

Language and Linguistics style sheet for English monographs (Times New Roman 26, boldfaced, center)

by

Language and Linguistics Editorial Office
(Author or editor's name: Times New Roman 16, center)

Page layout: Margin Top 3.5cm, Bottom 3cm, Left 2.5cm, Right 2.5cm.
Paper size: Customized, Width 19cm, Height 26cm.
Distance from the edge: Header 1.3cm, Footer 1.7cm.

For header: Chapter title on the odd page, aligning to the right; Book title
when it is even, aligning to the left.

Pagination: Times New Roman 8, page number aligning to the right when it is
odd page, to the left when even.

2023

(Submitted year: Times New Roman 14, center) (The year will be changed to
the publishing year by the editorial office after acceptance. "Institute of
Linguistics, Academia Sinica, Taipei, Taiwan" will be added above the year)

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(All the titles and subtitles align left and right on the same line. Chapter titles shall be in bold typeface.)

Summary **(Times New Roman 14, boldfaced, center)**

The LANGUAGE AND LINGUISTICS style sheet for monograph submissions generally follows The Generic Style Rules for Linguistics (<http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>) and The Leipzig Glossing Rules (<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>), with only one modification regarding the style of References: If the title is not only in a different language, but also in a different script, the original script could be provided after the transliteration (following it **without parentheses**).

Manuscripts should be submitted by electronic file in Traditional Chinese or English with specialized formatting kept to a minimum. Submissions for monographs do not have word limit, but for Chinese monographs it should include 500 words of Chinese abstract, and 100–300 words of English abstract with 4–6 keywords, for English, 100–300 words of abstract with 4–6 keywords. Please spell out the abbreviation if used, and define it as clearer as possible in the abstract. Do not cite references in the abstract if possible. Authors are encouraged to use this document directly to edit their papers. If there are any further questions, please contact us via (LLeditor@sinica.edu.tw).

Authors who are not native speakers of English are advised to have their papers checked by a native speaker before submission. Please use only one writing system, sticking either to American English or British English, etc. Times New Roman is the main working font, with italic and bold styles reserved for special marking. Please use the symbol “§” to replace the word “section” or “sub-section,” for example: §3.1 or §4.2.3. Where using Chinese characters, please use the font “新細明體”. Please display the international phonetic alphabet (IPA) or special characters in Unicode as possible as you can and provide the font file when uploading the final version to the online submission system. We use Word processor as the main editing software, therefore please try to convert to Word file if possible in order to speed up the copyediting process and avoid possible errors. (Times New Roman 10.5, align left and right, first paragraph not indented)

Keywords: please provide 4–6 keywords and separate them with commas (Times New Roman 10.5, align left and right; **“Keywords” and the colon in bold**)

Chapter I: Introduction ¹

(Times New Roman 14, boldfaced, center)

Use upper-case Roman numerals to number each chapter and set in the center, and use Arabic numerals for the section and subsection and align to the left. Set the title of header at the right according to each chapter's title on odd pages, at the left using the book's title on even pages. Except titles, footnotes or citing texts, the font size of the whole context should be 10.5 pt. (Times New Roman 10.5, align left and right)

1.1 Subtitles (Times New Roman 12, boldfaced, align to the left)

All subtitles are preceded and followed by a blank line. Align section numbers to the left.

1.1.1 Examples (Times New Roman 11, boldfaced)

Examples should be numbered as (1), (2), (3) etc., and for sub-examples, please use a., b., c. etc. Phonetic transcription must be in Unicode font (e.g. SILDoulos, IPAPANNEW, STEDTU). To maintain the layout, please use **TABS** instead of spaces in examples and tree diagrams. Please refer to [The Leipzig Glossing Rules](#) for details on glossing rules. List all abbreviations used in the "Abbreviations" section at the end of the article.

Each example is preceded and followed by a blank line. Original text (transliteration) is in italics. Use **small capitals** for the **abbreviations** (as marked in orange). Align the original text (transliteration), morpheme analysis and translation accordingly. See below for examples:

- (1) *Zhangsan mei shang daxue yiqian, ta jiu yijing hen*
Zhangsan not attend university before he then already very
dongshi le.
sensible **PAR**
'Zhangsan had already been sensible before he went to a college.'

