

The Journal of the Undergraduate Linguistics Association of Britain

Full Formatting and Styling Guide

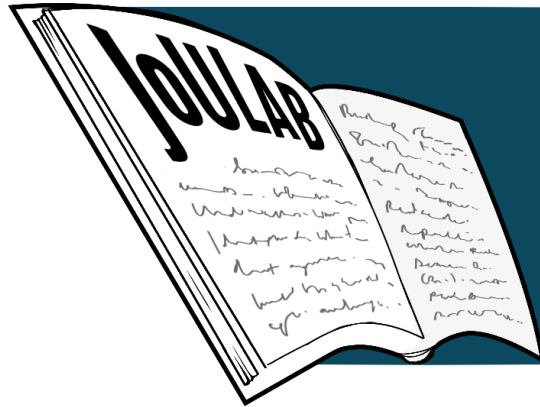
This document contains comprehensive guidance on the formatting and styling conventions we set out for articles being submitted to JoULAB. It is structured in an ‘example template’ style to simultaneously exemplify and explain how submissions should appear. Authors should consult this resource where our Basic Guide does not contain specific details relevant to their submission.

Thank you for your cooperation.

Rachel Shannon

Copyeditor, Journal of the Undergraduate Linguistics Association of Britain

University of Strathclyde



The Journal would like to thank *Lifespans and Styles* for the guidance their paper formatting document provided during the construction of this Formatting and Styling Guide.



Title in Times New Roman (TNR) 20 Bold: Capitalise Content Words

Forename (or initials) Surname in TNR 11 Bold

Institution at Time of Research in TNR 11 Italics

Abstract (TNR 9 bold). Include an abstract of a maximum of 250 words in plain TNR 9 (not bold/underlined/italicised) here. Text should be formatted with 1.15 line spacing throughout, including in this abstract.

Plain English Abstract (TNR 9 bold). To insert the Plain English Abstract (PEA), create a table with two columns and one row. The abstract should be copied into the left cell, and the PEA into the right. Then, under the 'Layout' tab, locate 'Cell Size' and adjust 'Table Column Width' to 7.95cm for both cells. There is no need to adjust 'Table Column Height'. Text in the PEA column should be indented by 0.25cm on the left. Finally, locate the 'Table Design' tab, click 'Borders', then select the 'No Borders' option. You may have to do this for both cells. There should be one TNR 11-line space both preceding and following the abstract table. Set the font size to 11pt before inserting the line spaces. The abstract table should be followed by another TNR 11-line space, then a single, page-width line that can be achieved by typing a full line of the minus/underscore symbol '-', and one final TNR 11-line space before the first heading. Insert keywords following a TNR 11-line break after the abstract table. Keywords should be formatted as below: TNR 11 bold typeface; a colon following 'Keywords' and subsequent separation with semicolons. N.B. We will request a PEA following Final Acceptance.

Keywords: please; format; keywords; like; this

1 First-Level Heading in TNR 16 Bold

Number your headings and leave a 'Tab'-length space (use whatever Word has set as the default: usually this is 1.27cm) between the number and the heading. Do not end the number with a full stop/period or indent it. Capitalise all content words in headings. This should also be the case where headings are formatted as questions. Follow colons with a capital letter. Where a hyphenated content word is used in a heading, the part of the word following the hyphen should also be capitalised, e.g., 'Co-Salience' rather than 'Co-salience'.

1.1 Second-Level Heading in TNR 14 Bold

TNR 16, TNR14, and TNR 12 are used for first-, second-, and third-level headings respectively: please note the differences in bold and italicised typeface. Please leave a single line break (of size TNR 11) between titles and the following body text. Where headings are long enough to carry onto a second line, please use the tab function to indent the second line to align with the beginning of the text in the first line above.

1.1.1 Third-level Heading in TNR 12 Italics

Generally, the fewer the levels of heading, the better. Please do not go beyond three levels of heading.



