INSTRUCTIONS FOR PREPARING PROCEEDINGS: TALKS

Regular talks from the 29th WCCFL will be published by Cascadilla Press.

Basic Submission Requirements

- Authors of regular talks must submit three things:
  - A complete paper
  - An abstract
  - Publication rights form signed by every author

- A complete paper
  - To wccl2011proceedings@gmail.com
  - By July, 1st, 2011.
  - Only PDF format is acceptable. We do NOT accept Word files, LaTeX files, or other word processor files.
  - All manuscripts must be prepared per styling instructions in the Manuscript Preparation section following. If we find any formatting problems, we will ask you to fix the problems and send us a revised PDF file again.

- An abstract
  - To wccl2011proceedings@gmail.com
  - By July, 1st, 2011.
  - Only Word files, LaTeX files, or other word processor files.
  - The abstract must be in a separate file, not at the start of the paper. The abstract must be a single paragraph, in Times or Times New Roman with NO formatting other than italics and no other fonts.
  - Abstracts by themselves will not be published.

- In the email, please include the following information:
  - Author name(s):
  - Title of the paper:
  - Affiliation(s):

- Publication rights form signed by every author and a hard copy of paper and abstract
  - To Douglass Building Room 200E Tucson, AZ 85721, USA
  - By August, 8th, 2011.
  - Every author and co-author must sign a rights form. Co-authors can sign separate rights forms. If any author has not provided a signed rights form, the paper cannot be published. Faxed copies and electronic signatures are not acceptable.
  - After editing process, we will ask you to mail us a hard copy of your paper and abstract along with publication rights form.
Manuscript Preparation

Margins: This is the most important item in making sure that there are no production problems.

For US letter paper (8.5" x 11"): left and right margins must be 1.38". Top and bottom margins must be 1".

For A4 paper (8.27" x 11.69"): left and right margins must be 1.24" (3.15 cm). Top margin must be 1" (2.54 cm), and bottom margin must be 1.69" (4.29 cm).

When you print your paper, use a ruler to check that the text block is 5.75 inches across (14.6 cm) on the printout. If the text block is 5.5 inches or 6 inches, you have done something wrong. Make sure you do not use page setup options or print options like "precision bitmap alignment" or "fit to page" -- these will change the size of your text block.

No items on your page may project beyond these margins. That includes tables, table borders, figures, text, and footnotes -- you should be able to physically cut off the margins of your paper and not lose any printed material. It can be particularly difficult to have a table line up correctly with the left margin, so you may have to indent your tables a bit to make sure they don't stick out into the margin.

Page limit: For the invited talks, the page limit is 25. For the regular talks, the page limit is 9.

Before the title: At the top of the first page of your paper, before the title of your paper, you must include the following statement: "This printout has been approved by me, the author. Any mistakes in this printout will not be fixed by the publisher. Here is my signature and the date ___________________". This statement must be in 10-point Times or Times New Roman, must take 2 lines, and must be followed by a blank line before the title. When you send in your printout to the volume editors, at least one author for your paper must carefully review the entire printout for any mistakes, and then sign and date that statement on the printout. If you don't review and sign the actual printout that we receive, we will not be able to publish your paper. We will remove the statement from your paper before publication.

Title and author: The title of your paper must be 18-point bold Times or Times New Roman. The title, author, and affiliation lines must be centered. Capitalize the first word and last word of the title and sub-title, and then capitalize all words except determiners, coordinating conjunctions, prepositions, and words cited as linguistic examples. For hyphenated compounds, capitalize the first element; do not capitalize the second element if the first element is a prefix or if the second element is a determiner, conjunction, or preposition (cf. Non-spoken, Non-French, Morpho-syntactic, Morphology-Syntax). Capitalize means making the first letter a capital letter. Do not put any words in your title in ALL CAPS (except for acronyms). Here's a correct example:

Seeing the Structure: How Children Describe Grammar in a Non-spoken Paradigm

After the title, skip a line, put your name, and then put the name of your institution or affiliation (without your department) on the following line. Your name must be 14-point bold Times or
Times New Roman, centered. Your affiliation must be 10-point **bold** Times or Times New Roman, centered.

If you have more than one author, put all the authors' names on the same line. On the next line, put the names of the authors' institutions in the same order as the authors' names:

**AuthorA and AuthorB**  
*University of Rochester and Harvard University*

If all of you are from the same institution, only write the institution's name once:

**AuthorA, AuthorB, and AuthorC**  
*Smith College*

If some authors are from one institution and some are from another and you don't want to repeat institution names, use a small superscript numeral after each author's name and before each affiliation:

**AuthorA\(^1\), AuthorB\(^2\), AuthorC\(^2\), and AuthorD\(^1\)**  
\(^1\)Brown University and \(^2\)National University of Lesotho

Skip two lines before the start of your text.

**Fonts:** The base font must be 10-point Times or Times New Roman throughout, for text, examples, diagrams, etc. References and footnotes must be 9-point.

Anything smaller than 9-point may not reproduce well in the printed proceedings and can be hard to read. When you format tables and figures, do not use font sizes that are too small to read comfortably.

When you generate the PostScript or PDF file for your paper, make sure you embed ALL fonts. If you use a phonetic character font, you must embed that font or else most readers will see arbitrary letters or symbols instead of the characters you intended.

**Line spacing:** Everything must be single-spaced, not double-spaced.

Optional: If you want your paper to look its best, you should set the line spacing for the body of your paper (which is in 10-point type) to "exactly 12 point" instead of "at least 12 point" or single spacing. Similarly, you should set the line spacing for your references and footnotes (which are in 9-point type) to "exactly 11 point". This will provide a readable line spacing which is very close to single spacing and will prevent the line spacing from looking uneven when you have font or style changes within a paragraph. If you do set exact line spacing, make sure that your title and author lines, as well as any figures or tables, are still set to single spacing so the title and author lines don't get too squeezed together and figures don't get cut off. If you don't want to take a few minutes to do this, then just use single spacing.