Hyphens appear in the original text should also appear in the morpheme analysis.

- (2) a. **Daremo nani-o yom-ana-katta no ?*
anyone *what-ACC* *read-NEG-PAST* **Q**
'What did no one read?'
- b. **John-sika nani-o yom-ana-katta no ?*
J.-except *what-ACC* *read-NEG-PAST* **Q**
'What did no one but John read?' (adapted from Tomioka 2007: 1571)

¹ Footnotes give additional information but should not include any figures or tables. Examples given in the footnotes are numbered in small-case Roman numerals, e.g. (i), (ii) or (iii). Use small-case English alphabets for sub-examples, and use (i.a) when mentioned in the text. Please leave a space between footnote number and text, and keep the footnote in the same page if possible. (Numbering Times New Roman 10, text 9.5)

Keep the examples in the same page if possible. If it is a complete sentence, please punctuate properly both in the original text and in the translation. Please provide the **source of the example** (if applicable) if the example is cited from other papers.

(3) **Cantonese** (Beihai **dialect** in GX)

a. 你 行 先。

nei13 haŋ21 lin55.

2SG go first

‘You go first.’

b. 你 去 頭先。

nei13 hui33 tʰvu21lin55.

2SG go first

‘You go first.’ (Chen & Chen 2005: 381)

Chapter II: Citation formats (Times New Roman 14)

To cite a quotation in the text, see the example below:

Blust (2017: 185) pointed out that:

Voiced obstruents thus present the speaker with an inherent conflict in phonetic demands that is found in all languages, namely the need to maintain airflow to produce voice, but the simultaneous need to obstruct airflow to produce a stop. Ohala notes that speakers of many languages confront the demands of the AVC by adopting a strategy that permits them to maintain some features of the articulation while surrendering others. (Times New Roman 9.5. Ellipsis in a quotation is indicated by [...].)

Leave a **blank line** before and after the quotation.

For reference citation given in running text, please pay attention to the following points:

- A. Author (year), or Author (year: page(s)) and (Author year), or (Author year: page(s)). Always leave a single space before the page number and the year.
Smith (1984), Jones (1999: 123)
(Smith 1984), (Jones 1999: 123)
- B. When a citation source in running text has two authors, connect the authors with an ampersand: “&”.
Sofronov & Kychanov (1963).
- C. When multiple citations are listed in parentheses, please separate them by semicolons and list in **chronological** order from oldest to newest instead of alphabetical order of last names:
(Pawley & Syder 1983; Sinclair 1991; Erman & Warren 2000).
- D. If “see” or “see also” is used, it should be preceded by a **semicolon**: (Chen 1998; Mei 2002; see also Lin 2007); if “among others” is used, it should be preceded by a **comma**: (Dowty 1979; McClure 2008, among others).
- E. When multiple works by the same author are cited, the years are separated by **semicolons**:
Hawkins (2004; 2014).
- F. Please double check if all the references have been cited in the text and vice versa, with citations in the running text also listed in the references section. In general, avoid using titles, such as: Dr., Professor, or Chairman.
- G. In the same sentence, if there are two or more references of different authors but with the same last name, please provide their first names as well. For example, “Sze-Wing Tang” and “Ting-chi Tang”.
- H. Please check how to display certain authors’ names, see p.10 in §16.1 of [The Generic Style](#)

[Rules for Linguistics](#), e.g. Van Valin Jr., Robert D. and van Dijk, Teun A. (Please pay special attention to the parts marked in red).

- I. Page numbers cited in the running text are provided after the last name and year preceded by a comma. If there are two or more page numbers listed, please separate them with commas:
(Kuo 2011: 99, 102) or (Merchant 2004: 101, 203; Paul 2015: 33).
- J. Please provide year in parenthesis after the book title:
Atlas of Ningde City (2007).

For more examples and details, please see [The Generic Style Rules for Linguistics](#).

