

Style Sheet
Papers of the Algonquian Conference
8/2/18

1. General Formatting Considerations

- a. Spelling: For papers written in English, US English spelling conventions should be followed. This is a requirement of MSU Press.
- b. Software: Send us a Word file and a pdf file of your paper. We edit the Word file, but we need the pdf so that we can check formatting if any questions arise. MSU Press generally uses Microsoft programs and PCs; please let us know if your manuscript was prepared using another platform. If you used EndNote, BibTexX, Zotero, Mendeley, or another program to automatically format or generate citations or reference lists, you will need to replace that linked content with keyboarded text before submitting the final manuscript. (Text generated in such programs can become distorted or disappear when it is uploaded into typesetting software.)
- c. Do not use MS Word Styles for formatting. This especially includes font changes like bold, italics, small caps. Instead, use the button on your toolbar (e.g. “B” for bold) or the equivalent keystroke shortcut.

2. Manuscript Length

- a. Because of our agreement with MSU Press, we are under strict page limits. Since we would like to publish as many papers as possible, we are imposing fairly rigid length restrictions on contributions. Please keep your paper to a maximum length of 5,500 words, including references and any appendices.

3. Manuscript Title and Author’s Name

- a. The title of the article and the author’s name (exactly as it should appear) should be on separate lines at the beginning of the article. No formatting required.

4. Manuscript Headings and Sub-headings

- a. Do not include a heading at the beginning of your paper called “Introduction” (or anything like that). Your first heading should come after your introduction.
- b. There should be only two levels of headers in the manuscript, which we identify here as a MAIN HEADING and a SUB-HEADING.
- c. Headings should contain only text, should not be numbered, and should not have a period at the end.
- d. Main headings should be in SMALL CAPITALS, and sub-headings should be *italicized*.
- e. Both types of headings should be in title style; that is, they should follow the capitalization conventions listed in *The Chicago Manual of Style* (16th ed., sec. 8.157). The basic rules are listed below:
 - i. Capitalize the first word
 - ii. Capitalize nouns, pronouns, verbs, adjectives, and adverbs
 - iii. Use lowercase for articles and demonstratives (e.g., *the, a, an, that, this*)
 - iv. Use lowercase for prepositions (e.g., *of, in, to, for, with, on, at, over, around*)
 - v. Use lowercase for conjunctions (e.g., *and, but, for, or, nor*)

5. Typographic Conventions

- a. Additional Fonts: If the manuscript includes other fonts, such as a specific Canadian Aboriginal Syllabics font, please let us know how we can obtain the required font. If we cannot readily obtain it ourselves, you will have to provide the Editors and the Press with a copy of the software so that your work will appear as intended.
- b. Diacritics: List all special characters (any characters that do not appear on your keyboard, such as accented characters—á, é, ö, etc.) used in the manuscript on the first page of the manuscript.
- c. Special typefaces are used as follows:
 - i. SMALL CAPITALS (Do not use CAPITALS with a reduced size)
 1. Headings (but not sub-headings).
 2. Table headings (but not titles).
 3. Column and row headings in tables.
 4. To mark a technical term at its first use or definition (optionally).
 5. To add emphasis to a word or phrase in the text.
 6. For the names of grammatical categories in the glosses (middle lines) of numbered examples, e.g., NA, to identify an animate noun in standard Algonquianist usage.
 - ii. REGULAR CAPITALS
 1. Used for in-text abbreviations.
 - iii. **Bold**
 1. To add emphasis in numbered examples.
 - iv. *Italics*
 1. Language material cited in the main body of the manuscript, e.g., *mooz* ‘moose’.
 2. Foreign words and phrases.
 3. Sub-headings.
 4. Titles of books and journals.
 5. Headings in numbered examples (if applicable).
 - v. ‘Single quotation marks’
 1. To enclose glosses of linguistic forms, e.g., Cree *maskwa* ‘bear’. (Note that punctuation goes outside the close quote here.)
 2. Quotes within quotes.
 3. The English translation below a numbered non-English example. (The punctuation goes inside the close quote in examples.)
 - vi. “Double quotation marks” (note that punctuation goes INSIDE the quotation marks):
 1. To enclose actual quotes from other sources.
 2. “Scare quotes.”
- d. The relative position of quotation marks and punctuation:
 - i. Punctuation goes inside double quotes: “like this.”
 - ii. Punctuation goes outside single quotes: ‘like this’.
 1. EXCEPT in translations of linguistic examples, where it goes inside the single close quote. For example:

(34) Cēk aqtoh.
 next.to put.2SG>0.IMP
 ‘Put it next to it.’

