

## UBCWPL stylesheet\*

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**Abstract:** This document is the house stylesheet for UBCWPL publications. We include ‘best practices’ for tables, figures, and examples. There are also two templates (for L<sup>A</sup>T<sub>E</sub>X and MS Word formats) which follow the spacing and font size specifications. Authors should submit both a PDF and an editable (.tex or .docx) version of the paper.

**Keywords:** ubcwpl, stylesheet

### 1 Page limits

- The ICSNL pre-cedings have no page limit, although authors should make an effort to keep their submission no longer than necessary.
- Unless instructed otherwise by the editor, all other publications are limited to 15 pages, including references.

### 2 Style

- Use `SMALLCAPS` for grammatical glosses.
- Use *italics* for in-text linguistic examples.
- Use ‘single quotes’ or apostrophes around glosses.
- Please consistently use either Canadian or American spellings.
- Do not begin a sentence with a numeral or example number.
- Write out numbers below 10 in full: ‘six’, not ‘6’.
- Em-dashes (—) in the text should be preceded and followed by a space.
- Example numbers should be referenced in parentheses, like this: (3). References to tables, figures, or sections should include a label and a number without parentheses, like this: Table 2, Figure 3, Section 4.

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### 3 Page layout

- Body text (referred to in this document as the Normal typeface): Times New Romans, 11pt font, justified text.
- Footnotes and footer: 10pt font.
- Margins: All four margins 1.25in.
- This document references a “tab” or a “standard tab”. For the UBCWPL publications, this is about 2em or 0.20”.
- The paragraph indent is one tab. The first paragraph after a section header should not be indented.

### 4 Title page (of individual papers in proceedings)

- Title: centered, bold, 12pt font. Spacing after: 12pt.
- Author names are centered on the page and are printed in Normal typeface with the affiliation below the author name. The two lines are centered with one another. Multiple authors appear on the same line, with affiliations below the respective names. Spacing after: 11pt.
- Abstract and keywords:
  - Abstract and keywords are indented from the main text on both sides by a standard tab.
  - Font size: 10pt.
  - Include a short abstract, introduced by **Abstract:** (i.e., bolded). Spacing after: 10pt.
  - Include four to six keywords, introduced by **Keywords:** (i.e., bolded).

### 5 Headers

- Sections and subsections are numbered without a final period, but with periods between sections and any subsections: 3, 3.1, 3.1.1, etc.
- Use one tab between the section number and name.
- Headers of sections and subsections are bolded.
- The font size for sections and subsections is 11pt. For sections, spacing before is 12pt, and spacing after is 11pt. For subsections, spacing before and after is 11pt.

### 6 Tables and figures

- Linguistic examples and trees should not be included as a figure; they should be numbered as examples.
- Leave one 11pt line above and below all tables and figures.

- Captions are set in 10pt font.
- Labels (“Table”, “Figure”), numbers, and colons should be bolded (e.g., **Table 2:**).
- Image and figure captions should be placed below the image or figure. Table captions should be placed above the table.
- Keep tables uncluttered by leaving out vertical rules where possible. Use horizontal rules to breakup data.
- If at all possible, do not center data across two column headers. For instance, in the table below, it is unclear what columns *-yi* and *-iksi* belong to.

**Table 1:** Blackfoot nominal inflectional suffixes (incorrect)

	Animate		Inanimate
	Proximate	Obviative	
Singular	-wa		-yi
Plural		-iksi	-istsi

- It is generally much clearer to repeat information in multiple columns. In that case you may choose to organize the data in multiple ways, as in Table 2 and Table 3.

**Table 2:** Blackfoot nominal inflectional suffixes (correct)

	Animate		Inanimate
	Proximate	Obviative	
Singular	-wa	-yi	-yi
Plural	-iksi	-iksi	-istsi

**Table 3:** Blackfoot nominal inflectional suffixes (correct)

		Animate	Inanimate
Singular	Proximate	-wa	-yi
	Obviative	-yi	-yi
Plural		-iksi	-istsi

- In general, it is best to try to convey one idea only with a table. If your table conveys multiple ideas, it is best to use multiple tables. It is also generally better *not* to put examples into a table; instead use numbered examples.

## 7 Examples

- Leave one blank line above and below all examples.
- Examples which include a linguistic gloss or tree may include a caption or description; this should be placed above the gloss or tree and on the same line as the example number.
- Example numbers should be typeset in parentheses, flush-left. Number examples consecutively throughout the paper.
- There should be one tab between the number and the following text.
- Interlinear examples:
  - Interlinear examples should be set with at least three lines: one in practical orthography, one in English or grammatical glosses, and one as a free translation.
  - The left edge of each word and its corresponding gloss should be aligned.
  - If the interlinear example is more than one line long, indent each line after the first line by another tab. Each line should be indented more than the previous line in a cascading style.
  - Examples which are given in footnotes should be numbered consecutively throughout the document using small Roman numerals in parentheses.
- The list of used abbreviations should be introduced as a footnote directly after the first example with glossed language data, such as in (1).<sup>1</sup>

(1) qəy̌-θi-m                      ʔə=tə=ʔulqay.                      [ʔayʔajuθəm]  
die-CTR+2.SG.OBJ-PASS    OBL=DET=snake  
‘You are killed by the snake’

- For example sentences taken from another publication, the reference has to appear in the last line of the example and be aligned to the right margin. If the reference does not fit in the last line of the example, put the reference in a new line and right align it.

## 8 Lists

- Enumerated lists should use a consistent numbering system. For instance, you might use numbers 1, 2, 3, etc. for the top-level list items, letters a, b, c, etc. for the second-level items, and small Roman numerals i, ii, iii, etc. for the third level, with all levels using a period following the number label. This is preferable to mixing styles, like 1) (with a parenthesis) followed by 2. (with a period).

<sup>1</sup> Abbreviations used in the paper: 2 = second person, CTR = control, DET = determiner, OBJ = object, OBL = oblique, PASS = passive, SG = singular.

## 9 Quotes

A short quote, such as Chomsky's infamous grammatical sentence, "Colorless green ideas sleep furiously", can be included in quotation marks within a paragraph. Quotes longer than three lines should be indented on both sides, as below.

It is of the nature of idea to be communicated: written, spoken, done. The idea is like grass, It craves light, likes crowds, thrives on crossbreeding, grows better for being stepped on. (Le Guin 1974:58)

## 10 Citations

- In-text references should be given in author-year format in a consistent fashion. The reference follows the closing quote marks but comes before a closing period.
- For block quotes set off from normal paragraph text, the parenthetical citation follows any closing punctuation of the quote, as above.
- Avoid nested parentheses; a reference inside parentheses does not need to use parentheses around the year or author.

## 11 Footnotes

- Footnotes are introduced by a 2in rule.
- The footnote number is superscript and flush-left. Footnote numbers in the text appear after any punctuation marks.

## 12 Footer

- The first page includes a footer.
- The footer is introduced by a 2in rule.
- The footer includes the bibliographic information for the volume. At a minimum, it should state "University of British Columbia Working Papers in Linguistics" followed by the year.

## 13 References

- References should be introduced by the header "References", typeset with the same size and style as a main section header but without a section number.
- Use *Linguistic Inquiry* bibliographic style, or remain consistent in bibliographic entries.
- Leave a half blank line (6pt) between each bibliographic entry.