2.1 Tables and figures (Times New Roman 12, boldface)

Figures, maps and tables should be in the format of Table 1 and Figure 1. Table captions should be placed above the table. Captions of figures, maps or pictures should be placed below. Please leave a blank line before and after the tables/figures/maps/pictures. If there are any Chinese characters in them, please convert them to Traditional Chinese.

2.1.1 Tables (Times New Roman 11.5, boldfaced)

Keep the table on the same page; if not, please add “(continued)” on the next page. See the examples below.

Table 1. Nine logical possibilities of the distribution of prevocalic glides (Times New Roman 10.5; table+number boldfaced; align title to the left, place table in the center)

1	A	B	C	D	E
2					
3					
4					
5					

------(Change of page)-----

(continued)

6	A	B	C	D	E
7					
8 ^a					
9					

- a. Footnotes in the table are numbered with small-case English alphabets in italics and placed below the table.

2.1.2 Figures/maps/pictures (**Times New Roman 11, boldfaced**)

Please make sure the figures/maps/pictures are of a high resolution. We suggest that authors may transfer the figures/maps/pictures to PDF documents to testify if they are clear enough.



Figure 1. Hexagonal star (**Times New Roman 10.5; figure+number boldfaced; align title to the left, place figure in the center**)

If Google Maps are cited in your article, please follow the instruction on the following webpage: <https://www.google.com/permissions/geoguidelines.html>. Please add Map data © year Google above the figure title, e.g. Map data © 2015 Google.

2.1.3 Other matters (**Times New Roman 11, boldfaced**)

1. Check if the numbering of title, examples, footnotes, tables/figures/maps/pictures is all correct and consistent.
2. Font sizes of the smaller section heads are **2.1.1.1** (**Times New Roman 10.5 boldfaced**), **2.1.1.1.1** (**Times New Roman 10.5 boldfaced**), and 2.1.1.1.1.1 (**Times New Roman 10.5**) do not need to be included in the Table of Contents.
3. Use § symbol when referring to sections and subsections, e.g. §3.1 or §4.1.2.
4. Abbreviations, Appendix and Reference should be placed in such order after the main text.
5. Acknowledgements section is optional, and it could also be combined with Afterword at the very end of the book.

List of Abbreviations **(Times New Roman 14, boldfaced, center)**

Refer to [The Leipzig Glossing Rules](#) for more details. Display the morpheme abbreviations in small capital, regular abbreviation in regular upper-case.

ACC	accusative (morpheme abbreviations)
DOR	Direct Object Restriction (regular abbreviation)
EPP	The Extended Projection Principle (regular abbreviation)
NOM	nominative (morpheme abbreviation)

Appendix
(Times New Roman 14, boldfaced, center)

1. If there are more than one appendix, use alphabets to distinguish them, e.g. Appendix A, Appendix B and so on.
2. If an appendix is separate to multiple sections, insert “section break (continuing this page)” after the sub-titles.
3. The text could be set into two or more colons if needed.

References

(Times New Roman 14, boldfaced, center)

1. List the references in alphabetical order by the authors' last names. References from the same author is listed in chronological order from oldest to newest. There is no extra blank line between each reference. (Times New Roman 10.5, use 新細明體 10.5 for Chinese)
2. When there are two or more editors/authors: No commas before the ampersand "&". Last name comes first, followed by a comma and then first name, e.g. *Potsdam, Eric & Polinsky, Maria*.
3. For English submissions, if the article title is not only in a different language, but also in a different script, the original script could be provided behind the transliteration (following it in parentheses), but for Chinese submissions, the original script goes **without parenthesis**. Please arrange in the following order: **transliteration** (italics)→**original script** (no parentheses, no italics).

Cheng, Ying. 2003. Cong fangyan bijiao kan qingtaici de lishi yanbian. *Journal of Taiwanese Languages and Literature* 1(1). 107–143.

In Chinese submissions:

Chen, Naixiong (陳乃雄). 1989. Wutunhua de dongci xingtai 五屯話的動詞形態. *Minzu Yuwen* 民族語文 1989(6). 26–37.

Note that the dash used for **page number** ranges is the **n-dash**, with no spaces surrounding it.

