STYLE SHEET

0. The following is modeled after the style sheet of the Linguistic Society of America. Consult recent issues of their publication if further clarification is necessary.

1. The manuscript. (a) Use heavy-weight paper of good quality; a 20-pound stock is best. Avoid paper that is not perfectly adapted for taking notations in ink; above all avoid Eaton's 'Corrasable Bond' and similar brands with a surface glazed for easy erasing. Xerox copies are acceptable, but avoid duplicating processes that use a glazed paper. Do not submit mimeographed or dittoed copies.

(b) Use paper of standard size, 8½ by 11 inches. If that size is not available, include a dozen extra sheets of the size you are using, for editorial purposes.

(c) All copy must be typewritten, on one side of the sheet only, double-spaced throughout. The requirement of double spacing applies to everything in the manuscript: there must not be two lines anywhere with less than a double space between. On typewriters with spacing that is narrower than usual, use triple spacing.

(d) Leave wide margins on all four sides, not less than 1½ inches at the left, the right, the top, and the bottom.

(e) Never type special matter on the same sheet with ordinary text. Special matter here denotes extended quotations and other passages to be set in smaller type, passages of verse, lists of every kind, tables, charts, diagrams, formulas and examples to be centered in the page, and all other departures from normal paragraphing. Each piece of special matter must be typed (with double spacing) on a separate sheet or series of sheets. If the ordinary text preceding a piece of special matter ends with part of the sheet unfilled, leave it blank.

(f) Number the pages of the copy in the upper right corner. Include all sheets of the manuscript in a single pagination.

(g) Make two copies of the manuscript. Send the original to the Editor, keep the duplicate copy. Make sure the duplicate contains all changes, additions, and hand-drawn characters that appear in the original. (When galley proof is sent to you, the original manuscript will not be included.)

2. Corrections. (a) Make all corrections of the copy as neatly and unobtrusively as possible. Avoid dele signs and other marks properly used only in correcting proof. Do not deface the copy by guide lines, rings around insertions, or instructions to the printer. Leave these to the Editor's discretion.

(b) An error discovered while typing is better corrected by x-ing out than by erasing. An error discovered later should be corrected with a fine pen (not a ball-point).

(c) To delete a single letter, x it out or draw a short vertical stroke through it. To delete a longer sequence, x it out or draw a single horizontal line through it.

(d) To insert a letter or longer sequence, write it between the lines above the point where it belongs. An addition of several words is best written in the margin, with a caret to show its place in the line. Do not draw guide

lines from the addition to the caret.

(e)   Never touch up a page of the manuscript with white paint, or use cellulose tape, or otherwise make it difficult for the Editor to insert pen-and-ink notations.

(f)   If a page becomes hard to read because of corrections and additions, retype it. Do not paste together parts of sheets to make new sheets of abnormal size; instead, use two or more sheets of normal size, even if none is filled.

3.   **Underscores.** (a)   A single straight underscore indicates *italic type,* a wavy underscore **boldface**.   Contributors are asked to use these underscorings only for the following purposes and no others.

(b)   Use italics only for cited linguistic forms and for titles of books and journals. Do not use italics for emphasis, or to mark foreign words used as part of an English sentence: a priori, ad hoc, inter alia, ipso facto, prima facie; façon de parler, langue/parole; Sprachgefühl, ursprachlich, etc.—all without underscore.   On the other hand, zhè sīge zì should be underscored.

(c)   Use boldface where it seems essential, to give prominence or emphasis to a word, phrase, or sentence in the text, or to mark a technical term at its first occurrence.

(d)   All these type faces are occasionally used elsewhere, as in subtitles and section headings.   Nevertheless, contributors should use no underscores of any kind in such headings, but should leave their choice to the Editor.

4. **Punctuation.** (a)   Use only single quotation marks—never double except for quotes within quotes.   This applies to all uses of quotation marks without exception. If the second of a pair of quotes stands at the same point as another mark of punctuation, the quote precedes unless the other mark is itself part of the quoted matter: The word means 'cart', not 'horse'. He writes, 'This is false.' Does that mean 'You heard me'? It means 'Did you hear me?'

(b)   Never use quotes to enclose a word or phrase cited as a linguistic example; see §6.