- e. Extracts (quotes): Generally, six or more lines of prose and two or more lines of verse within the text should be set as extract, and shorter quotations should be run into the text. Do not set off prose quotations in the notes as extracts, regardless of length.
- f. Remove the ellipses from the beginnings and ends of quotations.
- g. In most cases, “silent” (changed without brackets []) changes in capitalization are preferable; not making any changes is always acceptable.
- h. Numbers between one and ten are normally spelled out: “six years.” Numbers over ten are expressed in digits: “23 years,” “18th-century dress,” unless they begin a sentence: “Twenty-three years later...”. “First,” “second,” and “third person” are written out without numerals.
- i. Years are written 1914–18, dates in the form 6 June 1944.
- j. In-text references:
 - i. If the in-text reference refers to the author, the date of the work is enclosed in parentheses, e.g., “Smith (1900) points out.” The year can be followed by a colon and the page number(s), without spaces: “Smith (1900:132) says...”
 - ii. If the reference refers to the work itself, rather than the author, the date is NOT enclosed in parentheses: “as in Jones 1907.”
 - iii. Arrange in-text references by date or alphabetically by author’s last name, as long as the method used is consistent. Separate such references using a semi-colon.
 - iv. Personal communication: cite as “personal communication” (or letter, interview, etc.), e.g., “Franz Boas (personal communication, 1935)”, “Franz Boas (letter to..., 25 December 1935)”. Spell out the person’s first name.
- k. “And” versus the ampersand (&)
 - i. Use “and” when referring to a work with multiple authors (e.g., “Smith and Jones”).
 - ii. The ampersand may be used if you are abbreviating a work (e.g., S&J).
- l. Use the serial (AKA Oxford) comma (e.g., *books, pencils, and paper*).

6. Endnotes

- a. Use endnotes rather than footnotes.
- b. Endnotes may be used for brief ancillary comments, but LENGTHY ENDNOTES MAY BE SUBJECT TO SHORTENING OR DELETION AT THE EDITORS’ DISCRETION.
- c. When using references within endnotes, use short-form references, e.g., (Smith 1902), rather than “op. cit.,” “loc. cit.,” or “ibid.” Please use short forms throughout, and DO NOT USE FULL CITATIONS IN ENDNOTES.
- d. Number endnotes with Arabic numerals sequentially throughout the manuscript. Place note callouts (numbers) at the ends of sentences where possible (at the end of a phrase otherwise).
- e. Acknowledgments, if included, should appear as the first endnote. This note (number 1) should appear at the end of the first sentence of the text, not attached to a heading or the title.

- f. Define abbreviations in an endnote before the first example. Ensure that abbreviations are consistent throughout the paper and that all have been listed in the relevant endnote.
- g. Use the format “ABBREVIATION = full term” (e.g., PST = past) in the endnote defining abbreviations, and separate the abbreviations with a comma.
- h. No endnote should be attached to the title of the paper, the author’s name, or to a heading.
- i. Place only one endnote per location.

7. Numbered Examples

- a. Place each numbered item on a separate line, left-justified, with the number in parentheses.
- b. Indent using a tab after the number.
- c. Use lowercase letters followed by a period to group sets of related items, e.g.:

(2) a. He got out of the lake.
 b. I put the berries in the pail.

- d. In the text, refer to numbered items as (2), (2a), (2a,b), (2a–c) WITH PARENTHESES.
- e. Examples in endnotes should be numbered as (i), (ii), (iii), etc., and should be referred to as such in the text if necessary.
- f. Examples not in English need to be glossed and translated appropriately. Sometimes, both a gloss and a translation are required. Interlinear glossing and translation conventions follow *Language* style, which is repeated below.
 - i. Place the gloss and/or translated sentence below the example sentence. The gloss and/or translation should be flush left with the example sentence; do not indent. If the translation is a sentence in English, the translation should have sentence capitalization, regardless of whether it’s a sentence or just one word in the language being exemplified. If the translation is only a single word in English, then it can be lower case.
 - ii. In general, align the word-for-word (or morpheme-by-morpheme) gloss with the beginning of each word in the first line. (See examples below.)
 - 1. If using a three-line gloss, align the first line with the second.
 - 2. If using a four-line gloss, do not align words in the first line with the second. Separate words in the first line with a space.
 - 3. Do not italicize the first line.
 - iii. If the example is too long to fit on a single line, split it with the data and glosses, then a blank line, then the rest of the example, including the translation.

