Oceanic Linguistics Template

Oceanic Linguistics

university of hawai‘i at mānoa

This is a template to aid contributors to Oceanic Linguisticsin formatting their submission. It contains all the styles that appear in an Oceanic Linguistics article, as well as pre-formatted elements, such as tables and example sentences which can be copied and pasted into your document.

**Keywords:** template, Oceanic Linguistics

Introduction.[[1]](#footnote-1)

 This template was created in Microsoft Word and is intended to closely mimic the final look of your article. This template should be usable in different text editors including Microsoft Word, or LibreOffice. This template contains instructions on formatting and style, as well as styles which are used in different parts of an OL article. All these styles have names beginning with “OL.” In Microsoft Word these styles all appear in the Home > Styles part of the top ribbon. (A full list of styles and their use is given in section 9.) It also contains pre-formatted elements, such as example sentences and tables which can be copied and pasted into your document.

Do not to fall into the trap of wasting inordinate time formatting your document. Just try to follow this template as best you can. Your article will be judged according to its contents and contribution to the field, not according to how well it is formatted. Use of this template is no guarantee your article will be accepted.

Authors are not required to use the template, but articles conforming to this template will appear online as a pre-release ahead of the print publication. If you have not used this template for initial submission, you will have an opportunity to implement it if your article is accepted. Authors who choose not to use this template must keep formatting to an absolute minimum with the following specifications:

• use 10pt Times New Roman (or similar Unicode font)

• set the page size to 432 × 648pt (6 × 9 inches)

• set the inside margin at 66pt, the outside margin at 53pt.

• example sentences must be set as tables with invisible borders (see section 4)

• tables should be typeset as tables (see section 5.2)

• tab stops and multiple sequences of spaces are prohibited.

Fonts and spelling.

 Oceanic Linguistics is published by University of Hawa‘i Press and thus uses American spelling. This follows Webster’s Third New International Dictionary of the English Language. For better or worse, the font used throughout articles is Times New Roman (TNR) sized 10pt in body text. There are three main exceptions:

• When the letter Ø (U+00D8, LATIN CAPITAL LETTER O WITH STROKE) is used to represent zero, it is in Cambria. (TNR <Ø> would be used when it is an orthographic letter in a language.)

• Phonetic/special symbols can be in Doulos SIL if they do not display well in TNR. Thus, for instance, the diacritic for dental articulation (U+032A, COMBINING BRIDGE BELOW) displays better according to some in Doulos SIL. Compare Doulos SIL [t̪] with TNR [t̪]. The author has discretion as to whether or not such aesthetic differences are worth the extra effort.

• The pointing hand symbol (U+261E ☞, WHITE RIGHT POINTING INDEX) used in Optimality Theory does not exist in TNR. See section 4.3 below for more details.

Target language transcription.

 When words and data from language(s) which are the target of description occur in the body text of the article, they are in italics. Italics are not used for target language data which occurs in example sentences, tables, or data explicitly marked as /phonemic/ or [fəˈnɛɾɪk]. Historical reconstructions preceded by an asterisk \* also do not occur in italics. To illustrate: the Amarasi word *fatu* [ˈfa.t̪ʊ] ‘stone, rock’ is a reflex of Proto-Malayo-Polynesian \*batu.

Example sentences.

 Numbered and glossed example sentences are typeset as tables with hidden borders. The language data and free translation are in 10pt and the gloss line is in 8pt. A 3pt carriage return (“OL 3pt separator”) is placed between example sentences, as well as preceding and/or following text. Glosses in example sentences follow the Leipzig Glossing Rules (https://www.eva.mpg.de/lingua/resources/glossing-rules.php) with differences and/or additional glosses listed in either the introductory footnote, or in a footnote when the first occurrence of an example sentence occurs. As indicated in the Leipzig Glossing Rules, grammatical morphemes are rendered by abbreviations in small-caps.

