Formatting guidelines for YPL submissions

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Abstract

This document describes how to format your document using the YPL submissions LaTeX styles.

1. Introduction

You may submit an article either as a Word file or as a LaTeX file. Word files should be constructed using the supplied Word document; LaTeX files using the ypl2 class. Style names are usually consistent between the two; the Word files will be converted to LaTeX in the production process. This document describes and gives examples of YPL styles. The majority of these are syntactic sugar for fairly standard LaTeX commands or environments; their main purpose is to ensure stylistic consistency across contributions.

2. Document structure

Articles submitted for YPL should have the following structure: frontmatter (title, author(s), affiliation(s), abstract), text, backmatter (acknowledgements*, notes*, references*, author details). * denotes optional.

2.1. Frontmatter

Article title   This should be provided as the usual topmatter `\title` command. If the article has a subtitle, this should be included on the same line separated by a colon (not an em/en dash), e.g. Creating a new town koine: children and language change in Milton Keynes. Sentence case (i.e. capital letter of the first word; subsequent words capitalized only where proper nouns) should be used. Note that the style applies small-caps to lower-case letters.

Author(s)   These should be provided as the usual topmatter `\author` command. Multiple authors should be separated using commas. Note that, although the style applies full capitalisation you should actually enter the name in ordinary case (e.g. Stuart Brown not STUART BROWN) as it will be extracted for use elsewhere. Honorifics such as Dr. should not be used in the author line.

Author affiliation(s)   In LaTeX affiliations should be included *within* the `\author` command on a new line (after `\\`). The institution name alone is sufficient; departments should not be included. In the instance of US universities which may be confused with British universities of the same place-name the abbreviation for the state may be added. If there are multiple authors

with the same affiliation, this only needs to be presented once. If, however, there are multiple authors with different affiliations then superscript numbers should be used to align authors with the corresponding affiliation.

For LaTeX documents, the top matter will therefore look something like:

```
\documentclass{ypl2}
\title{Formatting guidelines for YPL submissions}
\author{Stuart Brown, Lisa Roberts\\
University of York}
\begin{document}
\maketitle
```

Abstract The abstract should be contained in the `YPLAbstract` environment in LaTeX. A heading is not necessary and will produced automatically. The abstract above is, therefore:

```
\begin{YPLAbstract}
This document describes how to format your document using the YPL
 submissions \LaTeX\ styles.
\end{YPLAbstract}
```

2.2. The text

Within the body of the article, LaTeX documents should be structured using the standard `\section` and `\subsection` commands. `\subsubsection` should be avoided except in longer articles where a reasonable amount of text would fall in each subsubsection; in general use `\paragraph` instead (as in this document).

2.3. Backmatter

The backmatter consists of optional acknowledgements, notes, references and mandatory author contact details, occurring in this order.

Acknowledgements Acknowledgements should be kept brief, preferably to a single paragraph. As for abstracts no heading is necessary, but the entire section should be within the `YPLAcknowledgements` environment.

Notes If notes are used in the article, please add the command `\YPLGenerateNotes` after acknowledgements but before references in the backmatter. Stylistically only endnotes are permitted; any footnotes will be output as endnotes.

References The entire references section should be within the `YPLReferences` environment (as for other backmatters, the heading is automatically generated). Each individual reference should be within a `\YPLReference` command. See [[FOOO]] for inline formatting of references.

Author contact details Full contact details for the corresponding author using the `YPLAuthorContactDetails` environment; please separate each line of the address with a newline (\\), e.g.:

```
\begin{YPLAuthorContactDetails}
Stuart Brown\\
Department of Language and Linguistic Science\\
University of York\\
Heslington\\
York\\
YO11 5DD\\
\YPLURL{sab517@york.ac.uk}
\end{YPLAuthorContactDetails}
```

3. Low-level structure

This section describes how to format paragraph-level items such as quotations, tables and figures.

3.1. Examples and formulae

In LaTeX you should simply use the `\YPLExample` command for a single example or formula:

```
\YPLExample{I sent a calabash of beer to the chief.}
```

generates:

(1)   I sent a calabash of beer to the chief.