(3)	Matonni	amo	saittsikihta-isoka'sim-yi	a-saittsik-ohtako
	yesterday	DEM	jingle-dress-IN	IMPERF-bell-make.a.sound.II
	'Yesterday this jingle dress jingled/was jingling.'			
(4)	Matónni	ámo	sáittsikihtaisoka'simi	aisaittsikohtako
	matonni	amo	saittsikihta-isoka'sim-yi	a-saittsik-ohtako
	yesterday	DEM	jingle-dress-IN	IMPERF-bell-make.a.sound.II
	'Yesterday this jingle dress jingled/was jingling.'			
(5)	Nahāw	kayēs-kēsepotaqsiyan	eneq-peh	
	well.then	IC.CP-I.finish.my.plowing.CONJ	then.PRED-time	
	new	kayēs-wāēpasewacekāēyan.		
	CTR	IC.CP-I.start.sowing.CONJ		
	'Well, when I finished my plowing, that was when I started sowing.'			

- iv. Use tabs to make alignments rather than multiple spaces.
- v. Observe the following conventions in morpheme-by-morpheme glosses:
 1. Place a hyphen between morphemes within words in the original, where relevant, and a corresponding hyphen in the gloss; do NOT use any hyphens in the gloss that do not have corresponding hyphens in the original.
 2. If one morpheme in the original corresponds to two or more elements in the gloss, separate the latter by a period, except for persons.
 3. Gloss lexical roots in lowercase Roman type.
 4. Gloss all grammatical categories in SMALL CAPITALS.
- vi. Abbreviate glosses for grammatical categories.
- vii. List the abbreviations in a note, as described in §6.

8. Tables

- a. MSU Press requires tables to be done as call-outs (that is, as separate files); see §10 below for more info.
- b. Number tables consecutively and separately from examples: *Table 1*, *Table 2*, etc.
- c. Give each table a title.
- d. Refer to them in the text as Table 1, Table 2, etc.
- e. Observe the following formatting conventions for tables (and see example below):
 - i. In the title of the table, "Table" should be in SMALL CAPITALS with "T" in LARGE CAPITALS, e.g., "TABLE 2".
 - ii. The title of the table should have sentence capitalization (i.e. just the first word capitalized).
 - iii. Both "TABLE" and the table title should appear above the table, left justified.
 - iv. Use 12-point type (Times or Times New Roman whenever possible).
 1. If you must use smaller font to make material fit in a table, use a minimum of 10-point font, but no smaller.
 - v. Avoid shading cells, unless absolutely necessary for clarity.
 - vi. Column headings should be in SMALL CAPITALS.

- vii. Column entries should be left aligned.

LEXEMES	PRESENT	3SG	PAST
WALK	walk	walks	walked
GIVE	give	gives	gave

9. References

- a. Capitalization
 - i. Titles of journals, books, and articles are capitalized using headline style; capitalize all words except prepositions, articles, and conjunctions.
 - ii. The first word after a colon is always capitalized.
- b. What to include in each type of reference:
 - i. *Book*: Author's name; year; title of book; city of publication; publisher.
 - ii. *Book Chapter*: Author's name; year; chapter title; book title; 'ed. by' followed by the editor's name; inclusive page numbers; city of publication; publisher.
 - iii. *Journal article*: Author's name; year; title of article; name of journal; volume number (if applicable); inclusive page numbers.
 - iv. *Conference Paper*: Author's name; year; title of chapter; volume title as it appears on the volume itself; 'ed. by' followed by the editor's name; inclusive page numbers; city of publication.
 - v. *Thesis*: Author's name; title of thesis; identification of work as thesis (e.g., PhD thesis); university.
 - vi. *Presentation*: Author's name; year; title of paper. Paper read at [name of Conference], [place held].
 - vii. *Unpublished manuscript*: Author's name; year; title of manuscript; 'Unpublished manuscript'; university where manuscript was prepared.
 - viii. *Personal communications*: are NOT listed in the references.
 - ix. *Works accepted for publication but not yet published*: [In Press] in the position normally occupied by the publication date.
 - x. *Place of publication*: Eliminate the state where it is obvious from the publisher's name or where the city is well known, and include only the U.S. city where more than one is listed.
 - xi. *Latin abbreviations*: Avoid using "ff.," "passim," etc.
 - xii. Cite the version you actually reference, in cases where there is a first or other definitive edition. Do not include this in the references. If you want to include the information about an earlier edition, do so at a relevant point in the text.
 - xiii. *Electronic sources*: Internet postings are inherently unstable; even long-established resources regularly move and remove materials. If there is a hard copy form of a cited material, the hard copy form should be cited, even if you actually viewed the material electronically. If you are not familiar with a hard copy form of the material, provide a general web address (for example, "available on NationalGeographic.com," in lieu of a more detailed address that could become obsolete before the volume is published). Do not include access date.