There is no indentation before the bracketed number and examples are separated from preceding and following text by a 3pt blank space. The source of the example is flush right to the margin. An example is given in (1) below, repeated with the borders shown for illustrative purposes.[[2]](#footnote-2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| () | au | ees | a-meup | umi |  |
|  | 1sg | one | nmlz-work\m | house |  |
|  | ‘I’m the one building the house.’ | (Edwards 2020:270) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (1) | au | ees | a-meup | umi |  |
|  | 1sg | one | nmlz-work\m | house |  |
|  | ‘I’m the one building the house.’ | (Edwards 2020:270) |

Typesetting examples sentences in What You See Is What You Get text editors like Microsoft Word is usually fiddly. I’ve found the best approach is to copy and paste a template and adapt it. An empty table to be used for example sentences is given in (2) below for you to do this. The bracketed number in this particular example will also update to the next number in sequence each time it is copied and pasted. Example (3) shows the same template with the borders displayed and columns labeled numerically and rows alphabetically to aid the following discussion

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| () |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ‘’ |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| () |  |  |  |  |  |  | A |
|  |  |  |  |  |  |  | B |
|  | ‘’ |  | C |

Once you have copied and pasted the template in (2) to where you want your example sentence to appear, follow the procedure below. (Before proceeding, ensure that View Table Gridlines is activated. This should give you a faint blue outline of where invisible cell borders are and make your life easier.)

1. Add each word from the target language to cells 2–7 in row A.

2. If you need more cells (i.e. the example has more than six words):

a. Select one of the cells in column 2–7, right click > Insert > Insert Columns to the Left.

b. Merge the new cell(s) in row C with the preceding cell containing the free translation (select both cells > right click > Merge Cells)

c. Ensure that the style of the cell containing the free translation is set to “OL text.” (It may switch to “OL example source”to match the cell in 7C)

3. Add the corresponding glosses to row B.

4. Add the free translation between the quote marks in row C.

5. Add the source/reference for the example in cell 7C.

6. If you are using numbers which automatically update, right click the number and select *Update Field* to update the number.

7. Select all cells in the table > right click > Fixed Column Width.

8. Click on the right most border of the table and drag it to the margin. (This is only necessary if your example has a source.)

When example sentences in a single paper come from multiple languages, then the language for each example is indicated in small caps on the first line, as in examples (4) and (5) below. When most examples in a paper are from one language but a few are from others, then use language names only for those few which are not from the usual language. When all examples in a paper are from the same language no language name is specified.

|  |  |
| --- | --- |
| () | Amarasi |
|  | au | ees | a-meup | umi |  |
|  | 1sg | one | nmlz-work\m | house |  |
|  | ‘I’m the one building the house.’ | (Edwards 2020:270) |

|  |  |
| --- | --- |
| () | Rotuman |
|  | famør | feʔen |  |
|  | people | zealous |  |
|  | ‘The people are zealous.’ | (Churchward 1940:14) |

Similarly, extra information about an example can be included in this first line. An example of such extra information is given in (6).

|  |  |
| --- | --- |
| () | Serial verb construction: |
|  | naiʔ | Owen | amsaʔ | **n-ok** | **na-bsooʔ** | **na-priraʔ** | kuu-n |
|  | Mr. | Owen | also | 3-with | 3-dance | 3-arm.dance | self-3sg.gen |
|  | ‘Owen also joined in the dancing by himself.’ | (Edwards 2020:356) |

If the free translation is longer than the example and gloss line, then *Fixed Column Width* should be set before typing the free translation. This is to prevent the cells containing data from being too wide. (The width of the cell containing the free translation cell can then be adjusted after it has been typed). Compare (7) where this has been done, with (8) where this has not been done.

|  |  |  |
| --- | --- | --- |
| () | South Mambae |  |
|  | ubu | kiid | fe | mori |  |
|  | clf | one | rel | live |  |
|  | ‘(Maybe) there was one person who lived.’ | (Edwards 2020:64) |

|  |  |  |
| --- | --- | --- |
| () | South Mambae |  |
|  | ubu | kiid | fe | mori |  |
|  | clf | one | rel | live |  |
|  | ‘(Maybe) there was one person who lived.’ | (Edwards 2020:64) |

If your example sentence is particularly long, then it should be broken into two separate tables with the second table unnumbered and the first table without any free translation. An example is given in (9). Once each of the tables is complete and *Fixed Column Width* has been set for both, the carriage return between the two can be deleted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (9) | iin | n-mooʤ=oo-n | on | kaunʔ=ii | =ma | n-nonok |
|  | 3sg | 3-do=refl-3sg.gen | irr.loc | snake=1det | =and | 3-crawl |
|  | an-peoʔ | aafgw=ii | =ma |
|  | 3-go.by | ground=1det | =and |
|  | ‘He did it like the snake and crawled along the ground.’ |
|  | (Edwards 2020:340) |

In the case of (9), the text “(9)” was left in the second row before the table was set to Fixed Column Width. This was so that the alignment in the second part of the example matches the alignment in the first part. After the spacing was finalized, this dummy number was deleted.

