

NOTES FOR CONTRIBUTORS TO OUP LINGUISTICS HANDBOOKS AND EDITED COLLECTIONS

SUBMITTING YOUR MANUSCRIPT

Our guidelines now include information on ensuring that your text is suitable for both print and digital publication. The most critical of these ‘format-neutral’ requirements applicable to your text are outlined in this document, with more detail available at the links provided, but please get in touch with VH if the guidelines are unclear or if you’re concerned about how they apply to your work.

We have a preference for UK spelling; but you can follow US spelling (please be consistent).

Format (see also ‘Notes on style and format’ below)

Please send the volume editor the final version of your manuscript electronically in an editable format (preferably Microsoft Word): it should be double-spaced throughout, including notes and references, in 12pt type with reasonable margins. Right-hand margins should be unjustified (ragged) with no hyphenation at line breaks. Please use as little formatting as is consistent with clarity, and avoid using autoformatting options.

To accompany the Word document, please also send us a PDF version, which should match the Word version in all respects. If you are unable to provide a PDF version, please send us a paper copy in the post. We almost always need one or the other because, as experience has shown with tedious frequency, characters, spacing, and alignment can easily be corrupted in Word files.

Use LaTeX or a similar program if you prefer. We shall need the LaTeX files and a set of PDFs showing the text double-spaced with unjustified right-hand margins. The LaTeX files will be used as an interface for setting and the double-spaced text for copy-editing. Do not feel any need to waste time preparing camera-ready copy.

Figures and tables (see also ‘Guidelines for submission of images in digital form’ below)

Most hold-ups in the preparation of manuscripts for production are caused by incomplete

illustrations or their submission at too low a resolution. If your book has complicated line or photographic illustrations please pay close attention to the instructions for submission provided in these notes and if in any doubt ask for guidance at an early stage.

Please provide figures (and ideally tables) in separate files. Figures and tables should be numbered in one sequence, including your chapter number if you know it, with separate numbering for Figures and tables – Fig. 4.1; Fig. 4.2; Table 4.1; Table 4.2. A note must be placed in the text to show their intended position (e.g. <insert Figure 4.1 here>). The final position of figures and tables is to some extent determined by the text design and page layout, and will hence not always be precisely where you have indicated. Please let us know if the precise location of a particular figure or table is *essential*. In addition to this position indicator, all figures and tables should also be referred to in the text (‘Figure 4.1 shows...’ or ‘(see Figure 4.1)’, for instance). Finally, if figures are to be in a separate plate section, please indicate the order in which they are to appear.

Captions and headings for figures and tables should be both set in situ (captions below figures; headings above tables) and provided as a complete list. Include sources in figure captions but not in table headings; table sources should be set below the table. Any notes for figures and tables should be numbered superscript a, b, c, and set below the figure/table.

Tree diagrams and similar are generally numbered as examples rather than as figures. These should be presented in situ in the text, do not require captions, and will be located where situated.

Format neutral requirements for in-text features (note: these do not apply to linguistic examples, tree diagrams, and other material numbered as an example) are discussed in more detail [here](#).

Proofs

These will be sent as pdfs to the volume editors who will then forward your chapter to you. Please return the corrected proofs to the appropriate editor within a week of receiving them. To avoid the increasing danger of piracy, do not post the proofs on your home website.

NOTES ON STYLE AND FORMAT

The notes below cover points specific to linguistics and make one or two choices where OUP offers options: e.g. notes in linguistics books will always be at the foot of the page. The general rule is that you should write in the format and using the software you're happiest with. If for any reason you want to depart from the styles set out below let us know so we can brief the copy-editor.

Headings and structure

Headings should be numbered decimally, using your chapter number if you know it, and divided into no more (if possible) than two levels. **A** headings in chapter 4, for example, would be 4.1, 4.2; **B** headings 4.1.1, 4.1.2. (Note that there should be no full point after the final number.) Consider numbering **C** headings (i), (ii) etc. 4.1.2.1 etc. is OK if you prefer, but consider this the limit. Use minimum capitalization in headings and type them in text-size, roman, on a fresh line with a line space above. Begin each level of headings with 1 (not zero): the first subhead of the first chapter would be 1.1 (not 1.0 or 0.0). Please number sections manually: do not use automatic numbering as this creates havoc in the setting process. For similar reasons do not use software that provides automatic links from headings in the contents pages to the headings in the text.

Headings should be descriptive, but not overly long, so that they work in all formats: longer headings can be cumbersome in a digital publication. They should be 'nested' with a consistent and logical hierarchy. Digital publishing means that *very* long sections of unbroken text with no headings should be avoided if possible, as this can make text difficult to read on smaller screens.