- c. Use the following examples (type styles, capitalization, punctuation) as a guide when preparing the references for your manuscript. Also review our Preformatted Bibliographical References, which lists the collected references of volumes 33–35, all formatted according to current house style, at: <http://algonquianconference.atlas-ling.ca/eng/submissions/>.

Type of Reference	Sub-Category	Example
Book		Chomsky, Noam. 1995. <i>The Minimalist Program</i> . Cambridge, MA: MIT Press.
Edited Volume		Bloomfield, Leonard & John D. Nichols (eds.). 1991. <i>The Dog's Children: Anishinaabe Texts Told by Angeline Williams</i> . Winnipeg: University of Manitoba Press.
Book Chapter		Abusch, Dorit. 1998. Generalizing Tense Semantics for Future Context. <i>Events and Grammar</i> , ed. by Susan Rothstein, pp. 13–33. Dordrecht: Kluwer Academic.
Journal Article		Bishop, Charles A. 1972. Demography, Ecology and Trade Among the Northern Ojibwa and Swampy Cree. <i>Western Canadian Journal of Anthropology</i> 3:58–71.
Conference Papers	PAC	Hockett, Charles F. 1948a. Potawatomi I: Phonemics, Morphophonemics, and Morphological Survey. <i>International Journal of American Linguistics</i> 14(1):1–10.
Conference Papers	WCCFL	MacKenzie, Marguerite. 1992. Negative Markers in East Cree and Montagnais. <i>Papers of the 23rd Algonquian Conference</i> , ed. by William Cowan, pp. 274–284. Ottawa: Carleton University.
Multi-Volume Series		Ritter, Elizabeth & Martina Wiltschko. 2005. Anchoring Events to Utterances without Tense. <i>Proceedings of WCCFL 24</i> , ed. by John Alderete, pp. 343–351. Somerville, Massachusetts: Cascadilla Proceedings Project.
		Wolfart, H. Christoph. 1973. <i>Plains Cree: A Grammatical Study</i> . Transactions of the American Philosophical Society, n.s., vol. 63, part 5. Philadelphia.
		Bock, Philip. 1978. Micmac. <i>Handbook of North American Indians</i> , vol. 15: <i>Northeast</i> , ed. by Bruce G. Trigger, pp. 109–122. Washington: Smithsonian Institution.

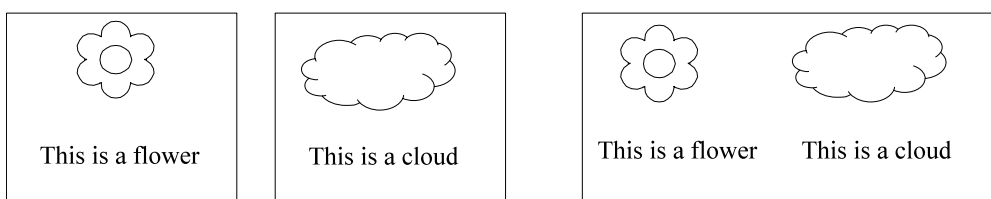
Type of Reference	Sub-Category	Example
Ph.D. Dissertation		Benjamin, Bruening. 2001. <i>Syntax at the Edge: Cross-Clausal Phenomena and the Syntax of Passamaquoddy</i> . PhD thesis, Massachusetts Institute of Technology.
M.A. thesis		Hanson, Rebecca. 2003. <i>Why Can't We All Just Agree? Animacy and the Person-Case Constraint</i> . MA thesis, University of Calgary.
Presentation	Conference	Ritter, Elizabeth, and Sara Thomas Rosen. 2006. <i>Animacy in Blackfoot: Implications for Event Structure and Clause Structure</i> . Paper read at the Workshop on Syntax, Lexicon, and Event Structure, Hebrew University.
Presentation	To a board of directors	Brittain, Julie, Carrie Dyck, Yvan Rose, and Marguerite MacKenzie. 2005. <i>First Language Acquisition and the Chisasibi Child Language Acquisition Study (CCLAS)</i> , Presentation to the Board of Directors of Anjabowa. Childcare/Headstart Centre, Chisasibi, Quebec.
Manuscript	Unpublished	Russell, Susan. 2006. <i>A Description and Analysis of Discourse in the Upriver Halq'emeylem Language Project</i> . Unpublished manuscript, Simon Fraser University, Burnaby, B.C.
Manuscript	No date	Noyes, James. [n.d.] <i>Pequot Indian Vocabulary</i> . Manuscript, Beinecke Library, Yale University, New Haven.
Online source	Open source	Whalen, D.H., Margaret Moss, & Daryl Baldwin. [2016.] <i>Healing through Language: Positive Physical Health Effects of Indigenous Language Use</i> . <i>F1000Research</i> 2016, 5:852. doi: 10.12688/f1000research.8656.1.
Online source	Census	Statistics Canada, 1996 census. http://www.statcan.ca/daily/english/980113/d980113.htm#ART1 .
Online source	Person profile	Linklater, Joseph (Joey). Profile of Spr. Joseph Linklater. http://collections.ic.gc.ca/Nativeveterans/soldier/jlinklater.htm .
Audio Tape		Moore, Fred. 1986. Audiotaped interview with John S. Long, Moose Factory, 28 May. [Original tape is deposited with the National Museums of Canada; a copy is deposited with the Ojibwe and Cree Cultural Centre in Timmins.]
Reprinted version		Jones, William & Truman Michelson. 1974 [1915]. <i>Kikapoo Tales</i> . Publications of the American Ethnological Society, vol. 9. New York.

