

Style Sheet
Papers of the 55th Algonquian Conference
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Last updated 2024-05-15

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1. General Points

Manuscript Length

Please keep your paper to a maximum length of 5,500 words, double-spaced, including references, tables, figures, and any appendices.

Spelling and Capitalization

For papers written in English, US English spelling conventions should be followed. Please capitalize terms like Native, Indigenous, First Nations, etc.

Other Typographic Conventions

For when to use **bold**, *italics*, SMALL CAPS etc. please see Appendix B.

Software

Send us a Word 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. We regret that we cannot currently accept manuscripts created using LaTeX.

Formatting – Important!

Do not use any automatic formatting (except automatic endnotes). This includes section headings, example numbers, the “keep lines together” function, and any program that automatically formats and inserts references (e.g. EndNote, Mendeley, etc.). Do not use Styles in Word to edit your manuscript. Do not add headers or footers.

Title and Author(s)

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 special formatting required, no affiliation.

Special Characters

List all special characters used (any characters that do not appear on your keyboard, e.g., f, š, á, ö, etc.) at the top of the first page of the manuscript.

Other

- Omit page numbers.
- Left-align prose paragraphs; do not justify (aligned at both margins).
- We cannot publish anything in color; everything must be black, white, and shades of grey.
- Use short-form references, e.g. (Smith 1902), rather than abbreviations like “op. cit.,” “loc. cit.,” or “ibid.” Please use short forms throughout, including in endnotes.

2. 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 headings 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. If you did have section numbers originally, after you’ve removed them, be sure that you don’t refer to any sections by a number (i.e. “As I said in section 3...”).
- e. Main headings should be in SMALL CAPITALS, and sub-headings should be *italicized*.
- f. Both types of headings should be in title style; that is, they should follow these rules:
 - Capitalize the first word
 - Capitalize nouns, pronouns, verbs, adjectives, and adverbs
 - Use lowercase for articles and demonstratives (e.g., *the, a, an, that, this*); prepositions (e.g., *of, in, to, for, with*); conjunctions (e.g., *and, but, for, or*)

3. 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. Do not place 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, and at the end of a phrase otherwise, after any punctuation.
- 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 preceding the first example. Ensure that abbreviations are consistent throughout the paper and that all have been listed in the relevant endnote. Use the format “ABBREVIATION = full term” (e.g., PST = past) in the endnote defining abbreviations. Put them in alphabetical order, and separate them with a comma. When using the glossing abbreviations from the [Leipzig glossing rules](#) you may add a reference to Comrie, Haspelmath, and Bickel (2008) and only list the abbreviations not included there.
- g. No endnote should be attached to the title of the paper, the author’s name, or to a heading.
- h. Place only one endnote per location.

4. 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 generally follow the [Leipzig glossing rules](#) style, with the following adaptations:
- Do not italicize the first line.
 - Use the same font size for all lines.
 - Put any reference to the source after the English translation on the last line, separated from the translation by a single space.
 - If the translation is a full 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 or phrase in English, then it can be lower case without punctuation.
 - 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 format, align the first line with the second.
 2. If using a four-line format, align the second line with the third. Do not align words in the first line with the second. Separate words in the first line with a space and use normal capitalization and punctuation according to the orthographic conventions used for the language in question.
 - If the example doesn't 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, as shown in (5).

- (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.' (Smith 1995:22)
- (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.' (Smith 1995:22)
- (5) Nahāw kayēs-kēsepotaqsiyan eneq-peh
well.then IC.CP-I.finish.my.plowing.CONJ then.PRED-time

new kayēs-wāepasewacekaēyan.
CTR IC.CP-I.start.sowing.CONJ
'Well, when I finished my plowing, that was when I started sowing.'
(B1.02, 15-18)

- Use a **single tab** between elements to make alignments. Do not use multiple spaces. Do not use tables to format your examples.
- Note in particular 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. (i.e. 3SG, not 3.SG)
 3. Gloss lexical roots in lowercase Roman type.
 4. Gloss all grammatical categories in SMALL CAPITALS.
- Abbreviate glosses for grammatical categories and list the abbreviations in a note, as described in §3.
- Consult the Leipzig rules for additional matters not specified here.

5. Tables

- a. Tables must be removed from the manuscript and placed in a separate file.
- 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. Call out the approximate location for a table in the text using carets (e.g. <Table 1 about here> where “Table 1” also is the unique identifier).
- f. Observe the following formatting conventions for tables (and see example below):
 - In the title of the table, “Table” should be in SMALL CAPITALS, e.g., “TABLE 2”.
 - The title of the table should have sentence capitalization (i.e. just the first word capitalized).
 - “TABLE #” and the table title should appear above the table, left justified (see example below).
 - Use 12-point type (Times or Times New Roman whenever possible). If you must use smaller font to make material fit in a table, use a minimum of 10-point font, but no smaller.
 - Avoid shading cells, unless absolutely necessary for clarity.
 - Column headings should be in SMALL CAPITALS.
 - Prose column entries should be left aligned; numbers should be centered.