4. Please check each reference carefully, and reconfirm the followings:
 - 1) Spell out the full name of the authors and/or the editors correctly, including first name and last name. Middle name (if any) goes after the first name, and could be initialized according to the original text, e.g. *Goldberg, Adele E*.
 - 2) Some writers have their own way of displaying their names, e.g. *R. M. W. Dixon*, in this case, the first name does not have to be spelt out fully.
 - 3) When citing **Mandarin names**, pay extra attention to their respective **spelling systems**. Mainland Chinese use Hanyu Pinyin, while Taiwanese use Tongyong Pinyin. Hong Kong or Macau use the Cantonese system. Please check the original names and surnames carefully.
 - 4) Articles originally cited as “to appear/forthcoming” should be double-checked whether they have already been published. The latest publication information should be provided or updated.
 - 5) If the article/book/journal titles, volume or issue numbers are correct (issue numbers should be provided when applicable): Pay extra attention to the **grammatical parts** such as singular/plural forms, conjunctions and punctuation marks.
 - 6) If a language has certain grammatical rules, the capitalization should follow the rules.

For example, German nouns should be first letter capitalized, therefore when citing a German article, the nouns in the title should be first letter capitalized.

- 7) If the page numbers, publication place (city name, generally only the first city is shown) and publisher are correct.
- 8) Pay attention to the transliteration when citing foreign references. If possible, ask native speakers to check whether the transliterations and translations are correct.
- 9) Please double check if all the references have been cited in the text as well as listed in the references.

For further information of the reference style, please refer to the examples listed below:

*Journal

1. For article titles and journal titles which are not in English, please provide transliteration and original script. No parentheses are needed. If a journal has official English title, please use the official one instead of transliteration. The order is **transliteration or official English title (italics) → original script (no parentheses, no italics)**.
2. For journals included in SSCI (<https://jcr.clarivate.com/jcr/browse-journals>), please use their registered names.
3. Titles of journals should have each word capitalized. Titles of articles, including their transliterations and English translations, only have the **first word**, and the **first word after a colon** capitalized.

Harley, Heidi & Noyer, Rolf. 1999. State-of-the-article: Distributed morphology. *GLOT International* 4(4). 3–9.

Cheng, Ying. 2003. Cong fangyan bijiao kan qingtaici de lishi yanbian. *Journal of Taiwanese Languages and Literature* 1(1). 107–143.

Gao, Baotai. 1980. Lanzhou yinxi lueshuo. *Fangyan* 1980(3). 224–231.

*Article in edited volume:

Trueswell, John C. & Tanenhaus, Michael K. 1994. Toward a lexicalist framework for constraint-based syntactic ambiguity resolution. In Clifton, Charles & Frazier, Lyn & Rayner, Keith (eds.), *Perspectives on sentence processing*, 155–179. Hillsdale: Lawrence Erlbaum Associates.

Cao, Guangshun. 2013. Yuan Baihua yuyan xingzhi zai yanjiu. In Cao, Guangshun & Chappell, Hilary & Djamouri, Redouane & Wiebusch, Thekla (eds.), *Breaking down the barriers: Interdisciplinary studies in Chinese linguistics and beyond* (Language and Linguistics Monograph Series 50), 503–516. Taipei: Institute of Linguistics, Academia Sinica. (**Book series is treated as proper nouns, thus first letter of each word should be capitalized**)

LaPolla, Randy J. 2009. Causes and effects of substratum, superstratum and adstratum influence, with reference to Tibeto-Burman languages. In Nagano, Yasuhiko (ed.), *Issues in Tibeto-Burman historical linguistics* (Senri Ethnological Studies 75), 243–253. Osaka: National Museum of Ethnology.

*Books

1. If there is an editor or more, use (ed.) or (eds.) after the names Translator(s) uses (trans.).
2. Information such as titles or other publishing information of the original work, collation,

etc., could be added in parenthesis at the end of a reference.

3. For books title that are not in English, please provide transliteration. If the book has official English title, please use the official one instead of transliteration.

Ota, Tatsuo. 1958. *Chūgokugo rekishi bunpō*. Tokyo: Konan Shoin.