Note also how the reference is handled in (9). When there is not enough room for both the free translation and reference, the reference is flush-right in a separate table row. When free translations are more than a single line long, each line is placed in a separate cell/row and only the final row is split into two columns for the reference, as shown in (10) below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (10) | ahh | rari | =te | n-ma-taeb | n-ok | ahh | baroit-n=eni |
|  |  | finish | =sub | 3-recp-greet | 3-with |  | bride/groom=pl=pl |
|  | =ma | hai | m-tebi | m-fain | iim |
|  | =and | 1pl.excl | 1pl.excl/2-turn | 1pl.excl/2-return | 1pl.excl/2pl\come |
|  | ‘After that he shook hands with each of the bride and groom and we |
|  | turned to come back.’ | (Edwards 2020:356) |

If your example sentence needs to be split into two separate tables, try to place the split in a logical place, such as between two clauses. Thus, in (11) below there is enough space on the first line for the first two words of the second line, but the split has been placed between the two clauses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| () | Mas | Haris | membakar | sampah | kemarin, |
|  | brother | Haris | burn | trash | yesterday |
|  | tapi | tidak | terbakar | sama sekali |
|  | but | neg | burn | at.all |
|  | ‘Brother Haris burned the trash yesterday, but it didn’t burn at all.’ |
|  | (Sato 2021:264) |

Example sentences should not be split over multiple pages. When a page break occurs between an example use *Keep with next* to keep all rows on a single page (Home > Paragraph > Line and Page Breaks > Keep with next). If your example is particularly long, consider breaking it up into multiple sub-examples labeled alphabetically. Page breaks can occur between sub-examples. The use of sub-examples is illustrated in (11) below where the two sub-examples correspond to different intonation units.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (12) | a. | oka=te | siin | n-seen | n-ana | ʔrean=ees |
|  |  | after.that | 3pl | 3-plant | 3-res | orange=one |
|  |  | ‘After that, they planted an orange tree.’ |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | b. | uʔu | meseʔ | ʔreanʔ=ii | uʔu | meseʔ |  |
|  |  | tree | single | orange=1det | tree | single |  |
|  |  | ‘A single one, a single orange tree.’ | (Edwards 2020:344) |

Some authors also like to use alphabetized sub-examples for multiple instantiations of a particular phenomenon. An example of this is given in (12) below. This example also shows more than one line for target language data: orthographic and phonemic transcription. Note also that the letter “a.” for the first sub-example occurs before the language text, not before the heading of the example block.

|  |  |  |
| --- | --- | --- |
| () |  | Central Bontok verbs with plural agents |
|  | a. | As | foro**wan**mi | nan | limami. |
|  |  | ʔas | fuɻu-**wán**=mi | nan | lima=mi |
|  |  | fut | wash.hand-**lv**=gen.1pl.excl | spec | hand=gen.1pl.excl |
|  |  | ‘We (excl.) will wash our hands.’ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | b. | Ara-**en**yo | nan | aso |
|  |  | ʔaɻá-**ʔən**=yu | nan | ʔásu |
|  |  | get-**pv**=gen.2pl | spec | dog |
|  |  | ‘You (pl.) get the dog.’ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | c. | As | ara-**en**cha | nan | aso |  |
|  |  | ʔas | ʔaɻá-**ʔən**=tsa | nan | ʔásu |  |
|  |  | fut | get-**pv**=gen.3pl | spec | dog |  |
|  |  | ‘They will get the dog.’ | (Reid 2020:275–6) |

Placement of example sentences in footnotes is strongly, strongly discouraged. Authors should consider alternatives, such as not glossing the example, moving the discussion and example to the main body of the text, or simply deleting the note. However, in exceptional circumstances it is allowed. Glossed examples in footnotes are numbered with Roman numerals.

The previous discussion covers most kinds of example sentences. More instances in which numbered examples occur are covered in sections 5.2 and 5.3 below.

Tables, figures, and maps.