(c)   Words containing prefixes are written solid, without hyphens, when no misreading will result: antimentalism, contradistinction, extrasystemic, prevocalic, semivowel, subdialect, superstock.   The prefix is followed by a hyphen when the next element begins with a capital: non-Chinese, pre-Tibetan.

(d)   Ellipsis is indicated by three periods, close set, with a blank space before and after, like ... this. Do not add a fourth period even if the ellipsis precedes or follows the end of a sentence.

(e)   Use a comma after the expressions e.g. and i.e. only when a full sentence follows, and do not underscore them.

(f)   Use a comma before the conjunction that joins the last of a series of three or more coordinate items: A, B, and C; X, Y, or Z.

5.   **Footnotes.** (a)   Footnotes are numbered serially through the article or review, or through one chapter of a longer work.

(b)   The footnote reference number is a raised numeral following the word or passage to which it applies; it is not enclosed in parentheses, and is not followed by a parenthesis or a period. Reference numbers follow marks of punctuation.

(c)   All footnotes must be typed (with double spacing) on a sheet or series of sheets following the main text. They must never appear on the same sheet with the text.

(d) Each footnote is typed as a separate paragraph, with the first line indented. It begins with its reference number, raised above the line of type but not enclosed in parentheses and not followed by a parenthesis or a period.

6. Cited forms. (a) A letter, word, phrase, or sentence cited as a linguistic example or subject of discussion appears in italics: the suffix -s, the word *like*, the construction *mich friert*. Do not use quotation marks for this purpose.

(b) But cited forms may also appear in phonetic or phonemic transcription, enclosed in square brackets or in slant lines: the suffix [s], the word /layk/. Symbols between brackets or slants are never underscored.

(c) Forms in a language not written with the Latin alphabet must be transliterated (or transcribed), unless there is a cogent reason for citing them in the original characters. This provision applies to Greek as to other languages.

(d) Cited forms in a foreign language should be followed at their first occurrence by a gloss in single quotation marks. No comma separates the gloss from the cited form: Chin. *yǔyán* 'language' is a noun. No comma follows the gloss unless it is required by the sentence as a whole: Chin. *Zhōngguó* 'China', *yǔyán* 'language', *xúebào* 'journal' are nouns. Note that the punctuation follows the quote.

(e) Chinese characters, tone letters, phonetic symbols and other special characters should be inserted in the copy with a fine pen (not a ball-point). Diacritics over and under letters should be drawn in the exact position they are meant to occupy. In leaving blank space for the later insertion of symbols by hand, it is better to overestimate the space required than to leave too little.

7. Abbreviations. (a) Abbreviations ending in a small letter have a following period; abbreviations ending in a capital have none.

(b) Names of languages prefixed as adjectives to linguistic forms are often abbreviated: Chin, MC, OC, PC, Eng, Skt, IE, Tib, TB (Tibeto-Burman), MY (Miao-Yao), ST (Sino-Tibetan), SJ, SK, SV. But names of languages used as nouns are not abbreviated: the meaning of MC *xam*, the meaning of *xam* in Middle Chinese.

(c) Titles of often cited journals, references and source books may be abbreviated: ZGYW, Lg., JAOS, AM, BSOAS, BMFEA, CLIBOC, QY, GY, HJAS, POLA. The regular abbreviation of the Journal of Chinese Linguistics is JCL.

(d) Abbreviate grammatical terms directly attached to linguistic forms: Lat. *portāre* inf., 1sg. pres. ind. *portō*, 2pl. *portātis*, 3sg. impf. *portābat*. But do not abbreviate such terms in other uses: the Latin imperfect in *ba-*.

(e) Surnames of authors and other persons are never abbreviated.

8. Titles and headings. (a) Never underscore any part of a title, subtitle, or section heading. Leave the choice of type faces to the Editor.

(b) Use normal capitalization: capitalize only the first word and such other words as the orthography of the language requires to begin with a capital letter.

(c) Each article begins with the following items, typed on separate lines (with double spacing) and on a separate sheet: the title, not more than one

typed line; the subtitle, if any; the author's name; and the name of his institution, or his city if he has no institutional connection—all with normal capitalization and without underscore.   The abstract (see §11) and the first paragraph of the article should begin on succeeding sheets.