Li, Jingde (ed.). 1986. *Zhuzi yulei*. Beijing: Zhonghua Book Company. (Collated by Wang, Xingxian.)

Chen, Hailun & Li, Lianjin (eds.). 2005. *Guangxi yuyan wenzi shiyong wenti diaocha yu yanjiu*. Nanning: Guangxi Education Press.

Chao, Yuen Ren. 1956[1928]. *Xiandai Wuyu yanjiu*. Beijing: Science Press. (Originally published in 1928 by The Tsinghua Academy.)

Chang, Li-li (trans.). 2013. *Yufahua*. 2nd edn. Taipei: Institute of Linguistics, Academia Sinica. (Translated from Hopper, Paul J. & Traugott, Elizabeth Closs. 1993. *Grammaticalization*. Cambridge: Cambridge University Press.)

Karlgren, Bernhard. 1948. *Zhongguo yinyunxue yanjiu*. Changsha: The Commercial Press. (*Études sur la phonologie chinoise*, translated by Chao, Yuen Ren & Luo, Changpei & Li, Fang-Kuei. First published in 1940.)

*Volume & edition:

For information such as volumes or editions, please include the information as follows:

Lü, Shuxiang (ed.). 2005[1979]. *Xiandai Hanyu babai ci*. Revised edn. Beijing: The Commercial Press.

Chang, Li-li (trans.). 2013. *Yufahua*. 2nd edn. Taipei: Institute of Linguistics, Academia Sinica. (Translated from Hopper, Paul J. & Traugott, Elizabeth Closs. 1993. *Grammaticalization*. Cambridge: Cambridge University Press.)

Haspelmath, Martin. 2003. The geometry of grammatical meaning: Semantic maps and cross-linguistic comparison. In Tomasello, Michael (ed.), *The new psychology of language: Cognitive and functional approaches to language structure*, vol. 2, 211–242. Mahwah: Lawrence Erlbaum Associates.

Halle, Morris. 2003. Phonological features. In Frawley, William J. (ed.), *International encyclopedia of linguistics*, vol. 3, 314–320. 2nd edn. Oxford: Oxford University Press.

*Paper from proceedings:

Iwasaki, Shoichi & Yap, Foong Ha. 2000. ‘Give’ constructions in Thai and beyond: A cognitive and grammaticalization perspective. In Bususphat, Somsonge (ed.), *Proceedings of the First International Conference on Tai Studies*, 371–382. Salaya: Mahidol University. (Conference names should be each word first letter capitalized.)

*Unpublished conference paper:

1. Conference information is included in a parentheses at the end.
2. Conference names should be treated as proper noun, followed by the name of city and date (date month year).

Zhang, Min. 2009. Ruhe cong yige sheng de Hanyu fangyan yuliao huichu renlei yuyan gongxing guili: Hunan fangyan jieci de yuyi ditu yanjiu. (Paper presented at the 5th International Academic Symposium on Grammaticalization in Chinese, Shanghai, 21–23 August 2009.)

***Dissertations and Master's theses:**

- Lin, Yen-Hwei. 1989. *Autosegmental treatment of segmental processes in Chinese phonology*. Austin: University of Texas at Austin. (Doctoral dissertation.)
- Konnerth, Linda. 2009. *The nominalizing prefix *gV- in Tibeto-Burman*. Eugene: University of Oregon. (Master's thesis.)
- Liu, Li-chin. 2002. *Qingtaici "hui" de lishi yanbian*. Taichung: Providence University. (Master's thesis.)

***Dictionary:**

- French-Chinese Dictionary Writing Group (ed.). 1979. *Fa-Han cidian*. Shanghai: Shanghai Translation Press.

***Unpublished manuscript:**

- Add the publishing place and affiliation (if any) before "(Manuscript.)"
- Pustejovsky, James. 2005. A survey of dot objects. Waltham: Brandeis University. (Manuscript.)
- Sun, Kai. 2014. Hanyu fanyan "bozi" cixing de dili fenbu jiqi jieshi. Tianjin: Nankai University. (Manuscript.)