 Tables, figures, and maps are treated as floats. with the captions of each numbered independently of one other. Note in particular that maps are not figures. Thus, if you have both maps and figures in your paper, the first map will be “map 1.” and the first figure will be “figure 1.” Tables, figures, and maps are ideally located at the bottom of the page if practicable. However, their position is not something authors should be concerned about. They will be moved to the appropriate spot at the final stage by the copy-editors.

The text of captions is 9pt, bold, and uppercase. Uppercase is not used for target language words or historical reconstructions which occur in the caption. These should be bold, lowercase, and (if appropriate) italic. References to tables, figures, and maps in your document use an initial lowercase letter, unless the reference is the first word of a sentence. That is: table 2 is an example, not Table 2 is an example.

Figures and Maps.

 Most figures and maps should be uploaded as a separate .jpg or .tiff file during the submission process. These files should be at the highest possible quality or the largest size that fits an OL page (26 picas or 312 pt). Images should not be included in the same document as your article. Instead, approximate locations should be indicated after their caption, as illustrated below.[[3]](#footnote-3) When the online submission system creates a PDF from the uploaded files, they will be included at the end of the document.

figure . an illustrative figure

<figure 1 here>

map . An illustrative map

<map 1 here>

When your figure is a simple line drawing which can be typeset as a table or text, it can be included in the main document and no separate file is required. That is, it is treated like a normal table (see 5.2 below). An example might be a simple syntax tree or a historical family tree, such as that in figure 2 (replicated from Smith 2017:479) which is typeset in an invisible table.

figure . Malayo-Polynesian higher-order subgrouping

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | MP |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *PPh* | PWIn | PSum | PSS | PCel | PCEMP | Palauan | Chamorro | Moken |

Tables.

 Tables should be included directly in your submitted article. The text within tables is 8pt. When the top row is a column heading it is in bold. Italics are not used for target language data in tables. Tables should never be created with tab stops.

The width of the table cells should fit the contents (select table > right click > AutoFit > AutoFit to Contents). Alternate rows are shaded gray and cells do not usually have visible borders with the exception of the very bottom border which is displayed. An empty table for copying and pasting as a template is given in table 1. A simple illustrative table is given in table 2.

table . an empty table

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

table 2. Amarasi metathesis

|  |  |  |  |
| --- | --- | --- | --- |
| PMP | Unmetathesized | Metathesized | gloss |
| \*batu | fatu | faut | ‘stone, rock’ |
| \*Rumaq | ume ~ umi | uim | ‘house’ |
| \*wani | oni | oin | ‘bee, honey’ |
| \*qaləjaw | neno | neon ~ nean | ‘sky’ |

There is some flexibility in shading and displaying borders. Certain borders can be displayed to demarcate different parts of a table, or to draw attention to certain cells. Furthermore, certain kinds of tables have no shading at all, such as charts of phonemes.

Occasionally extremely large tables occur whose contents do not fit well within the table. The different strategies to amend this are as follows (in order of preference): rearranging the contents of the table, breaking the table into two tables, or reducing the cell margins.

Table notes.

 Table notes are indicated with symbols in this order: † ‡ #. Beyond three notes, there has been variation in *Oceanic linguistics* as to which symbols are used. If authors feel strongly about it, there is freedom. Otherwise I suggest following the order given in Wikipedia: † ‡ # § ‖ ¶. Importantly, the asterisk is never used as table note callout.[[4]](#footnote-4) When a particular table has numerous notes, it may be more practicable to use superscript letters instead of symbols. While the use of table notes is not discouraged, authors should consider moving particularly long notes to the body text.

The table note callout symbol is superscript and the note is placed in a separate row at the bottom of the table with a separator of equal length to the footnote separator above it—about 80pt or 28.5mm. The simplest way to create the table-note separator is to insert an empty cell above the notes, set the style of that cell to “OL 3pt separator”, set thelength of that row to 80pt, then display the bottom border of that cell. (Set the table to be “Fixed Column width” before typing the note.) The note should use the “OL footnotes” style. An example of a table with notes is given in table 3.

table . Amarasi metathesis

|  |  |  |  |
| --- | --- | --- | --- |
| PMP | Unmetathesized | Metathesized | gloss |
| \*batu | fatu | faut | ‘stone, rock’ |
| \*Rumaq | ume ~ umi† | uim | ‘house’ |
| \*wani | oni | oin | ‘bee, honey’ |
| \*qaləjaw | neno | neon ~ nean‡ | ‘sky, day’ |
|  |
| † The form *umi* has assimilation of the final vowel. |
| ‡ The form *nean* is specific to the Kotos dialect of Amarasi. |

Optimality theory tableaux.

