

## Proceedings of SALT 25: Style Guidelines (non- $\text{\LaTeX}$ )\*

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**Abstract** We describe our style guidelines for authors who are submitting to the proceedings of SALT 25 and are not using  $\text{\LaTeX}$  to typeset their submissions.

**Keywords:** SALT 25, proceedings, style, guidelines

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## 1 Introduction

If you are using anything other than  $\text{\LaTeX}$  to typeset your paper, you will need to manually format your paper to correspond to the SALT style guidelines. Since the submission format is **pdf**, please keep in mind that the editors will not be able to modify any submission ourselves. Hence, it is the author's responsibility to submit a paper that conforms to these style guidelines.

## 2 General

The article should be single-spaced, aligned both on the left and on the right. The font is Times New Roman, 12 pt. Other special formatting is addressed in what follows.

### 2.1 Margins

The page should be 8.5 by 11 inches (standard US letter dimensions). The margins should be 1.5 inches for top, bottom, left, and right. Headers and footers should be within the margins, each 1 inch from the top and bottom of the page.

### 2.2 Headers and Footers

Both headers and footers use 10pt font.

Headers start on the second page of the document (the top of the first page is dedicated to title and abstract information). On even pages, headers include the last names of the authors, right justified; on odd pages, they include the title, optionally abbreviated, left justified, with no other special formatting.

Page numbers go in footers, centered, with no punctuation, starting on the second page. Page numbers will be assigned to each article after copyediting has been completed. On the first page only, the footer contains copyright information, justified left, as follows:

©2015 Author Last Names

## **2.3 Footnotes**

Footnotes should use 10pt font size and should be separated from the main body by a small horizontal line (see the pdf files in this bundle for illustration). They should be numbered incrementally using Arabic numerals (with the exception of footnotes related to the title, authors, or abstract).

## **3 First page**

### **3.1 First page header**

The first line on the first page should be the first page header, which should be justified left, 10pt font size, and should contain the following information:

Proceedings of SALT 25: XXX–XXX, 2015

XXX should be replaced with your page numbers, once they have been assigned (after copyediting has been completed). The text “Proceedings of SALT” should ideally link to the following URL: <http://journals.linguisticsociety.org/proceedings/index.php/SALT>.

### **3.2 Title and author**

There are two empty lines (at 12 pt each) before the title. The title should be sized at 14 pt, bold, centered, in sentence case (only first word and proper nouns capitalized). Add an extra 12 pt empty line after the title, followed by the name of the author (12 pt, regular, centered) and, on a new line, the institution (12 pt, italics, centered). When the paper is co-authored, two authors may appear side-by-side, a third author appears centered below.

### **3.3 Abstract and keywords**

The entire abstract paragraph should be indented 0.25 inches from the left margin and 0.25 inches from the right margin, aligned both on the left and the right side. Before and after the abstract paragraph there are two empty lines (12 pt). The abstract is written in 11 pt font.

As mentioned above, there are two empty lines (of 12 pt each) between the abstract and keywords. However, keywords are not indented; they are flush left. Keywords are also separated from the main body of the text by two empty lines, 12 pt each. Keywords should be in lower case, with the exception of proper names, and should be separated by commas. No final punctuation is necessary.

## **4 Main body**

The body of the article should be 12 pt Times New Roman, aligned both on the right and left side. Paragraphs are indented at 0.25 inches, with the exception of the first paragraph after a section heading, a figure, list, table, or anything that might interrupt the main body text.

### **4.1 Sections**

Sections are given running numbers, subsections given running sub-numbers separated from the main section number by a period. Section and subsection titles (and their numbers) are set in bold face with sizing identical to body text. The numbers are set flush left, and the titles are separated from the numbers by a space of 1 em. There is a 10 pt space after the title and a 18 pt space before the title. The first paragraph after a title is not indented.

### **4.2 Examples in text**

Example sentences are given running numbers, with numbers in round parentheses flush left. Use Arabic numerals inside the main text and lowercase Roman numerals inside footnotes. There is a 7pt space before and after a set of example sentences, separating them from the main text. Paragraph spacing inside the set of example sentences should be adjusted as well: “Spacing before line” to 2pt and “Spacing after line” to 0pt. We are assuming that spacing between lines in the main text is 0pt. Example sentences are indented to a depth of 0.4 inches.

(1) This is a standalone sentence.

Examples which are grouped together should be indented to the same depth, even if only some of them have judgment marks (stigmata).

(2) This is a good sentence.

(3) \* This bad a sentence is.

(4) ?? A questionable sentence this is.

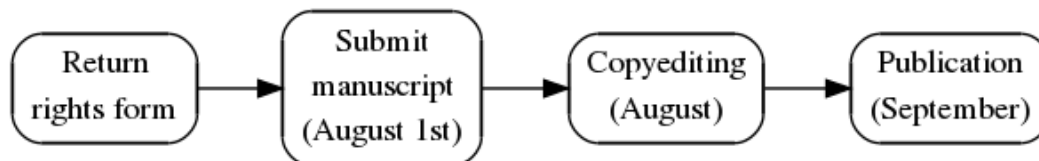
(5) a. This is embedded.

b. \* Is so this.

(6) a. This is embedded without stigmata.

b. So is this.