TABLE 1. Paradigmatic slots

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

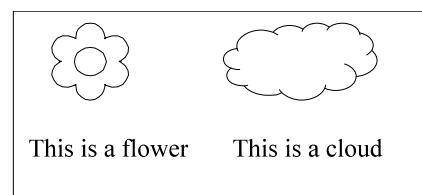
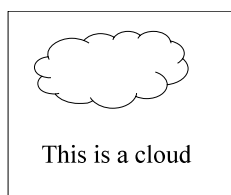
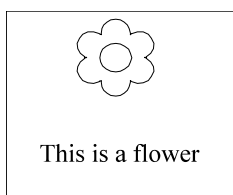
6. References

Refer to Appendix A for examples of the following conventions.

- a. Capitalization
 - Titles of journals, books, and articles are capitalized using headline style; capitalize all words except prepositions, articles, and conjunctions.
 - Note: French has different capitalization conventions; follow those when citing French works.
 - The first word after a colon is always capitalized.
- b. Format: See the sample references in Appendix A.
- c. What to include in each type of reference:
 - *Book*: Author's name; year; title of book; city of publication; publisher.
 - *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.
 - *Journal article*: Author's name; year; title of article; name of journal; volume number (if applicable); inclusive page numbers. Use en dash to separate page numbers, so: 34–46, not: 34-46.
 - *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.
 - *Thesis*: Author's name; title of thesis; identification of work as thesis (e.g., PhD thesis); university.
 - *Presentation*: Author's name; year; title of paper. Paper read at [name of Conference], [place held].
 - *Unpublished manuscript*: Author's name; year; title of manuscript; 'Unpublished manuscript'; university where manuscript was prepared.
 - *Translations*: Original author's name; year; title of book; 'Translated by' followed by the name of the translator; city of publication; publisher.
 - *Personal communications*: are NOT listed in the references.
 - *Works accepted for publication but not yet published*: [In Press] in the position normally occupied by the publication date.
 - *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.
 - *Latin abbreviations*: Avoid using "ff.," "passim," "ibid.," "op. cit.," "loc. cit.," etc.
 - 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.
 - *Electronic sources*: Provide a web address (e.g., "https://msupress.org") or DOI (e.g., "https://doi.org/10.1017/cnj.2021.13"). Do not include an access date.
 - *Author names*: Use full first and last names and any additional initials as used by the author themselves. Do not use initials only, unless full first name is not retrievable.

7. Figures, Digital Art, and Other Graphics

- a. Art is defined as: photographs, maps, graphs, figures, trees, drawings, or other images in an image format (see below).
- b. Each item must be provided in a separate, individual file.
- c. The approximate location for the image should be called out in the text with carets, e.g. <Figure 1 approximately here> where “Figure 1” also is the unique identifier (see below).
- d. Each item must be accompanied by a caption and credit (where relevant), provided in a separate Word file (if you have multiple images, all captions may appear in one Word file).
- e. All images must:
 - be assigned a unique identifier (usually the type of image 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, the captions list, and in the callout in the text;
 - be accompanied by written permission to reproduce the image if taken from another source: electronic and hard copy are both acceptable.
- f. Scanning and e-file preparation
 - 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.
 - 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).
 - All electronic photos must be saved as a high-resolution TIFF or JPEG.
 - Maps, charts, and graphs created for the book must be submitted as high-resolution TIFF or JPEG. Do not include text (such as title, caption, source, or notes) in the image.
 - *Do not paste art files into other program files (such as Word).*
- g. Linguistics-specific instructions:
 - 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. (However, note that side-by-side images are allowed.) Save the file using a structured name sequence, such as [jones_tree_1.tiff], [jones_tree_2.tiff], etc., with the name being that of the author (or first author) of your paper, and the number sequence following the sequence of the trees in your paper.
 - Side-by-side images or phrase structure trees: When you want images to appear side-by-side, 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 only to indicate whether the images are two separate files or one single file.



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

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

8. Positionality/relationality statement

Our authors have many different kinds of relationships to individuals, communities, and Nations, and often incorporate the type and scope of those relationships as part of the stories, analyses, and theories they relate. Some authors include an explicit positionality statement or otherwise reference their connection to a community, their position and role in the research process, or the collaborative nature of their work. If you have already mentioned these relationships in the first submission of your paper, please ensure you accurately and authentically represent the nature of the relationship. If you have not yet mentioned such relationships, please consider if it might be appropriate to do so.

