

Studies in Hispanic and Lusophone Linguistics Style Sheet

Initial submissions to Studies in Hispanic and Lusophone Linguistics may be formatted in any way so long as they are reader-friendly. Once accepted for publication, however, the final version submitted must conform to this style sheet.

1. All text, including the title, abstract, section headings, notes, and text in tables, should be in Times New Roman, with the font size set to 10 points.
2. Set default tab stops to 0.25 inches.
3. The title of the paper should be at the top of the page, centered and in bold. Capitalization should follow the standard for titles in the language of the article. English titles will have the first word and all words other than articles, prepositions, conjunctions, etc. capitalized. Spanish and Portuguese titles will have only the first word and proper nouns capitalized.
4. Following the title should be one blank line, and then the name(s) of the author(s). These should be in normal type, and should not be bolded or italicized.
5. On the line following the name(s) of the author(s) should be the institutional affiliation(s) of the author(s). This should contain only the institution name and not a department name. Again, this information should be in normal type, neither bolded nor italicized.
6. There should be two blank lines following the institution name(s), and the next line should contain only the word “Abstract” (in English, regardless of the language of the paper) in normal type, and should be left-justified.
7. Following the word “Abstract” should be one blank line, and then an abstract of approximately 150 words written in English (regardless of the language of the paper). The abstract should be fully justified (both right and left), and the first line should not be indented.
8. Following the abstract should be one blank line and then the first section heading in bold. It should be numbered as section “1” (not “0”). All sections must be numbered.
9. All main section headings should be in bold and bear a section number followed by a period. After the period, insert a tab (default tabs should be set to 0.25 inches) and then the section title. Only the first word and proper nouns should be capitalized.
10. Sub-section headings should bear a number (e.g. 2.1, 2.2.1) but should not be followed by a period. Again insert a tab following the number and type the sub-

section heading, with only the first word and proper nouns capitalized. Sub-section headings should not be bolded.

11. One blank line should follow each section or sub-section heading. This is true for main section headings even when followed immediately by a sub-section heading.
12. All text should be fully justified (i.e. both right and left).
13. The first paragraph following a section or sub-section heading should not be indented. All subsequent paragraphs in the section should be indented 0.25 inches. All text should be fully justified (both left and right)
14. Tables and figures should be inserted in the approximate location in the text in which they should appear. Tables and figures should all be numbered (e.g. Table 1, Figure 1) and have a brief caption. Both the table/figure and the number/caption should be left justified (i.e. do not center the table/figure). The table/figure number should be followed by a period. Following the period, a tab should be inserted and then the caption. The table/figure number and caption should be in bold. The caption should be followed by a period only if a complete sentence.
15. One blank line should separate preceding text from the table/figure, the table/figure from its number and caption, and the number/caption from following text.
16. Be aware that all tables and figures must not exceed 4.5 inches in width given the printed space of the page when published.
17. Examples should be identified by a number in parentheses. A tab should then be inserted and the title/description of the example (if there is one) should be given. If there is a title/description, it is followed by a period only if it is a complete sentence. The example then begins on the next line, indented 0.25 inches. If there is no title/description for the example, the example itself begins following the tab. If the example occupies multiple lines, each subsequent line should start at the first tab stop (i.e. 0.25 inches). If the example must be divided, letters may be used (but should not be placed in parentheses), followed by a period, and then an additional tab.

Examples:

- (1) Some feminine nouns that take the definite article *el*
acta, África, agua, águila, ala, alga, alma, alza, ama, ánima, ancla, anda, ansia, ara, arca, área, aria, arpa, arma, asa, ascua, Asia, aspa, asta, aula, aura, ave, aya, haba, hacha, hada, hambre, hampa, haya, haz
- (2) a. Un **grupo** de cerdos
b. Una **manada** de cerdos

18. One blank line should separate an example from preceding text and from following text.
19. Use italics in the text when referring directly to a word/phrase (e.g. The term *syllabic* refers to...) or for a word in a different language than the rest of the sentence (e.g. There are grounds of course for grouping *habaneros* and *porteños* with each other on some feature...). Italics may also be used for highlighting a word (e.g. ...when in so many cases it is only *here* that English or French in fact does it in this way, whereas English or French *there* does it in some other way.), but should be used sparingly for this purpose.
20. Quotations in the text should be marked with double quotation marks (i.e. “”). Unless the quotation is exceedingly long, place it in double quotation marks rather than as a blocked quote. Blocked quotes will be created in editing, if needed, based on the line count of the quote once the page size is converted to that of publication. Single quotation marks (e.g. ‘’) should be used for quotations within quotations and for giving translations following text in a language other than that of the main text. Note that words/sentences in English, Portuguese and Spanish need not be translated as these are the languages of publication of the journal. If the author deems it necessary to translate words/sentences in these languages, this must be done consistently throughout the text.
21. In-text citations should include the author(s) and year, and, when appropriate, the page number(s) in parentheses. If the author is mentioned in the main text at the point of the citation, only the year and, when appropriate, the page number(s) should appear in parentheses in the following format:

Examples: Hualde (2003) argues that...
Hualde (2003, p.166) argues that...
Hualde (2003, pp.165-166) argues that...
...as has been recently noted (e.g. Hualde 2003).
...as has been recently noted (e.g. Hualde 2003, p.166).
...as has been recently noted (e.g. Hualde 2003, pp.165-166).

22. When a work cited in the text has two authors, their names should be separated by ampersand (i.e. &) rather than the word “and”. If there are three authors, the last two names should be separated by ampersand and there should not be a comma preceding the ampersand. Never use “et al.” if there are three or fewer authors. If there are four or more authors, at the first citation list all authors, with the last two names separated by ampersand. At subsequent citations list only the first author followed by “et al.”

Examples: (Bybee & Scheibmann 1999)
(Heini, Claudi & Hünemeyer 1991)
(Syrdal, Hirschberg, McGory & Beckman 2001)
(Syrdal et al. 2001)

23. When multiple works are cited together in parentheses within the text, they should be listed in alphabetical order rather than chronological order. Commas should be used to separate works (i.e. do not use semi-colons), and the word “and” should separate the last two works. There should be no comma prior to the word “and”.

Examples: (Beckman & Hirschberg 1986, Hualde 2003 and Sosa 1999)
(Bybee 1999, 2001, Hopper 1987 and Johnson & Mullenix 1997)

24. Notes will be end notes rather than footnotes. However, please do not use the notes function of the word processor. Rather, insert the note number in the text with a superscript number. When at the end of a sentence, the note number should follow the punctuation. Please be sure that the note numbers are in the correct order (i.e. be careful when revising note numbers). In order to prevent errors, it is advisable to begin by using the footnote function, then, once everything else is complete, copying the text of the notes to the appropriate place at the end of the document, and then going back and eliminating the footnotes and adding in the appropriate number manually.

25. Following the main text should be the following (as appropriate) and in this order: acknowledgements, notes, appendices, references. Each should be labeled with a heading, consistent in formatting with section headings (but without a section number), as follows: “Acknowledgements”, “Notes”, “Appendix”, “References”. If there are multiple appendices, they should be labeled as “Appendix A”, “Appendix B”, etc. If a descriptive title of an appendix is desired, one blank line should be left following the header, and then the title may be given.

26. Notes should be formatted using a hanging indent of 0.25 inches. The note number should be at the left, followed by a tab over to 0.25 inches where the text of the note begins. The hanging indent of 0.25 inches will ensure that if the note continues onto following lines, each line of text will align with the beginning of the note text on the first line (i.e. only the number will be farther to the left).

27. References in the reference section should follow the format of the examples below and have a hanging indent of 0.25”.

Examples:

Article in journal with continuous pagination:

Ordóñez, Francisco & Esthela Treviño. 1999. Left-dislocated subjects and the *pro*-drop parameter: A case study of Spanish. *Lingua* 107, 39-68.

Article in journal that paginates each issue separately:

Face, Timothy L. 2004. The intonation of absolute interrogatives in Castilian Spanish. *Southwest Journal of Linguistics* 23(2), 65-79.

Article in edited volume:

Suñer, Margarita. 2003. The lexical preverbal subject in a Romance null subject language: Where are thou? In Rafael Núñez-Cedeño, Luis López & Richard Cameron (eds.), *A Romance perspective in language knowledge and use*, 341-357. Amsterdam: John Benjamins.

Authored book:

Davies, Mark. 2006. *A frequency dictionary of Spanish*. New York: Routledge.

Edited volume:

Martínez-Gil, Fernando & Sonia Colina (eds.). 2006. *Optimality-theoretic studies in Spanish phonology*. Amsterdam: John Benjamins.

Doctoral dissertation:

Nibert, Holly. 2000. *Phonetic and phonological evidence for intermediate phrasing in Spanish intonation*. Doctoral dissertation, University of Illinois at Urbana-Champaign.