***Electronic resource:**

Please provide the website address (URL) and accessed date in YY-MM-DD in separate parentheses.

- Abangma, Samson N. 1990. Te Pro-drop parameter in Denya. *UCL Working Papers in Linguistics 2*, 165–182.
(https://www.ucl.ac.uk/pals/research/linguistics/publications/wpl/90papers/UCLWPL2_9_Abangma) (Accessed 2015-12-15.)
- Institute of Information Science, Academia Sinica & Institute of Linguistics, Academia Sinica & Department of Information Technology Services, Academia Sinica. 2001. *Academia Sinica Tagged Corpus of Early Mandarin Chinese*. (<http://lingcorpus.iis.sinica.edu.tw/cgi-bin/kiwi/pkiwi/kiwi.sh>) (Accessed 2016-03-27.) (**Corpus name is a brand name and thus capitalized**)
- Smolensky, Paul & Legendre, Géraldine & Miyata, Yoshiro. 1992. Principles for an integrated connectionist/symbolic theory of higher cognition; CU-CS-600-92. *Computer Science Technical Reports, Paper 575*. (http://scholar.colorado.edu/csci_techreports/575) (Accessed 2016-01-20.)

***Some publisher names in Romanization and English translation for reference:**

Chinese name of publishers	Translation
(○○) 古籍出版社	Ancient Books Publishing House
○○人民出版社	○○ People's Publishing House
○○民族出版社	○○ Nationalities Publishing House
人民教育出版社	Beijing: People's Education Press

上海社會科學院出版社	Shanghai: Shanghai Academy of Social Sciences Press
上海教育出版社	Shanghai: Shanghai Educational Publishing House
上海辭書出版社	Shanghai: Shanghai Lexicographic Publishing House
大修館書店	Tokyo: Taishūkan Publishing
中國文史出版社	Beijing: Chinese Literature and History Press
中國社會科學出版社	Beijing: China Social Sciences Press
中國藏學出版社	Beijing: China Tibetology Publishing House
中華書局	Beijing: Zhonghua Book Company
方志出版社	Beijing: China Local Records Publishing
北京語言大學出版社	Beijing: Beijing Language and Culture University Press
北京燕山出版社	Beijing: Beijing Yanshan Press
外語教學與研究出版社	Beijing: Foreign Language Teaching and Research Press
民族出版社	Beijing: The Ethnic Publishing House/Nationalities Press
江西人民出版社	Nanchang: Jiangxi People's Publishing House
社會科學文獻出版社	Beijing: Social Sciences Academic Press
南天書局	Taipei: SMC Publishing Inc.
春秋社	Tokyo: Shunjusha Publishing Company
科學出版社	Beijing: Science Press
商務出版社	Beijing: The Commercial Press
華夏出版社	Beijing: Huaxia Publishing House
廈門大學出版社	Xiamen: Xiamen University Press
暨南大學出版社	Guangzhou: Jinan University Press
福建人民出版社	Fuzhou: Fujian People's Publishing House
福建教育出版社	Fuzhou: Fujian Education Press
語文出版社	Beijing: Language and Culture Press
中國統計出版社	Beijing: China Statistics Press
好文出版	Tokyo: Kohbun
五南圖書出版有限公司	Taipei: Wu-Nan Book Inc.
鷺江出版社	Xiamen: Lujiang Publishing House
中西書局	Zhongxi Book Company
文鶴出版社	Taipei: Crane Publishing.
前衛出版社	Taipei: Avanguard Book
大安出版社	Taipei: Daan Press
文史哲出版社	Taipei: The Liberal Arts Press
世界圖書出版公司北京公司	Beijing: Beijing World Publishing Corporation

現代教育研究社有限公司
江蘇教育出版社
文物出版社

Hong Kong: Modern Education Research Society
Nanjing: Jiangsu Education Publishing House
Beijing: Cultural Relics Publishing House.

Afterword

(Times New Roman 14, boldfaced, center)

See more details and examples in The Generic Style Rules for Linguistics (<http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>) and The Leipzig Glossing Rules (<https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>). If there are any questions, please do not hesitate to contact us via (LLeditor@sinica.edu.tw).