2 Layout

Margins should be set at 2.54cm all around, which may be the default setting (check in Word via: Page Layout > Margins > Normal). Please number pages but do not include headers/footers.

2.1 Paragraph Formatting

The first paragraph following a heading, list, table, or figure is not indented; only paragraphs following this first one should be indented by 1cm. You can check the paragraph indents using the ‘Paragraph’ tab in Word (Paragraph > Indentation > Special > First Line > 1cm). All body text should be in TNR 11 and aligned using ‘Justify’. Please ensure that under ‘Line and Paragraph Spacing’ in ‘Paragraph’ in Word, it reads ‘Add Space Before Paragraph’ and ‘Add Space After Paragraph’ for all paragraphs.

2.2 Headers and Footers

Headers should be set to 1.25cm from the top of the page; footers should be 0.7cm from the bottom. Check this by double-clicking the header or the footer, then in the ‘Header & Footer’ tab: Position > Header from Top > 1.25; Footer from Bottom > 0.7.

3 Style

3.1 Footnotes

Footnotes should be used sparingly. They should only be used to clarify or add brief, additional, and relevant information. References should not be provided in footnotes, but instead in the ‘References’ Section. If it is necessary to use a footnote, please insert the superscript number directly before any punctuation, as here¹. Please do not use endnotes.

3.2 Use of Language

3.2.1 *The World’s Englishes*

At Journal of the Undergraduate Linguistics Association of *Britain*, we ask that authors use British English spellings where applicable. This is also applies to decimal notation: please refer to decimals using a full stop or period, rather than with a comma, for example (i.e., ‘16.8’, as opposed to ‘16,8’).

3.2.2 *Sensitive Language Choice*

There is an expectation that authors will use socially conscious language which is free from prejudices concerning race, gender, disability, or sexual orientation.

3.3 Further Styling Points

¹ For footnotes, please ensure they are numbered continuously through your document. Use TNR 9, as here. Align footnotes with ‘Justify’. The 1.15-line spacing rule does not apply to footnotes.



3.3.1 Lists

Please indent lists by 1.5cm on both sides, with text starting at 2.25cm. Ensure that one TNR 11-line space both precedes and follows each list. If lists are numbered, place the numbers between brackets as below:

- (1) First element in the list, which reaches all the way past the end of the line and on to the next.
- (2) Second element in the list, which is shorter.

Linguistic examples should be formatted in the same way as lists. If a sub-list is to be included, it should use bracketed letters:

- (3) (a) John kicked the ball.
- (b) The ball was kicked by John.

Linguistic examples requiring a gloss should be formatted as a list. They should then follow the standard conventions for glossed examples, as set out by the [Leipzig Glossing Rules](#).

3.3.2 Quotations

Use single quotation marks when selecting quotations from other sources, giving linguistic examples, or for scare quotes. Please do not use italics for examples from other languages – these should also be in single quotation marks. Double quotation marks should only be used to give English translations of another language, or where conventionally necessary.

Long quotations should generally be avoided. If a quotation is three or more lines long, it should be formatted with one TNR11-line break between it and the surrounding body text. The quotation should be indented by 1.5cm on both sides and include its citation alongside it, as below.

‘Generally, the transitional probabilities of syllable sequences are much higher for pairs of syllables that fall within a word than for syllables that belong to different words [...] because words are units in which sounds and syllables clump together to form a fairly indivisible whole.’ (Sedivy, 2014, p. 117)

Text following a long quote should not be indented. Quotations from other languages should be followed by an English translation in square brackets, both for in-line and long quotes. Use an ellipsis in square brackets where some text from an original source has been excluded to preserve flow. If using [sic], please format it as shown – do not use italics.

3.3.3 Linguistics-Specific Symbols

Use linguistics-specific symbols where relevant, for example:

- (1) Angled brackets for spellings, e.g. <word>.
- (2) Forward slashes for phonemes, e.g. /æ/.
- (3) Square brackets for allophones, e.g. [æ].



