
- c. Use commas in numbers of four digits or more (5,280 and 84,500).
- d. Insert a comma after e.g. and i.e.
- e. To indicate ellipsis, use three periods, close set, with a blank space before and after, like ... this. No ellipsis points should be used before a block quotation beginning with a complete sentence and after a block quotation ending with a complete sentence.
- f. Use only one blank space after periods and colons.

2. Single and double quotation marks.

- a. Use single quotation marks to indicate the meaning of a cited form.
- b. Use double quotations marks for cited material in the text of less than ten typed lines. Longer cited material should appear as a block quotation.
- c. Keep use of "scare quotes" to a minimum.

3. Hyphens (-), en-dashes (–), and em-dashes (—).
 - a. Avoid hyphens with the following prefixes: anti, co, pre, extra, inter, intra non, re, post, pro, semi, socio, sub, trans, except when the last letter of the prefix is the same as the first letter of the word following (anti-inflammatory, semi-independent). The hyphen should also be retained in compounds that must be distinguished from homonyms (recover, re-cover), and in compounds where the second element is in numerical form or begins with a capital or numeral (anti-Semitic, pre-1939). Compound adjectives are hyphenated when attributive (a well-developed plan) but left open when used predicatively (the plan was well developed).
 - b. Use an en-dash in series of inclusive numbers.
 - c. Use single em-dashes, closed up, to designate a break in thoughts.

4. Capitalization.
 - a. Avoid typing terms in full capitals, where possible. They may be retained if they are contrastive (e.g., Infl instead of INFL, but PRO vs. pro).
 - b. Capitalize the names of linguistic rules, laws, principles, conditions, constraints, and filters. If a term applies to a general linguistic phenomenon or process, rather than to a formulated rule, it should be set in lower case. E.g., Obligatory Contour Principle, Case Filter, but vowel harmony, *wh*-movement.

Numbered Examples, Rules, and Formulas

1. Type each numbered item on a separate line flush with the left margin; indent after the number; use lowercase letters to group sets of items.

2. In the text, refer to numbered items as 2, 2a, 2a,b, 2(a–c); in the latter example, an en-dash is used.

3. When the text above an example refers to the example by number, the text ends with a period; otherwise, it ends with a colon.

4. Place any diacritics such as * and ? before the example itself, and align the first words of diacritically marked examples with one another.

5. Align word-for-word or morpheme-by-morpheme glosses of example phrases or sentences with the beginning of each original word.

6. Where appropriate, place a hyphen between morphemes within words in the original, and a corresponding hyphen in the gloss. If one morph in the original corresponds to two or more elements in the gloss (cumulative exponence), separate the latter by a period, except for persons; there is no period at the end of a word. Gloss all persons as 1, 2, 3 in roman type; other grammatical categories should appear in small capitals.

Example:

See the examples in 23a,b.

- (23) a. ond him Hrōþgār gewāt
 and REFL Hrothgar-NOM.SG go-3sg.PRET
 ‘and Hrothgar took his leave’
- b. gomban gyldan
 tribute-ACC.SG yield-INF
 ‘to yield tribute’

7. If an example from any language is meant to be a representation of abstract structure at any level, it should be neither capitalized nor punctuated.

8. For representations using square brackets, observe the conventions exemplified below.

Example:

The underlying structure for the basic German clause may be analyzed as follows:

- (42) Jetzt_j kann_i ich t_j andern deutsche Syntax beibringen t_i
 [_{CP} [_C [_{IP} ich [_I [_{VP} jetzt [_{VP} andern [_V deutsche Syntax beibringen]]]] kann]]]]
 ‘Now I can teach others German syntax.’

References in the Text

1. If the text reference refers to the author, the date of the work is enclosed in parentheses. If the text reference refers to the work itself, rather than the author, the date is not enclosed in parentheses.

Examples

Chomsky (1999:234–235) argues convincingly for the existence of ...

In Chomsky 1999 we find compelling arguments for ...

2. Avoid use of ‘cf.’. Use ‘compare’ or ‘see’.

3. Do not use notes for citations only.

Tables and Figures

1. Centered below each table or figure, put its number, followed by a brief legend.

References

1. The list of references must be complete and double-spaced. Authors are urged to pay special attention to the guidelines for references discussed below.

2. Each entry should contain the following elements in the order and punctuation given:

- a. (first) author's surname, given name(s), given name and surname of other authors. Year of publication. Full title and subtitle of work. (Use italics for monograph and journal titles, roman type for articles and chapters.)
- b. For a journal article: *full name of the journal* and volume number.inclusive page numbers for the entire article separated by an en-dash.
- c. For an article in a book: *title of the book*, ed. by [full name(s) of editors], inclusive page numbers.
- d. For books and monographs: the edition, volume or part number, and (series title, number.) Place of publication: Publisher.
- e. For theses and dissertations: Master's thesis or Doctoral dissertation, institution.

3. Multiple entries for the same author should be ordered in ascending chronological order.

Examples:

- Braune, Wilhelm. 1975. *Althochdeutsche Grammatik*. 13th edn. by Hans Eggers. (*Sammlung kurzer Grammatiken germanischer Dialekte, A.5.*) Tübingen: Max Niemeyer.
- Haegeman, Liliane. 1991. The *get* passive and Burzio's generalization. *Lingua* 66.53–77.
- Haegeman, Liliane. 1996. Negative inversion, the Neg criterion, and the structure of CP. *Geneva generative papers* 4, ed. by Michal Starke, 93–119. Geneva: Department of Linguistics, University of Geneva.
- Haegeman, Liliane, and Henk van Riemsdijk. 1986. Verb projection raising, scope, and the typology of rules affecting verbs. *Linguistic Inquiry* 17.417–466.
- Kingston, John, and Mary E. Beckman (eds.). 1990. *Papers in laboratory phonology I: Between the grammar and physics of speech*. Cambridge: Cambridge University Press.
- Makhudu, Dennis P. 1985. *Is Afrikaans a creole language?* Master's thesis, Southern Illinois University at Carbondale.
- Mohanan, K. P. 1982. Grammatical relations and clause structure in Malayalam. *The mental representation of grammatical relations*, ed. by Joan Bresnan, 504–589. Cambridge, MA: MIT Press.