Formatting guidelines for YPL submissions

Stuart Brown, JilliAn Oddie

University of York

Abstract

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

1. Document structure

This section describes the structure of a document submitted for YPL, and informs you how to apply styles in the Word template.

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”.

* + 1. Article title

The article title should be styled using YPLArticleTitle. Author(s) should be styled using YPLArticleAuthors. 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.

* + 1. Author(s)

Following the article title the author(s) should be styled with YPLArticleAuthors (this style automatically follows YPLArticleTitle in the Word template). 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.

* + 1. Author affiliation(s)

Following the article title, the affiliation(s) of the author(s) should be styled with YPLAuthorAffiliations (this style automatically follows YPLArticleTitle in the Word template). 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.

* + 1. Abstract

The abstract title should be the single word “Abstract” and styled with YPLFrontBackMatterHeading (which automatically follows YPLAuthorAffiliations in the Word template). The abstract itself should be styled with YPLAbstract.

* 1. The text
  2. Backmatter

The backmatter consists of optional acknowledgements, notes, references and mandatory author contact details, occurring in this order. The title for each section should be styled using YPLFrontBackMatterHeading.

* + 1. Acknowledgements

The titles used should be “Acknowledgements” (note British spelling), “Notes”, “References”. Text of acknowledgements should be left in the Normal style.

* + 1. Notes

Footnotes, which should be used conservatively, should be styled as ordinary Word footnotes: [[1]](#footnote-1).

* + 1. References

The title used should be “References”. Individual references should be styled using YPLReference. See also [[SECTION REFERENCE AND CITATION STYLE]] for specific styling matters within the references section.

* + 1. Author contact details

Author contact details should be styled using YPLAuthorContactDetails. There is no heading for this section; however you should add enough vertical space (in Word) before the section to place it at the bottom of the final page.

1. Low-level structure

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

* 1. Examples and formulae

Example utterances, formulae, postulations and similar should be styled using YPLExample, numbered contiguously throughout the document, independently of section numbering.

(1) This is a single example.

Subsidiary examples should use the same style, and use YPLExampleSubsidiary:

(2) a. John told Mary that there were some pictures of themselves for sale on ebay

b. \*John told Mary about themselves

Note that the difference between these two styles is the depth of the hanging indent, and the fact that multiple items in YPLExampleSubsidiary are closed up. These are *not* list styles, so you will have to manually number them and use tabs to position the start of the text.

* 1. Figures

Figures should be positioned centrally on the page, followed by a caption, styled using YPLCaption in the format “Figure 1: short title”. The numbering should be contiguous throughout the article independently of the section number.

* 1. Lists

Bulleted lists should be styled using YPLBulletListItem:

* this is the first item;
* this is the second item; and
* this is the last item.

Numbered lists should be styled using YPLNumberedListItem:

1. this is the first numbered item;
2. this is the second numbered item.

When reverting from a list to normal prose, please do *not* simply delete the item token as this does not affect the underlying style: ensure you change the style of the paragraph back to Normal.

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.

* 1. Quotations

Full quotations should be styled using YPLQuotation, followed by a citation line styled using YPLAttribution (which automatically follows YPLQuotation in the Word template), like this:

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 2002:107)

Full quotations should not be enclosed in quotation marks.

* 1. 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.

1. Text-level formatting

This section describes how to format sections of text.

* 1. Emphasis

Emphasis should be applied using *italics*; 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 2002:107; 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”.

* 1. References

References should be in paragraphs styled with YPLReference. Please use the **APA (last updated: 6 Oct 2018)** 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.

Paiva, M. da C.A. de. (1996). Supressão das semivogais nos ditongos decrescentes [Reduction of semivowels in falling diphthongs]. In G. M. de Oliveira & M. M. P. Scherre (Eds.), *Padrões Sociolingüísticos* [*Sociolinguistic Patterns*] (pp. 217–236). Rio de Janeiro: Tempo Brasileiro.

1. Language and style
   1. Spelling

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

* 1. 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.
* Emphasis should be marked like *this*; avoid underlining and bold face where possible.
* Short quotations in the text, quotes from examples, etc. should be enclosed in “double quotes”.

Manuscripts should be kept to around 25 pages.

Stuart Brown, Jillain Oddie

Department of Language and Linguistic Science

University of York

Heslington

York

email: sab517@york.ac.uk

1. Example footnote [↑](#footnote-ref-1)