(d)   Each review begins with a full citation of the work reviewed and the reviewer's by-line, typed (with double spacing) on a separate sheet.   The citation includes the title of the work, with the subtitle after a colon; the edition, if it is not the first; the name of the author or editor, surname last; in parentheses, the title of the series or project of which this work is a part, with its serial number; the place, publisher, and year of publication; the pagination, roman and arabic, with indication of separately paged plates and maps; and the price.

(e)   The by-line stands below the citation after a quadruple space; it contains the words 'Reviewed by' followed by the reviewer's name and the name of his institution or city—all in one line, without underscore.   The first paragraph of the review should begin on the next sheet.

(f)   Section headings and subtitles in the body of the article or review are either continuous with the first line of a paragraph, with quadruple space before, or centered in the page, with quadruple space before and after. Headings that begin a paragraph end with a period; centered headings do not.

9.   **Bibliographical reference.**   Contributors are requested to observe the following rules:

(a)   Full citation of literature referred to should be given in a bibliography at the end of each article or review.   Within the text, brief citation will be made, normally by giving the author's surname, the year of publication, and page number(s) where relevant.   Such brief citations should be given in the body of the text, not in footnotes, unless they refer specifically to a statement made in a footnote.

(b)   The full bibliography should be double-spaced, beginning on a separate page of typescript with the heading REFERENCES.   Arrange the entries alphabetically by surnames of authors; multiple works by one author should be listed chronologically, with suffixed letters a, b, c, etc. to distinguish several items published in a single year.   Each entry should contain the following elements: Author's surname, given name(s), co-authors if any (given names first), year of publication, title of work.   In the case of journal articles, give name of journal, volume number, and page numbers for the article as a whole.   In the case of an article in a collection, give the title of the collection, the editor's name, and the page numbers of the article.   For all monographs and books, state the edition, volume number or part number (if applicable), the series in which published (if any), the place of publication, and the publisher's name.   All material will be in Roman type.   Use punctuation as in the following examples:

> Chao, Yuen Ren. 1968. A grammar of spoken Chinese. University of California Press.
> Karlgren, Bernhard. 1934. Word families in Chinese. BMFEA 5.9-120.
> Tōdō, Akiyasu. 1957. Chūgokugo on'inron. Tokyo: Kōnan Shoin.
> Wang, Li. 1962. Hànyǔ Shǐlyùxúe. Shanghai.

(c)   The brief citations given in the text should take such forms as 'Chao 1968' or 'Karlgren 1934: 110-2'.   Note that the page numbers given here are only for the passage to which reference is made, not for the whole paper. Use initials for authors' given names only when necessary, e.g. to distinguish F.K. Li from R. Li.   If the author's name is part of the text, use this form: 'Chao (1968: 483) introduced the term ... '

(d) If a reference has appeared both in report form and in the open literature, give the latter as the primary reference, followed by the former in parentheses. The same format may be used if the reference is available in translation as in the following example:

Wang, William S-Y. 1964. Some syntactic rules for Mandarin. Proc. of 9th Intern. Congr. of Ling. 191-202. (Jap. trans. by Yasunori Ohkochi, Chūgokugogaku 140.1-19, May 1964.)

10. Tables. (a) Plan each table so that it will fit into the printed page without crowding. Leave ample white space between columns. and double-space all entries. Do not use vertical and horizontal rules unless the table would be unclear without them.

(b) Column headings should be short, so as to stand clearly above the several columns. If you need longer headings, represent them by numbers or capital letters and explain these in the text preceding the table.

(c) If two or more tables appear in one article, number them and refer to them by number. Do not speak of the 'preceding' or 'the following table'; the printer may not be able to preserve its original position.

(d) Each table should have a legend below it, after quadruple space. The legend contains the table number and optionally a concise title, sometimes also (as a separate line) a brief explanation or comment.

11. Abstracts. Each manuscript submitted for publication should be accompanied by an informative abstract, summarizing the conceptual content of the article. It should have a maximum length of about 100 words, and be typed on a separate sheet of paper. More specific suggestions for the writing of abstracts can be obtained from the Editor.

12. Symbols. Follow the conventions of the International Phonetic Association for phonetic notation, and the official policies of the Peoples Republic of China for spelling and Chinese characters.

13. Proofreading. After type-composition, the author will be sent a reproduction of his article for correction of errors. He will have three days, mailing time not included, to return these corrections to the Editor. No response from the author means that the article will be published without further modifications.

14. Reprints. Authors of full articles will receive 20 reprints.