

Proceedings of SALT 25: Information for contributors*

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Abstract We describe the submission and copyediting process for papers that will appear in the Proceedings of SALT 25, as well as the contents of the authors' bundle.

Keywords: SALT 25, proceedings, instructions, submission, publication process

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1 Introduction

In this document, we describe the submission procedure for papers in the Proceedings of SALT 25. Extended discussions of the style guidelines can be found in accompanying documents, listed below. To summarize:

- The submission deadline is **Friday, August 1, 2015**.
- The page limit is **18 pages** for papers and posters, **24 pages** for invited speakers, both limits **excluding references**.
- We *strongly* encourage authors to typeset using \LaTeX . Using \LaTeX allows authors not to worry about setting margins, formatting figures or examples,

* Thanks to the SALT 25 organizers, the LSA, the editorial and technical teams of *Semantics and Pragmatics*, and the Department of Linguistics at Cornell University.

and greatly simplifies bibliographies, textual citations, and example numbering, among many other perks. Class and style files, as well as a template, accompany these instructions. We offer practical suggestions and usage examples in the accompanying `salt25-style-LaTeX.pdf` document. Those using other authoring software should consult the guidelines in the accompanying `salt25-style-other.pdf` document.

- Submissions should be “camera ready”, in **pdf format**, and submitted using the online submission system on the [SALT proceedings website](#). Please do not send submissions via email.
- Questions and comments may be directed to salt-mailbox@cornell.edu.

2 Files inside this bundle

The \LaTeX files in the SALT author bundle are derived from those of *Semantics and Pragmatics*¹. We encourage authors to consult the S&P author documentation for more detailed information. All authors should consult:

rights-form.pdf This form must be filled out, signed by all authors, and returned to the editors. No paper may be published unless we have signed rights forms from each of the paper’s authors.

salt25-instructions.pdf The current file, which advises on the submission process.

Authors typesetting using \LaTeX will be interested in the following files included in this bundle:

salt25-style-LaTeX.pdf This guide outlines the formatting and style guidelines that authors will have to adhere to, specifically for \LaTeX users. It includes best practices and examples on how to effectively use \LaTeX and the included resources to meet SALT standards.

salt25-style-LaTeX.tex The `tex` source file for the above document. Useful for seeing the code used to format the document for reference.

salt25-template.tex We encourage you to use this template source file as the skeleton of your paper. It loads the class file and illustrates all the basic commands you might need to structure a SALT submission. It does not load any additional packages that you might need for displaying numbered examples, trees, and so on. See `salt25-style-LaTeX.pdf` for examples of such extra functionality.

¹ <http://semprag.org>

salt.cls The SALT class file is responsible for the layout of your paper. The class file is loaded using the command `\documentclass{salt}`, which is the first line in our template file `salt25-template.tex`. The file `salt.cls` loads a number of useful packages, all of which should already be included in your L^AT_EX distribution. Note that, should you need any of these packages, you will not have to load them again in your preamble: `fontenc`, `textcomp`, `microtype`, `natbib`, `color`, `hyperref`, `amsmath`, `ifpdf`, `breakurl`, `graphicx`, `float`.

sp.bst The bst file handles references using B^IB^T_EX and is loaded automatically by `salt.cls` (so you do not need to call `\bibliographystyle` in your `.tex` document). This bibliography style file was developed by the technical team of *Semantics and Pragmatics*, and we use it with their kind permission. Like the S&P editors, we suggest you include doi and/or url information in your bibliography database entries. Please consult section (3.4.2) of the S&P author documentation² for information on the citation commands that the class file makes available.

Authors using other software to typeset will be interested in the following file included in this bundle:

salt25-style-other.pdf This guide outlines the formatting and style guidelines that authors will have to adhere to. It also provides useful resources for example glossing, reference labeling, and more.

Using L^AT_EX to typeset is convenient because the majority of the formatting is automatic and streamlined. In our experience, there are only a few points that require extra attention: references to sources and examples, and formatting your list of references. These are discussed in the S&P author documentation and we describe them in more detail in `salt25-style-LaTeX.pdf`.

3 Submission and publication procedure

The proceedings of SALT are published by the electronic publishing platform of the LSA. This section is a step-by-step description of the submission and publication procedure for authors.

1. Fill out, sign, and return the rights form included with this bundle. Co-authors may submit a single form signed by all authors, separate forms for each author,

² <http://semantics-online.org/sp/sp-latex.zip>

or a combination. Information about how to submit the form is given on the form.

2. Register/Log in to the SALT website

- Go to the SALT proceedings website at <http://journals.linguisticsociety.org/proceedings/index.php/SALT>.
- If you're not already registered, please register. Make sure to select "Register as: Author" near the bottom of the screen.

3. Submit your manuscript

- Once you are registered and logged in, go to your "Author" page (under "User Home", at the following url: <http://journals.linguisticsociety.org/proceedings/index.php/SALT/author>) and start a new submission.
- Follow the five-step submission process. Please note that an abstract is required, and keywords are recommended, as they increase your work's visibility to search engines.
- The submission file should be in pdf format.
- Consider including your results, data, etc. as a supplementary file in some archive format (.zip, .tar.gz., etc.). This file will be made available to readers.

4. Complete copyediting

- The editors will read your paper and check for typographical and layout errors and adherence to these style guidelines. If problems are noted, you will receive an email asking you to submit a corrected pdf.
- The editors will handle submissions in the order in which they were received. You can check the status of your submission from your Author homepage at the following url: <http://journals.linguisticsociety.org/proceedings/index.php/SALT/author>. Your status will initially be *Awaiting Assignment*, followed by *In Review* once an editor has been assigned, *In Editing* once the editors have started to read your paper, and *In Editing: copyedit requested* once editors have contacted you to request a revision. Finally, when we publish your paper you will see the status *Proceedings of SALT 25*.
- Once editors have requested a revision, you will be able to upload a new pdf in the "Editing" section of your submission homepage, under "Author Copyedit". Please do not click the little icon in the "Complete" column, as this blocks you from uploading any more revisions. After you upload

your pdf, you can notify editors by clicking the icon next to “Copyedit Comments”.

5. Add page numbers

- Once copyediting is completed, your paper will have page numbers assigned. Please add the assigned page numbers to the header on the first page as well as to the footer of every page other than the first.

6. Publication

- After page numbers have been added, your paper will appear on the SALT website, and the corresponding author will receive an email notification of publication.

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