

## GUIDELINES FOR SUBMISSION OF PAPERS FOR *LACUS FORUM 34*

AUGUST 2007 VERSION.

*Please note that the guidelines and process for manuscript preparation and submission have changed considerably since last year. We therefore request you to carefully read the following document prior to submitting your manuscript.*

### 1. Summary of major changes

The following major changes to *LACUS* forum since last year should be observed:

1. Manuscripts are now submitted and reviewed online. All submissions should be made via this system, *not* via e-mail, unless other arrangements are made with the editors.
2. References should now follow the conventions of the *Chicago Manual of Style* (CMS), 15th edition. In particular the author-date (or “R”) style is to be used, with some modification.
3. *LACUS* style previously followed British punctuation conventions. U.S. conventions are now used. (See the section on manuscript preparation for more details.)
4. *LACUS* volumes now use footnotes rather than endnotes.

### 2. Submission and Peer Review

All manuscripts submitted for publication in *LACUS Fora* volumes (with the exception of invited lectures) are subject to a peer-review process. They will be reviewed by two or three reviewers. In most cases the reviewers will provide specific instructions or suggestions for changes.

Please read the following guidelines for paper submission carefully. Contact one of the volume editors if you have any questions regarding them. Please pay special attention to the length guidelines included in these instructions, and then submit your paper in the following manner:

- One electronic copy of your manuscript should be submitted online at <http://www.lacus.org/lacus34/authors/> **on or before September 30, 2007**, although earlier submission is strongly encouraged.
- When you submit your paper online you will receive a confirmation from the editorial team that it has been received in good order. If, after peer review, it is accepted for publication, further instructions will be given regarding deadlines for revisions and what changes, if any, will be required.

### **3. Manuscript Preparation and Formatting**

Please follow the guidelines in this section carefully. Adherence to them makes it more likely that your manuscript will progress smoothly through the editorial process. In extreme cases in which a submission does not follow the required format, the editorial team reserves the right to reject the manuscript.

#### **3.1. Length**

You are limited to the following word count:

- 3400 words, for manuscripts with many examples and short paragraphs,
- 3800 words for typical manuscripts,
- 4200 words with few or no examples.

These counts include all text (footnotes, references, etc.), not just the body of your paper, and must be adjusted to allow for any graphics or tables you use. In most instances these word counts give you approximately 20 double-spaced pages with 12 pt text, but word counts are preferable as a measure of length.

We realize that word counts provide a somewhat inexact estimate of total paper length, but if your paper significantly exceeds these word counts, the LACUS volume editors reserve the right to request that papers be shortened to meet length requirements or to charge you \$20 for each additional page over ten pages.

#### **3.2. Formatting**

Please observe the following guidelines in preparing your manuscript for submission.

##### **3.2.1. First Page**

- The title should be centered, and in all caps.
- The name(s) of the author(s) name should be centered two lines below.
- The affiliation of the author(s) should be centered one line below.
- The first section (introduction) of the paper should not be numbered or subtitled. The text should begin two lines after the author's affiliation.

##### **3.2.2. Sections and Subsections**

- Section headings begin with an Arabic number, followed by a period (e.g., 1.), followed by the section title in small caps, followed by a period. The first paragraph begins immediately following the section title. Succeeding paragraphs are indented.
- Subsections begin the same way, with numbers added as needed (e.g., 1.1., 1.2.3.4.).
- There should be one-line spaces before the start of sections and subsections.

##### **3.2.3. Examples**

- Examples should have an empty line before and after and should be numbered sequentially from (1).

- Where needed, individual items within examples may be supplied with letters, and written in the format (1)a, (2)b, etc., as shown here:

(1) a. This is an example  
b. This is another part of the same example.

- In examples that supply glosses of non-English texts the first line should be the foreign language text, immediately followed by a morphemic gloss (if appropriate), and then by a free English translation in single quotes.
- If alignment between morphemes and glosses is needed, please use tabs rather than spaces to achieve this alignment, where practical.

#### 3.2.4. Quotations

- Brief quotations (less than three lines) should be run in with the paragraph in which they occur and surrounded by double quotes. Use double quotes for direct quotations. Use single quotation marks for glosses of cited forms and for quotations within quotations. Do not use quotation marks for emphasis or for evading responsibility for a term (a use sometimes known as “scare quotes”).
- Longer quotes (also known as “block quotes” or “extracts”) should be supplied as their own paragraphs with a blank line before and after them. They are not enclosed in quotation marks. In-text citations should appear at the end of block quotes, not in the text preceding them.
- Terminal punctuation within quotes should appear within the quotes (but note the information on glosses below).

#### 3.2.5. Abbreviations

- The abbreviations *e.g.*, and *i.e.*, should be followed by a comma.
- Abbreviations should be supplied in parentheses after the first occurrence of the term they refer to (which should be spelled out in full at that time).

#### 3.2.6. “Serial Commas”

In the past LACUS has not used the so-called “serial comma,” a comma that appears before the word *and* in a list (e.g., “Bob, Sue, Jim, and Jane” vs. “Bob, Sue, Jim and Jane”). Beginning in 2007, LACUS style requires use of this comma.

#### 3.2.7. Foreign Terms/Data and Glosses

- Terms used as data or linguistic examples should be set in *italic face* (e.g., “...the Hungarian *látomás* ‘vision’...”).
- Cited forms should have a gloss provided after their first occurrence in a section, but should be left unglossed after their first occurrence.
- Commas, periods, and other punctuation that occur after a gloss should appear *after* the closing quote of the gloss.

### 3.2.8. Footnotes

- Beginning in 2007 footnotes will be used in LACUS volumes. You may use your word processor's footnote feature to insert footnotes or you may supply them as endnotes (in which case the editorial team will take care of placing them).
- Footnotes should *not* be placed in the paper's title. If you wish to place one in the title, please place it in the first paragraph of the paper instead.