10. Digital Art and Other Graphics Guidelines (from MSU Press)

- a. Art is defined as: photographs, maps, graphs, tables, Optimality Theory tableaux, drawings, or other images. Consider seriously whether digital photos and other illustrations are absolutely necessary. If you have art or photographs, you will need to provide us with separate, individual files for each one.
- b. The approximate location for the image should be called out in the text with carets, e.g. <figure 1> where “figure 1” also is the unique identifier.
- c. All art must:
 - i. be assigned a unique identifier (usually the type of art and a number that reflects the order in which it will appear in the manuscript, so map 1, map 2, etc. and figure 1, figure 2, etc.) to clearly identify it in the file name, and the captions list, and in the callout in the text;
 - ii. be accompanied by a caption and credit (where relevant), provided in a separate Word file (though table titles and credit lines should be included with tables rather than in this separate file);
 - iii. be accompanied by written permission to reproduce the art if taken from another source: electronic or hard copy are acceptable.
- d. Scanning and e-file preparation
 - i. All images scanned with black, white, and shades of grey must be scanned at 300dpi (dots per inch) at a minimum of 6 inches wide.
 - ii. All images scanned without shading (line art) must be scanned at 2400dpi at a minimum of 6 inches in size (materials like side-by-side images and phrase structure trees can be smaller than 6 inches).
 - iii. All electronic photos must be saved as a high-resolution tiff or jpeg.
 - iv. Maps, charts, and graphs created for the book must be submitted as Adobe Illustrator files; do not submit charts and graphs generated in Microsoft Excel or Corel Draw unless you have discussed having your art redrawn with your acquisitions editor. If you submit charts and graphs as high resolution tiffs or jpegs, do not include text (such as title, caption, source, or notes) in the image and be prepared to revise and submit a new image file at the request of editing during production.
 - v. *Do not paste art files into other program files (such as Word).*
 - vi. Tables should be called out in the main text using carets (e.g. <Table 1> where “Table 1” also is the unique identifier) and saved each in an individual Word file.
 - vii. If you and the acquiring editor determine that a graphic needs to be redrawn, you will need to submit the complete data set along with a hardcopy or scan of how you would like the graph to appear.
- e. Linguistics-specific instructions:
 - i. Phrase-structure trees and similar diagrams must be done as call-outs; that is, trees should not be embedded in the manuscript. So, for EACH tree in your paper, make a separate file (see d-ii, above). (However, note that side-by-side images are allowed; see d-ii, above, and iii below.) Save the file using a structured name sequence, such as [jones_tree_1.tiff], [jones_tree_2.tiff], [jones_tree_3.tiff], etc., with the name being that of the author or authors of

your paper, and the number sequence following the sequence of the trees in your paper.

- ii. We also remind you that an alternative to drawing trees is to present your structure with labeled bracketing, though when structure gets complex, trees do seem easier to interpret, and we do not want to discourage you from using them.
- iii. Side-by-side images or phrase structure trees: Sometimes there is need to place digital photos and/or phrase structure trees next to each other in a side-by-side fashion. When doing this, instead of making a separate call-out file for each image or tree (as on the left, below), put the side-by-side material into a single file (as on the right, below). The borders around the images below are intended to indicate whether the images are two separate files or one single file.



The same thing applies to phrase-structure trees: if you have two side-by-side trees, draw them both in the same file.

- iv. If your tree has a caption, it should be included in the captions list, not as a part of the image.

Questions concerning the form of the manuscript should be addressed to:

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