The tableaux used by optimality theory are not typeset as normal tables. Instead, they are treated as a special kind of numbered example. The borders of the first column (containing the example number) are not displayed, while all other borders are displayed. Double borders are sometimes used to demarcate different sections of the tableau. A simple example of an OT tableau is given in (14) below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| () | /kæt/+/z/ | \*SS | Agree | Max | Dep | Ident |
|  | a. | kætz |  | \*! |  |  |  |
|  | b. ☞ | kæts |  |  |  |  | \* |
|  | c. | kætəz |  |  |  | \*! |  |
|  | d. | kætəs |  |  |  | \*! | \* |
|  | e. | kæt |  |  | \*! |  |  |

If the tableau is particularly large and complex, it may be necessary to place the number above the table, reduce the cell margins, and/or reduce the font size of the contents to 8pt. Before such measures are taken, other strategies to reduce the width should be tried, such as further abbreviating the headings or contents.

The pointing hand symbol (U+261E WHITE RIGHT POINTING INDEX) used to indicate the optimal candidate is not available in Times New Roman and a different font should be used. Linux Libertine is a free open-source font which contains this symbol. Otherwise, several other fonts available on your system probably have this symbol.

Syntax trees.

 Syntax trees are treated as numbered examples, in which case the number should be on the same line as topmost node of the tree. Simple syntax trees can be drawn in MS word by placing the different nodes in a table and drawing connecting lines between them (Insert > Shapes > Line). For vertical lines, the cells above the relevant node can be split and the middle border displayed. An example of a simple syntax tree is given in (15) below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| () |  |  |  |  | TP |  |  |  |  |  |  | (Sato 2021) |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | T |  |  |  | AspP |  |  |  |  |
|  | [+past] |  |  |  |  |  |  |  |
|  |  | Asp |  |  | vp[+telic] |  |
|  |  | [+pfv] |  |  |  |  |  |

In exceptional cases, syntax trees can be treated as figures in which case the same strategy can be used, with the difference that the entire table containing the tree is centered and a figure caption placed above the tree. For more complex trees, it might be easiest to draw the tree in another program, save it as an image and have it treated as a figure in the article. If that approach is taken, ensure the font used is 10pt Times New Roman (or the closest available font).

Lists and minor tables.

 Certain kinds of tables or lists can be typeset as numbered examples. If you have such a table or list, the same principles apply as do for numbered examples (see 3.1): they should be treated as invisible tables. Unlike tables which are separate floats, the contents of such minor tables/lists have 10pt font and italics is allowed for target language data. Two examples are given in (16) and (17) below.

|  |  |  |  |
| --- | --- | --- | --- |
| () | \*nd > *n* | V\_V | Ba'a, Termanu, Korbafo, Bokai, Bilbaa |
|  | \*nd > *r* | #\_ | Rikou |
|  | \*nd > *r > l* | #\_ | Bokai, Bilbaa |
|  | \*nd > *r* | #\_, V\_V | Oepao, Ro'is Amarasi |
|  | \*nd > *r > k* | #\_, V\_V | Nuclear Meto | (Edwards 2018:374) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| () | a. | \*qəntut | Javanese | *əntut* |  |
|  |  |  | Tontemboan | *əntut* |  |
|  |  |  | Palauan | *ʔolð* |  |
|  |  |  | Malay | *kəntut* |  |
|  | b. | \*quntut | Toba | *untut* |  |
|  |  |  | Simalungun | *untut* | (Smith 2020:360) |

Bulleted lists or numbered lists are typed manually using the “OL list” style. They are separated from the main text by a 3pt carriage return. Numbers are followed by a period. The symbol for the bullet is (U+2022 • BULLET; ALT+0149). An example of a bulleted list is given below and an example of a numbered list is at the beginning of section 4. A tab stop occurs after a bullet or number in such a list. The style “OL sublist” is provided for sublists within a list. The character/symbol preceding the items of a sublist is at the discretion of the author, though roman numerals should be avoided.

• first point

• second point

• third point

Footnotes.