Footnotes, references (including internal cross-references), and call-outs to figures, tables, or boxes, should not be included in section headings or chapter titles.

Format-neutral requirements for headings and structure are discussed in more detail [here](#)

Examples

These should be written in roman and numbered consecutively – numbers on the left margin. The numbers should be in parentheses, using a., b., etc. for subordinate examples. Glosses should be presented without quotes, translations with; they should be aligned (using the space bar or tabs) as you want them to be printed:

(1) a J'ai lu [_{DP} beaucoup d' articles] récemment.

I've read many of articles recently
'I've read many articles recently.'

b Pierre s' est brouillé avec [_{DP} trop de collègues].

Pierre REFL has argued with too.many of colleagues
'Pierre has argued with too many colleagues.'

Within complex words use hyphens to separate morphemes and double hyphens (i.e. an equals sign) (=) to separate clitics. Could you ensure that exactly the same number of hyphens separates the English glosses/abbreviations below the examples? Here's an example from West Greenlandic:

(1) taku-sa-qa-ruma-li-ssa-nnguatsia-raluar-pu=ruuq

see-PASS.PART-have-want.to-begin-FUT-presumably-but-3SG.INDIC=QUOT
'They say he will probably want to see something but...'

For languages with particularly complex morphophonemics you may want to add a second intermediate level of glosses for underlying morpheme shapes.

Note that translations in examples should always be enclosed in single quotes, even in books otherwise adopting US spelling and punctuation. Some linguists prefer, especially for unwritten languages, not to have a full point at the end of examples and translations: this is fine, but please provide us with a note on this to ensure we follow what you want. Further

guidance is given at <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>: these are the Leipzig MPI rules for glossing which reflect current usage in all main syntactic and semantic contexts. If you prefer to use a different style for your examples please let us know.

Special characters

To minimize the potential for errors in transmission and setting, it would help if you were to key all phonetic transcriptions in a proper phonetic font such as DoulosSIL or CharisSIL (see http://scripts.sil.org/cms/scripts/page.php?&cat_id=Home), even where the characters are the same as Times New Roman. In this case please tell us which font you have used and, if it's unusual, provide us with a copy. If you use any particularly unusual characters please alert us to this fact.

Abbreviations and acronyms

Try not to add to those conventionally used by linguists and do not over-use them. Print acronyms and contractions without points (NP, VP, UG, USA, PhD, Dr, Mrs, St) but keep points in abbreviations as in c., no., str., cf., e.g., i.e., etc., etc. We have no preference for abbreviations, so you can use the abbreviations you normally use. Please send them to the editor in a separate file, and they will be collated.

References

Please use the Harvard name-date system supported by a list of references at the end of the chapter; these will be collated by the volume editor into a complete reference list for the end of the book. References should be cited in the text without punctuation “(Miyamoto and Takahashi 2001)” or “see Koster (2000)” or “as Hawkins (2005) points out”, except when pages references are included, in which case “(Miyamoto and Takahashi 2001: 235-7)” or “see Koster (2000b: 77ff)” or “as Hawkins (2005: 110-25) points out”. Sequences of references should be separated by semicolons. The list of references should be ordered alphabetically by author's surname, with multiple references for the same author in chronological order. Date of publication should follow the author's name to help readers find references quickly. Book titles should be italic, article titles in roman and single quotes (including books using US conventions). Place of publication and publisher should be included at the end of the reference. Please avoid using *op. cit* and *idem*, which cause havoc in online versions.

Please send the list of references to the editor separately, as the references will be collated and put together at the end of the volume, following the OUP Handbook style.

The old OUP style was to give author's initials rather than their full first name(s) and to use dashes for names where more than one reference is made to the same author. In order to ease identification (in online editions or on the web, for example) and to accommodate Asian and other names, our preference is now to give names for all references (i.e. not to use dashes) and in the form their authors use themselves: e.g.: Dixon, R. M. W.; Matthews, P. H.; Borer, Hagit; Newmeyer, Frederick J.; Ōta Tatsuo; Wang Mingquamō; Yakhontov, Sergej; Sǒng Paeg-in; Ulagantuyag-A. Here are some examples:

Bloomfield, Leonard (1914). *An Introduction to the Study of Language*. New York: Holt.

Dixon, R. M. W. (2014). 'The basics of a language', in N. J. Enfield, Paul Kockelman, and Jack Sidnell. (eds.), Cambridge: Cambridge University Press, *The Cambridge Handbook of Linguistic Anthropology*. Cambridge: Cambridge University Press, 29-47.

Hundius, Harald, and Ulrike Kölver (1983). 'Syntax and Semantics of Numeral Classifiers in Thai', *Studies in Language* 7: 165–214.

Avelar, Juanito, Sonia Cyrino, and Charlotte Galves (2009). 'Locative inversion and agreement patterns: parallelisms between Brazilian Portuguese and Bantu languages', in Margarida Petter and Ronald Beline Mendes (eds), *Proceedings of the Special World Congress of African Linguistics São Paulo 2008. Exploring the African Language Connection in the America*. São Paulo: Humanitas, 207–21.

Authors generally prefer this. If your references include a mix of Eastern and Western names the name ordering is likely to look inconsistent even though it isn't: to prevent unnecessary alterations could you provide a note for the copy-editor to explain the system you've used for alphabetizing Eastern names? Follow the English conventional alphabetization of Æ with Ae, Á with A, and Ø with O. If you prefer to omit single quotes round article titles and/or to capitalize the first word only let us know so we can ask the copy-editor to leave them as they are.

Do not give online addresses in references to online sources. If references contain enough information they will, if possible, be enabled for the Oxford online version as OpenURL

links: this allows a user within an institution to locate a source for that reference via their online library catalogue simply by clicking the link.

Format-neutral requirements for references are discussed in more detail [here](#).

Footnotes

These should be numbered consecutively by chapter and presented, if possible, (double-spaced in 12 pt type) on separate sheets at the end of the chapter, but if you prefer to submit them at the foot of the page that's fine too. Either way they will appear at the foot of the relevant page in the printed version. Keep them concise. Use a footnote program if you find this helpful. Footnote indicators within the text should be superscript Arabic numerals, as should the numbers of the notes.

Footnotes should not be cued to chapter titles, Part titles, or section headings.

Paragraphs

To be indented with no line space between them, except the first line after a heading, which should be full out to left margin. If you want to show a sense break with two lines space, type [space] in the space and set the next line of text full out to the left margin.

Style conventions

BC, AD (not BCE, CE); 14 July 1789; ize; minimum initial capitalization (universal grammar, cognitive linguistics); judgement. One space (not two) after full stops and question marks. No exclamation marks. Use grammar for emphasis, not italics. Avoid s/he: use he or she or, if possible, plurals. Active rather than passive. First person singular (when you are singular) rather than plural. No square brackets round three point parentheses. A hallmark of the Oxford house style is the comma before 'and' and 'or' in enumerations of three or more items: 'Sue, grab it, and run.' Following these conventions is helpful but don't worry about them unduly.

Quotation marks

Use single, except use double for quotes within quotes. This should be reversed if you're using American spelling and punctuation. Do not use scare quotes or attempt subtle distinctions in the significance of double and single quotes: such attempts tend to fail.

However, in both UK and American spelling, translation of linguistic examples and tokens should have single quote

Parentheses

Keep sentences as simple as possible and avoid (post)modern brackets.

GUIDELINES FOR SUBMISSION OF IMAGES IN DIGITAL FORM

If these guidelines are followed we will be able to handle your digital files. Let us know if you plan to use programs not mentioned below: we will probably be able to handle them but checking early may save time later.

Photographs

Please provide these at a minimum of 300dpi at intended size of reproduction, as .tiff or .jpeg. Photographs downloaded from the internet are normally low resolution and almost never suitable for reproduction by conventional printing methods. If you only have hard copies of the photographs, please scan them at 300dpi minimum, or send us the hard copies, clearly labelled.

Line illustrations (i.e. maps, graphs, etc.)

It is best if you can submit these as a vector file format or at a minimum of 600 dpi in a raster file format (meaning that the image can be reduced or enlarged in proportion). The line art should also meet the market requirements of the book in terms of quality. Line drawings should be 600dpi at size of reproduction. Simple line drawings and tables are fine in Word or Excel format; more complex line drawings are best in Adobe Illustrator or similar.

Line illustrations will be reduced in size to fit text size. The line weights will be reduced correspondingly so do not use a line weight of less than 1 pt. Tints used on computer-generated illustrations should be no lighter than 15% and no darker than 70%. Tints used for print media should be black and white. If your book is going to be made available in a digital format please use colour fills instead of tints.

Do not compress TIFF files unless you have to, in which case use a lossless compression software package such as LZW. Images can also be supplied as EPS files, with a laser print for identification. EPS files cannot be altered so if we you want us to edit the illustrations, you will also need supply the original application files together with all fonts used.

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