Subexamples are given lowercase alphabetical letters followed by a period, indented to 0.4 inches to align with example sentences. Equations are given numbers in



**Figure 1** A summary of the submission and publication process.

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the same sequence as example sentences and spaced identically to those. References to examples are given within parentheses without internal punctuation, e.g. (3), (5a). Examples embedded in footnotes are numbered independently of the running numbers for main text examples, and should be labeled with lowercase Roman numerals.

Example sentences in object language should be ended with proper punctuation, such as periods.

#### 4.2.1 Interlinear glossing

For interlinear glossing, different word processors offer different options, such as custom paragraph spacing, tables, etc. For some example methods, check out the UCSB Linguistics guide<sup>1</sup>.

Please note that there exists a standard list of abbreviations for parts of speech, etc., which can be found courtesy of Wikipedia<sup>2</sup> or of the Max Planck Institute<sup>3</sup>.

### 4.3 Figures, tables

Figures and tables are set at the top of the page, delineated by a preceding and a following horizontal line which span the width of the text body. A 5 pt break precedes and follows each line. An additional 10 pt break separates the bottom line from the main body text.

The caption of a figure or a table is separated from its body by a 10 pt break. Captions are given a boldface label, indented to 0.15 inches, that identifies its type and assigns it a running number (e.g. “**Figure 1**”, “**Table 1**”). Figures and tables have separate running number counts. The caption itself is set in the main body font, indented to 0.85 inches.

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<sup>1</sup> <http://www.linguistics.ucsb.edu/faculty/cumming/WordForLinguists/Interlinear.htm>

<sup>2</sup> [http://en.wikipedia.org/wiki/List\\_of\\_glossing\\_abbreviations](http://en.wikipedia.org/wiki/List_of_glossing_abbreviations)

<sup>3</sup> <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

#### 4.4 Mathematics

For guidelines on typesetting mathematical equations, follow the Chicago Manual of Style, as laid out in §12 in the 16th edition.

### 5 Citation and References

#### 5.1 In-text citations

How you cite a source should depend on how you are referring to it in context. You may be referring to the individual who authored a particular text or to the text itself. Examples of such contexts and what citation form to use follow below.

**Referring to the individual-as-author** For instance, “. . . was demonstrated by Lewis (1973: 74)” or “Following Lewis (1973), who showed that . . .”. Note that the date (or a term such as *to appear*, *forthcoming*) is in parentheses, while the author is not.

**Referring to the work itself** In contexts such as “For further discussion, see Lewis 1973: 74” or “The issue was first noticed in Lewis 1973”, the date is not enclosed in parentheses. If the citation is meant to be parenthetical (e.g. “. . . has been a controversial problem (Shan 2007; Potts 2011)”), then the whole citation is enclosed in parentheses.

We adopt the guidelines of *Semantics and Pragmatics* for in-text citations, which can be found in their author guidelines.<sup>4</sup> They are also repeated here with trivial modifications:

- Page numbers are separated from the year by a nonbreaking space: (Lewis 1973: 74).
- Section and chapter numbers are separated from the year by a non-breaking space and coded with §: (Potts 2011: §4).
- References to articles are given without parentheses: Lewis 1973, Lewis 1973: 74.
- References to an individual-as-author-of-a-text are given with the name followed by the year and other material inside parentheses: Lewis (1973), Lewis (1973: 74).
- Possessive marking is on the name only: Potts’s (2011), Potts’s (2011: §4).

<sup>4</sup> <http://semantics-online.org/sp/sp-latex.zip>

- Parenthetical references to articles do not contain parentheses of their own: (Potts 2011), (Potts 2011: §4).
- For references to works with three or more authors, the first citation is long form (with all of the authors' names), and every subsequent citation is of the form FirstName, et al.

Abbreviations for page numbers, paragraphs, sections, footnotes, etc., should follow the Chicago Manual of Style, as laid out in §10.43 Scholarly abbreviations.

## 5.2 Reference List

References should adhere to the guidelines set forth in the S&P author documentation, section (3.5.2), and repeated here:

- Use full first names of authors or editors.
- In case of multiple authorship, the names of all authors must be given.
- Journal and book titles must be given in full with initial letter of each major word capitalized.
- Article titles must be in sentence case (that is, only the first word, and proper nouns, should be capitalized).
- Dissertations must be in sentence case, italicized. They should also list the relevant degree.
- Page references must be given in full for all articles in books and journals.
- When possible, provide the issue number and not just the volume number for a journal article.
- Provide the doi number of a journal article whenever possible. If the information is not directly available with the article, use the form at [crossref.org](https://crossref.org) to find the doi.
- For a conference proceedings title, use the name of the society and then put the meeting's acronym in parentheses. Otherwise treat as a journal article. Do not include the words "proceedings of the" or "papers from the". You need not list all the editors in full. This information can be difficult to come by.
- For references that require multiple lines, all lines after the first should be indented at 0.25 inches.

- Punctuation is required between items (titles, authors, volumes, pages, etc.). See the references of this document for examples.
- Please be careful to avoid unnecessary punctuation.

References should be listed in alphabetical order by the authors' last names. See the references in this document for an example of the bibliography style produced by `sp.bst`. If you are not using  $\text{\LaTeX}$ , we ask that you attempt to replicate this style as closely as possible.

### 5.3 Backmatter

The names and addresses of all authors are listed at the end of the document, following the bibliography. See the end of this document for an example of the appropriate format for addresses.

#### References

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