

# Notes for the preparation of copy: The Oxford Handbook of Evidentiality

The typescript should be double-spaced throughout, in 12 point or 14 point, with generous margins (2.5 cm.)

. Use only one side of the paper.

Do not right justify.

Indent paragraphs with a tab; do not normally leave a line gap between paragraphs (do this only as indicated below).

If you wish to indicate a break in the flow of text you should leave a one-line gap. Do not indent the new paragraph after such a gap.

At the top of your chapter put the title of the chapter and your name. Do **not** put your affiliation here.

Your contribution will be a chapter in a volume. Please refer to your contribution (and to the other contributions) as a **chapter** rather than as a paper.

All sections and all examples have to be numbered throughout the chapter (do not leave unnumbered sections or examples). **Do not** use 0 in numbers of sections or of examples. Note that references never constitute a numbered section.

**Do not use automatic numbering of sections or of examples:** this makes it very difficult for a typesetter.

## Non-standard symbols

When you submit the revised paper, please list, on a separate sheet, phonetic and other non-standard symbols you have used, together with the corresponding key strokes, e.g.: // = shift + *n*. You should also state the font used, e.g. IPA Kiel Seven.

If you use Unicode (Doulos SIL), then you can specify the 'character code'.

## Page numbers

Please use Arabic numerals and put these at **top right**.

## Fonts and quotes

Use italics (not bold) for any language material within the text but use normal (non-italic) style font for a set-off example — see Examples section below.

Use single quotes for glosses within the text, e.g. French has *cheval* 'horse'. Only use double quotes for quotes within quotes.

## Headings.

These may go down to three levels, e.g. §3, §3.2, §3.2.1. Do not use a fourth level (e.g. §3.2.1.1) — instead use (a), (b),... or (i), (ii),... within a third level heading. Refer to sections in your chapter (or in another chapter in the volume) by using § or §§, e.g. 'see §3.2' or 'see §§3-5'. (Note that § is used when cross-referencing a section, not in the actual heading of the section itself.)

Remember that you are preparing a clear typescript for a printer to work with; you are not supplying camera-ready copy. Please do not use fancy fonts/caps etc. for headings. Do each heading in plain style or in plain bold style. The copy editor will indicate to the printer how each heading should be set. Do not include any running heads.

Always leave a one line gap before a heading.

Do not indent the first line after a heading.

Do not include a table of contents.

### Tables, diagrams

Print each table and diagram on a separate page and indicate in the text its approximate position:

<place Table 1 about here>

### Footnotes

In the printed volume notes will be placed as footnotes, at the bottoms of pages.

In your submitted typescript notes should come at the very end, after references (use a new page for the notes). They should be **double spaced and in the same size font as the text**.

All footnotes should be numbered consecutively. Do not have a first footnote that is indicated by \*.

Put any acknowledgements in the first footnote (numbered 1).

Please note well: the potential publisher (Oxford University Press) has requested that authors should **limit footnotes to a minimum**.

### Examples

For set-off sentential examples please employ the following style (with lower case for lexemes and pronominal number (sg, du, pl) and SMALL CAPS for grammatical elements).

(34) yaw                      s-i-ht                      ti                      o-d  
       3sg:masc:NOM    3sgA-3sgO-look.for            ART:ACC    universal-ACC  
       He looks for a universal.

Note:

(a) We prefer **no** initial capital for top line (partly to avoid trying to find capital versions of phonetic symbols). But if the language has a standard orthography which employs initial capitals, then use these. (Do, of course, be consistent.)

(b) Third line (English translation) should begin with a capital letter.

(c) If the sentence is a command or a question then put '!' or '?' at the end of both first and third lines. If it is a statement, then have no punctuation at the end of the top line but place a full stop (= period) at the end of the third line.

(d) If punctuation marks (',' or ';' or ':') are to be included within the sentence, the have these in matching positions on first and third lines.

NOTE: Do **not** put quotes around third line.

Do **not** use automatic numbering of examples. This will make things very difficult for the printer.

**Use tabs not spaces**

Publishers ask for tabular displays in examples, i.e. you should separate words in examples by tabs, **not** by spaces. Using spaces and not tabs makes it much harder and more time-consuming for the printer. This may cause the price of the volume to increase, and more errors to occur.

## References

References within the text should include date and (if possible) page numbers in parentheses, e.g.

Comrie (1976: 270-2) shows that ...

If the name of the person referred to occurs within parentheses, please do not use further parentheses around the date and page numbers, e.g.

It has been shown (by Comrie 1976: 270-1) that ...

In the list of references at the end of your chapter, please **adhere exactly** to the following style. (Only include works explicitly referred to in your chapter.)

Do not include, in your list of references, other chapters from the volume. Instead say something like 'as Smith (chapter X) states...' We will insert a chapter number for the X at a later stage. Note that a revision of the position paper will be Chapter 1, and should be referred to as such.

References (like the text and notes) must be double spaced.

Please include one first name for authors who use this (e.g. Comrie, Bernard) but just initials for authors who use just initials (e.g. Allen, W. S and Dixon, R. M. W.).

Where there are more than two authors, place a ';' between their names.

Example references are:

Allen, W. S. 1951. 'Some prosodic aspects of retroflexion and aspiration in Sanskrit', *Bulletin of the School of Oriental and African Studies* 13: 939-46.

Aspinion, Robert. 1953. *Apprenons le berbère: Initiation aux dialectes chleuhs*. Paris: Félix Moncho.

Bybee, Joan; Perkins, Revere; and Pagliuca, William. 1994. *The evolution of grammar: Tense, aspect and modality in the languages of the world*. Chicago: University of Chicago Press.

Comrie, Bernard. 1976. 'The syntax of causative constructions: Cross-language similarities and divergences', pp 261-312 of Shibatani, 1976.

—. 1985. 'Causative verb formation and other verb-deriving morphology', pp 309-48 of *Language typology and syntactic description, Vol. 3, Grammatical categories and the lexicon*, edited by Timothy Shopen. Cambridge: Cambridge University Press.

Dixon, R. M. W. and Aikhenvald, Alexandra. Y. 2000. Editors of *Changing valency: Case studies in transitivity*. Cambridge: Cambridge University Press

Hetzron, Robert. 1976. 'On the Hungarian causative verb and its syntax', pp 71-98 of Shibatani, 1976.

Shibatani, Masayoshi. 1976. Editor of *Syntax and semantics, Vol. 6, The grammar of causative constructions*. New York: Academic Press.

NOTE that where two or more initials are given, there should be a space between them. That is: 'Allen, W. S.' rather than 'Allen, W.S.'