3.3.4 Dashes

Use an en dash (without spaces), and not a hyphen, between ranges of numbers, e.g., 2-9. Use an em dash (with spaces) when punctuating a sentence.

3.3.5 Abbreviations

Where a phrase will be abbreviated in subsequent text, ensure that the abbreviation is given directly following the first fully form, e.g., ‘mean length of utterance (MLU)’.

Follow ‘e.g.’ and ‘i.e.’ with commas. Please limit use of ‘etc.’. When its use is completely necessary, it will not require a comma. ‘Cf.’ will not require a comma either, and ‘ibid.’ will only be followed by one in an in-text citation with a page number (see Section 4).

3.3.6 Oxford Commas

Use the Oxford (or serial) comma for lists, e.g., ‘milk, bread, and butter’. Note that the comma precedes the final item in the list and is followed by ‘and’ or ‘n/or’.

3.3.7 Full Stops

Please insert only one space following a full stop/period.

3.3.8 Referring to Other Sections

Please capitalise the ‘S’ in ‘Section’ and do not insert a full stop after Section numbers.

3.3.9 Conventional Uses of Other Languages

Conventional uses of phrases from other languages within academic English need not be italicised.

3.3.10 Numbers and Statistics

Spell out numbers less than 10 in words and use numerals for numbers 10 and above. Numerals should be used for all data and figures, e.g., ‘25%’, ‘ $p = <0.05$ ’. If the first word of a sentence is a number, it should be written in words regardless of its size or meaning, e.g., ‘Forty-two participants...’. If referring to a century please label it numerically (rather than lexically) and capitalise the word ‘Century’ e.g., ‘19th Century’.

If using decimals, please round to two decimal places where you can. However, if rounding will change the meaning of the number you are presenting, you should give the relevant number of decimal places.

Use italicised letters when reporting statistical values or referring to statistical tests. For example, ‘ $p = 0.05$ ’, ‘*t*-test’.

For further guidance on numbers and statistics, please refer to the following useful resource: [APA Instructional Guide: Statistics](#).



4 In-text Citations

Sources cited in the abstract must be given in full in the References. Unpublished results are not recommended in the References but may be mentioned in-text. If such a source is included in the References, it should follow the standard reference style of the Journal and include ‘Unpublished results’ in the place of a date.

Note that citing a reference as ‘In prep.’ implies that the author has not yet finished their work (and may not appreciate their findings being shared); ‘In review’ implies that the paper has been submitted but the author has not received feedback; and ‘In press’ implies that the item has been accepted for publication.

In-text citations should make use of brackets, quotations marks, and page references as below:

- Hall (2001, p. 228) argues that ‘x’.
- ‘X is y’ (Li, 1998, p. 41).
- David (1979) discusses *x*. [use this while paraphrasing]
- This is expressed in Ghosal (ibid., pp. 2-3).
- In Van Humbolt (1836 [1999], p. 64), ‘x’.
- Adger’s (2003) theory states *x*.
- Halle and Marantz’s (1993) Distributed Morphology...

Separate author name(s), years, and page numbers with a comma. Use ‘p.’ (including the space) for single page references, and ‘pp.’ for multiple page references. Note that translations or republications should be doubly-cited both in-text and in the References.

Parenthetical reference lists can be given either alphabetically or chronologically, provided that the format is consistent throughout. Separate multiple in-text citations in brackets with a semicolon, e.g., ‘(Chang, 1997; Pieters et al., 2000)’. Where a source has two authors, separate their names with the word ‘and’ within the text, e.g., ‘Pine and Lieven (1997) highlight that...’ and an ampersand in parentheses, e.g., ‘(Pine & Lieven, 1997)’. For more than two authors use ‘et al.’ in the in-text citation, e.g., ‘Podesva et al.’. Multiple works by the same author(s) cited parenthetically in-text should be separated with a semicolon, e.g., ‘(Siller and Sigman, 2002; Siller & Sigman, 2008)’. Please use a semicolon between page numbers in the same in-text citation, e.g., ‘(McDuffie & Yoder, p. 1028; 1030)’. Use a comma before ‘see also’.