Appendix A: Sample References

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, and John D. Nichols (eds.). 1991. <i>The Dog's Children: Anishinaabe Texts Told by Angeline Williams</i> . Winnipeg: University of Manitoba Press.
Translation		Gamkrelidze, Tomas, and Vačeslav Ivanov. 1994. <i>Indo-European and the Indo-Europeans</i> . Translated by John Nichols. Berlin: Mouton de Gruyter.
		Ahenakew, Alice. 2000. <i>âh-âytaw isi ê-kî-kiskêyihthahkik maskihkiy / They Knew Both Sides of Medicine: Cree Tales of Curing and Cursing Told by Alice Ahenakew</i> . Edited, translated, and with a glossary by H. C. Wolfart and Freda Ahenakew. Publications of the Algonquian Text Society. 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.
		Hockett, Charles F. 1948a. Potawatomi I: Phonemics, Morphophonemics, and Morphological Survey. <i>International Journal of American Linguistics</i> 14(1):1–10.
Conference Papers	PAC	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.
Conference Papers	WCCFL	Ritter, Elizabeth, and 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.

Type of Reference	Sub-Category	Example
Multi-Volume Series		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.
Ph.D. Dissertation		Bruening, Benjamin. 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	URL/URI	O'Grady, William, Raina Heaton, Sharon Bulalang, and Jeanette King. 2021. <i>The Role of Input in Language Revitalization: The Case of Lexical Development</i> . <i>Language Documentation & Conservation</i> 15:433–457. http://hdl.handle.net/10125/74651 .
Online source	DOI	Whalen, D.H., Margaret Moss, and 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.

Type of Reference	Sub-Category	Example
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, and Truman Michelson. 1974 [1915]. <i>Kickapoo Tales</i> . Publications of the American Ethnological Society, vol. 9. New York.

Put multiple items by the same author in chronological order and repeat the full author name for each item (do not use long dashes), like this:

Dahlstrom, Amy. 2014 [1991]. *Plains Cree Morphosyntax*. London: Routledge.
 Dahlstrom, Amy. 2017. Obviation and Information Structure in Meskwaki. *Papers of the 46th Algonquian Conference 2014*, ed. by Monica Macaulay and Margaret Noodin, pp. 39–54. East Lansing: Michigan State University Press.

Appendix B: 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 let the Editors and the Press know how to get a copy of the font so that your work will appear as intended.

- b. Special typefaces are used as follows:

SMALL CAPITALS (Do not use CAPITALS with a reduced size)

- Headings (but not sub-headings).
- Table headings (but not titles).
- Column and row headings in tables.
- To mark a technical term at its first use or definition (optional).
- To add emphasis to a word or phrase in the text.
- 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.

REGULAR CAPITALS

- Used for in-text abbreviations.

Bold

- To add emphasis in numbered examples.

Italics

- Language material cited in the main body of the manuscript, e.g., *mooz* ‘moose’. Do NOT use italics for asterisked proto-forms.
- Foreign (non-English) words and phrases.
- Sub-headings.
- Titles of books and journals.
- Headings in numbered examples (if applicable).

‘Single quotation marks’ (punctuation goes OUTSIDE the quotation marks)

- To enclose glosses of linguistic forms, e.g., Cree *maskwa* ‘bear’.
- Quotes within quotes.
- The English translation below a numbered non-English example. (The punctuation goes inside the close quote in examples.)

“Double quotation marks” (punctuation goes INSIDE the quotation marks):

- To enclose actual quotes from other sources.
- “Scare quotes.”

- c. The relative position of quotation marks and punctuation:

- Punctuation goes inside double quotes: “like this.”
- Punctuation goes outside single quotes: ‘like this’.

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.’

d. Quotations

- Extracts (quotes): Generally, six or more lines of prose and two or more lines of verse within the text should be set as extract, while shorter quotations should be run into the text. Do not set off prose quotations in the notes as extracts, regardless of length.
- No ellipses at the beginnings and ends of quotations.
- In most cases, “silent” (changed without brackets []) changes in capitalization are preferable; not making any changes is always acceptable.

e. Numbers

- 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.
- Years are written 1914–18, dates in the form 6 June 1944.

f. In-text references

- 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...”
- If the reference refers to the work itself, rather than the author, the date is NOT enclosed in parentheses: “as in Jones 1907.”
- Arrange multiple 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.
- 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.

g. “And” versus the ampersand (&)

- Use “and” when referring to a work with multiple authors (e.g., “Smith and Jones”).
- The ampersand may be used if you are abbreviating a work in the text (e.g., “S&J”).

h. Use the serial (AKA Oxford) comma (e.g., *books, pencils, and paper*).