A series of examples should be set in the `YPLExampleList` environment. This is a list-type environment, so each example should be initiated with `\item`. Labels may be used for referencing, thus:

```
\begin{YPLExampleList}
\item \label{ex:fish}The government made fish disappear.
\item \label{ex:hyena}You must squeeze the hyena.
\end{YPLExampleList}
```

generates:

(2)   The government made fish disappear.

(3)   You must squeeze the hyena.
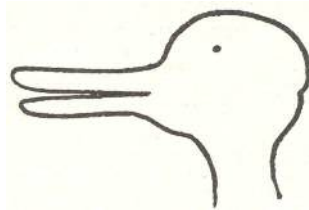
And `\ref{ex:fish}` the example number: 2.

3.2. Figures

Figures should be set with the command `\YPLFigure`, which takes three arguments: the filename (without extension), a caption and a label (for referencing).

```
\YPLFigure{wittgenstein_duck_rabbit}{Wittgenstein's duck/rabbit.}{fig1}
```

generates:

Figure 1: Wittgenstein's duck/rabbit.

3.3. Lists

Lists should be constructed with the standard `enumerate` and `itemize` environments.. Do not use `YPLExampleList` except for examples as the counter for its label is *not* reset every time it is used. List items should be capitalised only when each item forms a complete sentence; capitalised list items should end with a full stop. Non-sentential list items should be separated with semi-colons and, optionally, the word and prior to the last item.

3.4. Quotations

Quotations should be marked up in the command `\YPLQuotation` which takes two arguments: the quotation itself and the attribution; thus

```
\YPLQuotation{The natural approach has always been: is it [Language]
well designed for use, under-stood typically as use for communication?
I think that's the wrong question. The use of language for
communication might turn out to be a kind of epiphenomenon.}
{\YPLEmphasisAuthorOrEditor{Chomsky} 202:107}
```

generates:

> The natural approach has always been: is it [Language] well designed for use, under-stood typically as use for communication? I think that's the wrong question. The use of language for communication might turn out to be a kind of epiphenomenon.

(CHOMSKY 202:107)

3.5. Tables

As tables vary considerably depending on their requirements, no specific style is defined for them; however please note the following:

- Tables should be centered.

- Borders, rules, and shading should be avoided.

- Tables should be followed by a caption, styled using YPLCaption in the format "Table 1: short title". The numbering should be contiguous throughout the article independently of the section number.

3.6. Emphasis

Emphasis should be applied using \YPLEmphasis; avoid underlining and bold face where possible. Excessive use of emphasis is strongly discouraged. Where a section of a quotation has been emphasised please indicate in the attribution line if the emphasis has been added as follows:

> The natural approach has always been: is it [Language] well designed for use, under-stood typically as use for communication? I think that's the wrong question. The use of language for communication *might turn out to be a kind of epiphenomenon.*

> (CHOMSKY 202:107; emphasis added)

If the emphasis is in the original there is no need to specifically indicate this unless there could be some confusion (e.g. a prior quotation did have added emphasis), in which case you should follow the example above, but using emphasis in original.

3.7. References

References should be in paragraphs styled with \YPLReference. Please use the ~~Harvard~~ referencing system. Note ampersands should be used to conjoin author and editor names, and translations should be provided for foreign titles. \YPLEmphasisAuthorOrEditor should be used to style both author/editor names in the reference itself, and inline citations.

References

~~NARO, ANTHONY J. 1971. "The history of e and o in Portuguese: a study in linguistic drift." *Language* 47(3):615–645.~~

4. Language and style

4.1. Spelling

British spelling should be used throughout; e.g. "cliticisation", "behaviour". Contracted forms are allowed.

4.2. Punctuation

- For indicating orders and ranges, use an endash, not a hyphen; e.g. "verb–object", "5'7'.

- For indicating a sentence break, use an emdash with no spaces around it—like this.

- Short quotations in the text, quotes from examples, etc. should be enclosed in "double quotes".

Manuscripts should be kept to around 25 pages.

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