If using referencing software, please note that this Formatting and Styling Guide adheres closely to the APA 6th referencing style, diverting only on minimal details.

5 Tables and Figures

Tables should be numbered, centred, and referred to in the body text. Tables can be formatted as you wish, provided that the text is plain TNR 11. Headings should be positioned above the table, centred, and formatted as below. Headings should be brief and descriptive.

Table 1: *Heading in sentence case, italicised: Capital letter following a colon*

Insert table here, centre it and ensure its edges do not exceed the standard 1cm margins.



Figures should be of a high-resolution image. Do not copy-paste images from other sources. If your Figures are spectrograms from Praat, please use Praat pictures instead of screenshots for accessibility reasons. Figures should be numbered consecutively, centred, and referred to in the body text, e.g., ‘Figure 1 shows *x*’. The caption should be positioned below of the figure, centred, and formatted as below.

Insert figure here, centre it and ensure its edges do not exceed the standard 1cm margins.

Figure 1: *Caption in sentence case, italicised, ending in a full stop/period.*

Please insert a single TNR 11-line break before tables and figures. Line breaks should also be inserted between tables/figures and their titles, descriptions, and following text. Where a table or figure is split over a page break, please move the whole article onto the new page.

6 Referencing for JoULAB

Please insert a TNR 11-line break between the end of your writing and the end references (as below). The references should be in TNR 11 with a hanging indent of 1cm (with the top overlapping the bottom). To create the hanging indent, go to the ‘Paragraph’ tab and click on the arrow in the bottom right corner. Next, locate the ‘Special’ box, select ‘Hanging’, and adjust the ‘By’ setting to 1cm. Please use 1.15 line spacing in this Section. Only give a list of references; do not provide a wider bibliography containing unreferenced work. Note that your reference Section should be titled ‘References’.

6.1 References

Reference lists should be left-aligned as below and have a hanging indent on the first line of each new source.

Please consult the following examples that demonstrate how to employ appropriate referencing conventions for the relevant source types. Note that a general pattern for each type is underlined.

For corpora linked to a compiler/creator, start with their name; otherwise, start with the name of the corpus. Where two sources by the same author(s) in the same year are referenced, use lower-case letters in alphabetical order (a, b, c) alongside the year to order reference list entries by publication date in that year. These lower-case letters should also be used in in-text citations. Where works have multiple publishing locations, please only give one.

6.1.1 Journal Articles

Author’s Surname, First Name Initial(s). (Year). Title of Article. Title of Journal/Periodical, Volume(Issue), Page Number-Page Number.

Fagan, M. K., & Doveikis, K. N. (2019). What Mothers Do After Infants Vocalize: Implications for Vocal Development or Word Learning? *Journal of Speech Language and Hearing Research*, 62(8), 2680-2690.

6.1.2 Books

Author’s Surname, First Name Initial(s). (Year). Title of Book: Subtitle. Location: Publisher.

(or)



Editor's Surname, First Name Initial(s). (Ed.). (Year). Title of Book: Subtitle of Book. Location: Publisher.

Chomsky, N. (1980). *Rules and Representations*. New York: Columbia University Press.

Kant, I. (1781 [1998]). *Critique of Pure Reason* (2nd Ed.). (P. Guyer, & A. W. Wood Eds, Trans.) Cambridge: Cambridge University Press.

6.1.3 Book Chapters

Author's Surname, First Name Initial(s). (Year). Title of Chapter or Short Text. In Editor's First Name Initial(s) and Surname (Ed.), Title of Book (pp. Page Numbers). Location: Publisher.

Giora, R. (2012). The Psychology of Utterance Processing. In K. Allan, & K. Jaszczolt (Eds), *The Cambridge Handbook of Pragmatics* (pp. 151–168). Cambridge: Cambridge University Press.

6.1.4 Later Editions of Books

Author's Surname, First Name Initial(s). (Year). Title of Book: Subtitle (Edition Number). Publisher.

Bochner, S. & Jones, J. (2003). *Child Language Development: Learning to Talk* (2nd Ed.). Whurr Publishers Ltd.

6.1.5 Online Journals/Archives/Websites

Author's Surname, First Name Initial(s). (Date of Publication, as detailed as possible). Title of Article/Archive/Website. Retrieved: full date in DD/MM/YYYY, from Website: <web address/URL>.

Meier-Oeser, S. (Summer 2011). Medieval Semiotics. (E. N. Zalta, Ed.) Retrieved 20/06/2020, from *The Stanford Encyclopedia of Philosophy*:
<<https://plato.stanford.edu/archives/sum2011/entries/semiotics-medieval/>>.

6.1.6 Online Corpora

Davies, M. (2010-). *The Corpus of Historical American English: 400 million words, 1810–2009*. Retrieved 20/06/20, from <<https://www.english-corpora.org/coha/>>.

6.1.7 Dictionaries

Author Surname, First Initial(s). (Year). Title of Dictionary. Place published: Publisher.

Crystal, D. (Ed.). (1992). *An Encyclopaedic Dictionary of Language and Languages*. Oxford, England: Blackwell.

6.1.8 Unpublished PhD Theses

Author's Surname, First Name Initial(s). (Year). Title of dissertation/thesis [Unpublished doctoral dissertation]. Name of Institution Awarding the Degree.

Eiswirth, M. J. (2020). *It's all about the interaction: listener responses as a discourse-organisational variable* [Unpublished doctoral dissertation]. University of Edinburgh.

6.1.9 Personal Communication



G. Smith (personal communication, April 10, 2017).

6.1.10 Other Reference Types

Where this Guide does not contain specific information about a source you wish to reference, please refer to the guidance provided in the following useful resources from Purdue University and APA: [Owl Purdue APA6 Guide; APA Style and Grammar Guidelines for References](#)

7 Appendices

Any supplementary material can be included in the list of appendices. These might include, annotations of corpus data, lists of frequently used acronyms, stimuli or questionnaires, or transcriptions. Please try to keep appendices formatted in plain TNR 11 as far as possible.

In this body of text, please briefly summarise appendix contents, then number them in accordance with the rest of the article. Where there is one single appendix, it should be numbered as follows: ‘Section Number + Tab + Appendix: Appendix Name’, e.g., ‘7 + Tab + Appendix: Group 1 Stimuli’. Where more than one appendix is used, please follow the format exemplified herein.

7.1 Appendix One

Please number the appendices Section in accordance with the rest of your article (i.e., here it is Section 7). Appendices’ titles should be numbered lexically (e.g., ‘One’, ‘Two’, ‘Three’, etc.). Where there is only one single appendix, please label it as follows: ‘Section Number + Tab Space + Appendix: Appendix Name’. Where there is more than one appendix, they should be labelled as follows: ‘Section Number + Tab Space + Appendices + New Line + Section Number.1 + Tab Space + Appendix 1: Appendix Name’.

About the Author(s)

Please do not number this Section. Leaving a TNR 11-line break after the previous Section, include some personal information about yourself. This can include your name(s); year of study/years since graduation/job title; affiliated institution(s); and, if you would like, your research interests. Please write this section in the third person.

Acknowledgements

These are not necessary, but if you wish to thank, for example, participants (assuring their anonymity), your tutors/supervisors, institutions you have attended, or your funding agencies, please add some words to such effect in an unnumbered Section following About the Author(s). N.B. ‘Acknowledgements’ and ‘About the Author’ Sections will be requested following final acceptance.