This template provides a style “OL footnote” for footnotes (and table notes). Footnotes with more than one paragraph should use the “OL footnote extra paragraph” style for the second paragraph, though if your footnote has multiple paragraphs you should consider whether or not it should be included in the main text. Footnotes have a 12pt hanging indent and the font is sized 8pt. The separator between the footnote and main part of the page is equal to about eight 10pt em-dashes (just over 80pt or 28.5 mm). No space occurs between footnotes if there are more than two on the page. The number preceding the footnote is not superscript and is followed by a period. Unfortunately, there is not way to automate this in MS Word—the number has to be changed manually. The callout number for a footnote should not be placed directly after a word, but instead after a punctuation mark, such as a comma or full stop.[[5]](#footnote-5)

Section headings.

 *Oceanic Linguistics* allows up to four levels of sectioning. Sections (A-level) and subsections (B-level) are bold and in uppercase with the exception of target language words or morphemes. Sub-subsections (C-level) and sub-sub-subsections (D-level) only have the first letter and any proper names capitalized. All section headings are followed by a period. The paragraph text runs on immediately from the heading. This can be achieved in MS Word by inserting a “Style Separator” immediately after the section heading. How to insert a Style Separator can vary according to your version of Word. Put “MS Word style separator” into a search engine to find out how to do this.

Wherever possible, a minimum of two subsections should be used. That is, for example, 3.1 implies at least a 3.2, and 3.1.1 implies at least a 3.1.2, and so on. If you find that you have only a single subsection, it is best to either delete the subsection header, or find a way to split it into two subsections.

Editorial style.

 OL style follows The Chicago Manual of Style, 15th edition (Chicago: University of Chicago Press, 2003) (“CMS chapter.section” in the following citations)

Punctuation and capital letters.

Comma.

 OL style is to use the serial comma or “Oxford comma”. That is: Starosta, Pawley, and Reid. Not: Starosta, Pawley and Reid.

Apostrophe.

Proper names ending in s use s’s: (e.g., Collins’s study).

Quotation marks.

Double quotes are put “outside.” That is, outside periods, commas, question marks, and exclamation marks. Double quotes are used for quotes, special terminology, and as scare quotes. Single quotes are ‘inside’. Single quotes are used for glosses, translated concepts, and for quotes within quotes. An exception is that single quotes are used outside in translations of example sentences. (See the examples in section 4.)

Parentheses/brackets.

Square brackets are used for parentheses within parentheses (…[…]). This is frequently the case for citations which occur within parentheses. When numbering examples within text, surround numbers with parentheses, that is: (3), not 3). Parentheticals follow the headword gloss if they contain a separate gloss:

|  |  |
| --- | --- |
| () | \*budaq (doublet \*barak) ‘white’ |

|  |  |
| --- | --- |
| () | \*gateq ‘coconut milk’ (doublet \*gateq ‘sap’) |

Spaces and tab stops.

There should be no sequences of spaces in your document, That is, there should be only a single space between words and sentences (unlike a certain style of typing that always put two spaces between sentences). Please eliminate all sequences of spaces from your document.

Wherever possible, avoid tab stops. OL only allows tab stops in three cases: after the bullet of a list, after the number in a footnote, and after the symbol in a table note. Any other use of tab stops is strictly forbidden. In particular, example sentences and tables should be typeset as tables. Similarly, tables should not be created with tab stops. Typeset them as tables (see section 5.2). If tab stops truly must be used for some unforeseen reason, use only single tabs with their positions specially set—do not use sequences of tabs.

Diacritical marks.

In the unlikely event that the manuscript includes special characters not found in Times New Roman or other Unicode fonts, replace each special character in the unformatted electronic file with a distinctive and unique alphanumeric code (e.g., *Anejo<tilde-m>* for *Anejom̃,* *ja<macron‑n>it* for *jan̄it*). The codes may be ad hoc, as long as they are clear and unambiguous. Include with the manuscript a list of all codes used.

Hyphen.

Be sure that compound adjectives in front of a noun are clear. Insert a hyphen to avoid ambiguity: high-order protolanguage, person-marking affixes, word-initial position. Once a hyphen is introduced, be consistent throughout the article. Lower-case words preceded by many prefixes are not hyphenated: noninitial, coocur, counterintuitive, interrelated, metalanguage, multifaceted, preempt, postparticle, protoform, reexamine, sociolinguistics. Further examples and exceptions are given in CMS 7.90.