**Indents and justification:**
1. Indent the first line of each paragraph 0.25 inch (0.64 cm).
2. Do not skip a line between paragraphs.
3. Text, footnotes, and references must be **full justified**.

**Before you submit your paper, check every one of these three points individually.** Most
formatting mistakes we see are because people do not follow one of these three points. If you use
a 0.5 inch indent, or skip lines between each paragraph, or leave text left justified, you will delay
publication and create more work for yourself and others later.

**Examples:** Examples should be in the same font and font size as the text of the paper. Skip one
line before and after examples.

**Headings:** Number all of your section headings and subheadings (including the introduction),
starting with 1. After the section number, use a period and a single space. Do not use tabs or
multiple spaces after a section number.

Headings must be 12-point bold, and subheadings must be 11-point italic (not bold).
Subheadings should all be formatted the same way, even if you have multiple levels such as 2.1.
*First experiment*, 2.1.1. *Setup of first experiment*, etc. All headings and subheadings must be left-
justified. **Skip one line before and after headings**, but do not skip a line directly between a
heading and a subheading.

**Tables and figures:** Tables and figures **must** be in their actual positions in the paper, not placed
at the end or on separate pages. Do not use color in your tables and figures. Make sure that any
text in your tables and figures is at a large enough font size to read easily.

Tables and figures should be crisp when viewed on screen and when printed. If they are blurry
when the text paragraphs are crisp, this indicates that they are pasted in at a low resolution.
Images should be at least 300 dpi at their final size. Charts and graphs should be vector graphics
whenever possible (pasted in place as EPS files, for example, if they were imported from a
separate program) rather than bitmaps (such as JPG, GIF, PNG, or TIFF). If you cannot select a
piece of text in a chart or graph the way that you can select text in a regular paragraph, it is a
bitmap. While bitmaps are sometimes necessary, they make your file size larger, print more
slowly, and cannot be searched.

**Appendices:** If you have any appendices, these must come after all material except the
references. The references **must** be the last item in the paper, not the appendices.

Any appendices must have a section heading just like a section of your paper. If you have more
than one appendix, you can put them all in one section titled Appendices and use subheadings for
each appendix, or you can put each one in a separate section and use a section heading for each
appendix. These section headings and subheadings must be left-justified, and formatted the same
as the rest of your paper.

**Footnotes:** Footnotes must be in 9-point type, rather than the 10-point used in the text. They
must be single-spaced, and must be full justified. (As with regular text paragraphs, full justified
means that each line of a paragraph except for the last line must extend to the right margin.)

Endnotes are not an acceptable alternative to footnotes.

**Acknowledgements:** You should include a first footnote containing a brief acknowledgement of any grant support, previous presentations of material at conferences or in print, and helpful comments from audiences or readers. This first acknowledgement footnote should be keyed with an asterisk (*) instead of a number. Put the * in the text at the end of the first section heading and make the color of the * in the text white so it won't print. The * at the start of the footnote itself must be visible. After this first acknowledgement footnote, your footnote numbering should start at 1.

**References:** After your text and after any appendices, skip one line and type "References" (in 12-point bold, left-justified). Then skip one more line and start the references. Do not skip lines between references.

The actual references must be in 9-point type, rather than the 10-point used in the text. References must be single-spaced, and must be full justified. (As with regular text paragraphs, full justified means that each line of a reference except for the last line must extend to the right margin.)

Each reference must use a hanging indent of 1/4 inch (0.63 cm.) -- this means that the first line of each reference must start at the left margin, and each subsequent line of that reference must start 1/4 inch indented from the left margin. **This is the opposite of a normal text paragraph, where only the first line is indented.** Do not use returns and tabs in the middle of a reference to create hanging indents. Instead, set the left margin or indentation for the references to 1/4 inch, and set the first line indentation to -1/4 inch.

You may use any common format (LSA, MLA, APA, etc.) for the references, as long as you use that format for all of your references. If your preferred format requires first initials instead of full first names, we require one change to that format: **You must include full first names for all authors and editors in your references unless they published the original work using only initials.** For example, you must use "Chomsky, Noam" rather than "Chomsky, N."

**Hyphenation:** Turn off automatic hyphenation and do not manually hyphenate any text. This is important to make sure your paper is fully searchable.

**Page numbers:** Do not put any page numbers on your paper. We will assign and add page numbers before publication. Do not refer to specific pages within your paper; instead, refer to section numbers or example numbers.

**Fractional widths:** If your word processor allows you to turn fractional widths on or off, turn fractional widths on. This will improve the appearance of your printed paper. The most noticeable effect is that bold-faced type will not have extra space after every letter.

**Double spaces:** You should not use double spaces unless you are pushing words apart within an example. After colons and periods you should only use one space. If you are used to typing two
spaces, the easiest thing to do is to wait until you are done preparing your paper, then do a "find and replace" to replace all double spaces with single spaces.

**Color:** Do not use any color in your paper. Color in PDF files can look good, but color elements may not print well or may disappear completely when your paper is printed in black and white. Anything in color will have to be converted to grayscale before your paper is published.

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Then on a second printed copy or photocopy of your paper, use a ruler to draw a straight line down the left and right edges of your text block on each page. Use these hand-drawn lines to check that all paragraphs, footnotes, and references are the same width and are full justified, and that nothing is going beyond these lines into the margins. You do not need to send this drawn-on copy to anyone.

Once you are sure there are no mistakes, sign the statement at the top of the first page saying that you approve the printout. You must send in the entire printout that you have checked and approved, or we will not publish your paper.

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