### 3.2.9. Appendices

While data should generally be incorporated into the body of a paper, in some cases it may be appropriate to include appendices. Appendices should appear at the end of the paper, after the References section.

## 3.3. References and citation

- The References section is intended to contain only references to works actually cited in your paper and is not a bibliography.
- Entries should conform to the author-date references style (the "R" style) in the Chicago Manual of Style (CMS), 15th edition. For those without access to CMS, the summary of common citation formats [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) should provide a description of most common items you may need to cite.
- Note that CMS' "R" style does not capitalize most words in a title. In general only the first word of a title or subtitle and another words, such as personal or organizational names, that would normally be capitalized as a matter of course should be capitalized in titles.
- LACUS' format for in-text citation differs somewhat from that of CMS. Where CMS uses a comma to separate years from page ranges, LACUS uses a colon. For example, if CMS has "(Doniger 1999, 65)," LACUS would have "(Doniger 1999:65)."
- If more than one reference appears for an author in a given year, number each one separately with an added letter from the alphabet to distinguish between them (e.g., "Smith 1995a," "Smith 1995b," etc.)
- Avoid the use of citations that do not specify a full page range, such as "(Kovacs 1979:323 ff.)" as these citations do not provide sufficient information for someone to obtain the material you cited. Instead list a full page range, as in "(Kovacs 1979:323-45)." However, if you are citing a work in which a topic is discussed throughout the work and you do not intend to refer to a specific page, you may use the notation "*passim*," as in "(Kovacs 1979 *passim*)," or, more simply, just the year.
- Do not use *loc. cit* or *op. cit* in citations as these are not convenient for the reader.
- In any cases not covered in the CMS online guide, please supply as much relevant information as possible to the editors so that they can supply the correct format.
- For works that are discussed frequently in your work and referred to in their entirety, it is not generally necessary to provide a citation at each mention of the author's name if the context makes it clear to what work you are referring.

### 3.4. Tables and Graphics

Please note that graphics and tables need to be legible at a size no bigger than 4.33" x 7.5" (11 cm x 19 cm), including a caption. Each page of graphics will subtract approximately 340–420 words from the maximum word counts listed above, depending on the density of your manuscript, so please consider your use of figures and tables when checking your word count.

Please note the following guidelines for Tables and Figures:

- Figures and Tables should be referred to in the text by number and the reference in the text set in **bold face** (e.g., “**Figure 3** indicates that...”). They should not be in-line as in “As indicated in the following figure, Chinese shows substantial deviation from this:” [the figure]. (This reason for using explicit references to figure numbers is that figures cannot always appear in the text exactly as placed.)
- All Tables and Figures must also have a caption that indicates the nature of the Table or Figure briefly in the following format: “**Table 1.** Chinese deviation from the norm.” These captions appear beneath the table or figure.
- You should consider including any long examples or examples that include complex formatting (such as lines or arrows) as Figures instead.

#### 3.4.1. Format

Where possible, graphics should be saved as separate files in one of the following formats:

- Preferable: Adobe Illustrator, EPS, Adobe Photoshop.
- Acceptable: GIF, TIFF, BMP, JPEG. These formats need to be saved at either high resolution (300 d.p.i. or greater) or saved as standard resolution images at least four times the final size for the image—e.g., if an image is to be printed at 2" across, then it must be saved either at 300 d.p.i. or scanned and saved as a 72 d.p.i. image at least 8" across. *Computer screen shots do not need to comply with this rule.*
- For any other formats the author should consult with the editors. If scanning is necessary, a clean copy of the graphic, preferably made directly from the original at the same size as the original, will be required.
- While separate graphics files are preferable, we realize that many authors create graphics in their word processing application of choice. In this instance you may submit graphics embedded in a word processor file.

If you have source application files for your graphics, it will greatly assist the editorial team if you submit them along with your accepted manuscript. Having original files saves time in the layout process and also reduces the likelihood of error that comes about when graphics are redrawn for publication.

### 3.5. Type Faces

The text font should be Times, Times New Roman, or a similar font. Only standard Latin characters should be used and languages using non-Roman characters should be romanized

according to standard conventions. “Standard Latin characters” include various extensions used in Eastern European languages, such as *č, ā, ç, þ*, etc., but authors need to send any fonts used for those characters along with their papers. At your discretion, you may also include Cyrillic, Greek, Chinese, or Japanese characters, if these are needed; words written in these scripts, however, must be transliterated for readers not familiar with these scripts. LACUS cannot guarantee that other scripts will be available for your use, so if you have special character or script needs, contact the editorial team prior to sending your paper to confirm that they can work with your desired script.

### *3.5.1. Phonetic characters*

Where possible, phonetic characters not found in standard fonts should be set in Charis IPA, a font freely available for both Macintosh and Windows platform from <http://scripts.sil.org/CharisSILfont>. Other fonts such as Gentium (also from SIL) may be used as well, if they are encoded using the Unicode standard. Fonts that do not use this standard should not be used as they may not transmit properly across computer platforms.

## **4. Copyrights**

If you reproduce any copyright materials such as figures or images in your work, you are responsible to obtain copyright clearance for those materials, including the payment of any relevant fees. The editors will assist you in this matter as needed, but you must inform them if anything you are including in your submission will require such clearance. If you are unsure about the copyright status of an item, please inform the editors.

## **5. Questions**

All inquiries regarding formatting or computer-related topics should be submitted via e-mail to Arle Lommel at [alommel@indiana.edu](mailto:alommel@indiana.edu). General editorial questions should be submitted to Casey Sutcliffe at [sutcliffe@ghi-dc.org](mailto:sutcliffe@ghi-dc.org).