Format Specification

The final document should be set up for letter-size (8.5 in. x 11 in.) paper, with the margins set at 1 in. top, bottom and left, and 1.1 in. right and pages numbered at the top. Text is in 14 pt Times Roman (plus any required symbol fonts), except that the abstract, footnotes, morpheme and word glosses aligned underneath data in displays, and any extended quotes are 12 pt. Paragraphs are single spaced, and indented .5 in. except after a full-section header. Please use consecutively numbered footnotes (not endnotes).

Displays are serially numbered with the number in parentheses in the upper left corner of the display; the data is presented starting .5 in. after that. Displays with letter subdivisions place the appropriate lowercase letter (a, b, c) in that column, and there is a second indent so that the left edge of the data in subdivided displays begins at 3/4 in. Figures, maps, and tables also have an appropriate header in bold at the top, indented .5 in. In all cases, please use tabs and tab settings to control column spacing.

Section and subsection headers are in bold, and are numbered starting with 1. Please restrict the number of subdivisions to one level of subsectioning. Full section headers stand on a line of their own; sub-section headers are continuous with the following text.

Glosses are contained in single quotes. Linguistic forms in the text are either enclosed in brackets such as [...], /.../ or are in italics. Dates for references are in parentheses, except when the text is already inside parentheses.

Extended quotes are preceded by a mention of the source in the main text, followed by the quote in 12 pt. type, with left and right margins adjusted inwards an additional .5 in. At the end of the quote, the page number should be given in square brackets.

References are doubled-spaced between paragraphs and single-spaced within the paragraph, and have a hanging indent of .25 in. The form of references follows these models:


