

The Journal of the Undergraduate Linguistics Association of Britain

Basic Formatting and Styling Guide

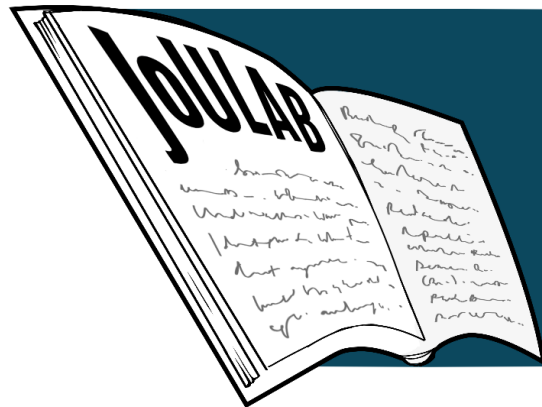
This document contains a summary of the formatting and styling guidance authors submitting to JoULAB should follow. Authors must ensure that their papers adhere to the guidelines within this document as far as possible before submitting. Our Full Formatting and Styling Guide contains additional, more detailed guidance and further exemplification.

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.



Journal of The Undergraduate Linguistics Association of Britain: Basic Formatting and Styling

Insert your Forename (or initials) and Surname in TNR 11 Bold

Insert your institution in TNR 11 Italics

Please insert an abstract of no more than 250 words.

Keywords: format; keywords; like; this

1 Headings, Paragraphs and Spacing

1.1 Headings

- First level headings should be in TNR 16 Bold; second level headings should be in TNR 14 Bold; and third level headings should be in TNR 12 Italics.
- Do not go beyond three levels of heading.
- Follow colons with a capital letter.
- Number each heading – without a full stop.
- Leave a tab-length space between the number and the title text.
- Leave a TNR 11-line space between titles and body text.

1.2 Paragraphs

- All paragraphs should 'Justified'.
- Line spacing should be set at 1.15.
- Ensure that 'Line and Paragraph Spacing' in 'Paragraph' in Word reads 'Add Space Before Paragraph' and 'Add Space After Paragraph'

1.3 Spacing

- Set margins at 2.54cm (1 inch) all around.
- Do not indent the first paragraph following a heading, list, or table – only indent the paragraphs following this first one by 1cm. Check paragraph indents using the 'Paragraph' tab.

2 Style

2.1 Footnotes

- If required, footnotes should be used only to give additional, relevant information.



- Superscript numbers should be inserted before any punctuation, as here¹.
- Do not use endnotes.

2.2 Use of Language

- Please use British English spellings where applicable.
- Use a full stop to denote decimals.
- All language should be socially conscious and free from prejudices.

2.3 Further Styling Conventions

2.3.1 Lists

- Indent lists at 1.5cm on both sides. Start text at 2.25cm.
- Ensure that one TNR 11-line space precedes and follows each list.
- If lists are numbered, do so between brackets as below. Sub-lists should use bracketed letters.

- (1) First element in the list, which reaches all the way past the end of the line and on to the next.
- (2) (a) Second element in the list, which is shorter.
- (3) (a) John kicked the ball.
(b) The ball was kicked by John.

- Linguistic examples should be formatted in the same way as lists.
- Glossed examples should be formatted as noted in 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.
- Only use double quotation marks for translations or where conventionally necessary.
- Avoid long quotations where possible: if a quotation that is three lines or longer, leave a TNR 11-line break between it and the surrounding body text. Indent the quotation at 1.5cm on both sides and include the citation beside the quote.
- Text following a long quote should not be indented.
- Quotations from other languages should be followed by an English translation in square brackets.
- Use an ellipsis in square brackets where text from an original source has been excluded to preserve flow.

3.3.3 Dashes

- Use an en dash (without spaces) between ranges of numbers.
- Use an em dash (with spaces) to punctuate a sentence.

¹ Footnotes should be in TNR 9 and 'Justified'. They do not follow the 1.15-line spacing rule.



3.3.4 Abbreviations

- Where a phrase is abbreviated in subsequent text, give the abbreviation alongside the first full form.
- Follow ‘e.g.’ and ‘i.e.’ with commas.
- When its use is completely necessary, ‘etc.’ will not require a comma, nor will ‘cf.’.
- Ibid. should only be followed by a comma in an in-text citation with a page number.

3.3.5 Oxford Commas

- Use the Oxford comma for lists – note that the comma precedes the final item and is followed by “and” or “n/or”.

3.3.6 Referring to Other Sections

- Please capitalise the ‘S’ in ‘Section’.

3.3.7 Conventional Uses of Other Languages

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

3.3.8 Numbers

- 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.
- If the first word of a sentence is a number, it should be written in words regardless of its size or meaning.
- If using decimals, please round to two decimal places – if rounding will change the meaning of the number you are presenting, give as many as are appropriate.

4 Tables and Figures

4.1 Tables

- 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.
- Brief headings should be positioned above tables, centred, and formatted as below.

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.

4.2 Figures



- Figures should be original, high-resolution images.
- They should be numbered consecutively, centred, and referred to in the body text.
- Position the caption underneath the figure, centre it and format as follows.

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.*

4.3 Spacing

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

5 In-Text Citation

5.1 Basics

- Sources cited in the abstract must be given in full in the References.
- Translations or republications should be doubly-cited in-text and in the References.
- Unpublished results are not recommended in the References but can appear in-text. Where included in the References, these should include ‘Unpublished results’ in place of a date.

4.2 In...

- ‘In prep.’ implies that the author has not yet finished their work
- ‘In review’ implies that the paper has been submitted but the author has not received feedback
- ‘In press’ implies that the item has been accepted for publication.

4.3 Examples

In-text citations should contain brackets, quotations marks, and page references:

- 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...

4.4 Parenthetical Reference Lists

- Separate author name(s), years, and page numbers with commas.
- Use ‘p.’ (including the space) for single page references, and ‘pp.’ for multiple pages.



- Separate multiple bracketed in-text citations with semicolons.
- Order lists alphabetically or chronologically – formatting must be consistent throughout.
- Where a source has two authors, separate their names with ‘and’ in text, and an ampersand in parentheses.
- Where a work has more than two authors use ‘et al.’ in the in-text citation.
- Multiple works by the same author(s) cited parenthetically should be separated with a semicolon.
- Use a comma before ‘see also’.

6 References

6.1 General Guidance

- 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; click on the arrow in the bottom right corner; 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.
- Individuals using referencing software should note that the Journal’s referencing style is based closely on APA 6th.

6.2 The Reference List

- Left-align entries on the list and have a hanging indent on the first line of each new source.
- 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 entries by publication date in that year.
- Where works have multiple publishing locations, please only give one.

6.3 Examples

6.3.1 Journal Articles

Author’s surname, first name initial(s). (Year). Title of article. *Title of Journal*, 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.

6.3.2 Books

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



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.

6.3.3 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.

6.3.4 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/>>.

For other reference types, please consult our Full Formatting and Styling Guide, or the following useful resources from Purdue University and APA: [Owl Purdue APA6 Guide](#); [APA Style and Grammar Guidelines for References](#)

7 Appendices

- Appendices can include annotations of corpus data, lists of frequently used acronyms, stimuli or questionnaires, or transcriptions.
- Please keep appendices formatted in plain TNR 11 as far as possible.
- Briefly summarise appendix contents following the first-level heading.
- Number appendices in-line with the rest of the article.