En-dash.

The en-dash (U+2013; Alt-0150) is used for inclusive numbers, as a minus sign, for juxtaposed opposites or extremes, including bi- or multilingual designations: 128–34, 1934–38, –HI, north–south axis, Ivatan–Filipino–English dictionary.

Em-dash.

 The em-dash (U+2013, Alt-0151) is used for amplifying or explaining, indicating sudden breaks, and so forth. No more than two should be used in a sentence, and there should be no space on either side of the em-dash. Three em-dashes are used in reference lists when an author designation is repeated.

Capital letters.

Do not capitalize types of linguistic rules (assimilation, tone sandhi, movement) but specific rules (Tone Mapping, Assimilation, Accent Association) may be capitalized in moderation. A rule referred to repeatedly in a paper should be abbreviated, possibly with small capitals, or in lower case. Do not capitalize grammatical classes (noun, gerund, participle). To quote from CMS, “Chicago generally prefers a ‘down’ style—the parsimonious use of capitals.” Thus: “in the appendix,” “in section 2,” “in the northeast,” anglicize, arabic numerals, biblical reference.

Linguistic signs, spacing, and order spaces around signs.

Place spaces around greater/less than, equals, and plus signs between words. (\*urub > *oro*) but (> *oro*); (*oro* < \*urub) but (< \*urub); (*rake* = ‘stomach’) but (= ‘stomach’); (noun + noun); (Head + Head); (Head + Modifier).

Colons.

Use a nonbreaking space before the colon in correspondence formulas: Karo Batak *mbulan* ‘white, pale’ : Tae *bulan* ‘albino’. In MS Word a nonbreaking space can be typed with Ctrl + Shift + Space.

Mathematic formulas.

Use sans serif characters in math formulas.

Roman numerals.

Avoid roman numerals—use arabic numerals and/or alphabetically labeled lists where necessary.

Abstracts and numbering.

 Abstracts are required for all articles and squibs. They are not part of any paragraph-numbering system. Abstracts should be brief and self-contained, and not dependent on the reference list, nor should they have footnotes. Abstracts are limited to a single paragraph. Although a style “OL abstract extra paragraph” is provided, it should only be used in highly exceptional circumstances.

Numbers and Dates.

Numbers.

 Use Chicago style numbers in text: “spell out single-digit numbers and use numerals for all others” (CMS 9.6: alternative rule). Use commas in thousands: 3,065.

Inclusive numbers.

 Use abbreviated numbers for years (1968–80, 1990–91, but 1898–1903) and for page ranges (46–48, 100–104, 101–8, 1103–4, 125–28, 498–510). Inclusive numbers in a published title appear as published, no matter what style. The hyphen between inclusive numbers should always be converted to the en-dash (U+2013; Alt-0150) in typesetting.

Percentages.

 Use numeral and the word “percent” in text. The %-sign may be used in tables.

Dates.

 1000 BC, but AD 1000 (BC and AD typeset as small caps). Write out centuries (twentieth century), but 1920s and 1900s (and not 1920’s and 1900’s).

Abbreviations.

 Terms which occur frequently throughout the document can be abbreviated with the abbreviation included in brackets after the first use of the term: general noun-modifying clause construction (GNMCC), Proto-Malayo-Polynesian (PMP). Abbreviations should be avoided if the term does not occur frequently in your article and/or is not well established in the field. Avoid novel an unnecessary abbreviations. If you are the only person using an abbreviation, be considerate and spell it out (unless it is particularly frequent in your article). You can always do a global find-and-replace on your favorite abbreviation before submitting your article.

Abbreviations for common syntactic elements (e.g., N, V, NP), word orders (e.g., SVO, SOV), or phonological elements (e.g., C, V) do not need to be spelled out on their first use. Except for such examples, abbreviations should be avoided in the abstract.

Language names.

 Follow the proposal set forth by Reid (1992) for abbreviations referring to language names. Use small caps and no periods. A quick summary is as follows: (1) four-letter names remain unchanged; (2) other abbreviations should normally have three letters; (3) the first letter should be capital, the second and third should be small caps unless they refer to a capitalized name; (4) a small-cap font should be used; (5) Protolanguage names retain the abbreviation for the language family, with an initial uppercase P. Examples: Tag, Tagalog; PSw, Port Sandwich; PAn, Proto-Austronesian; PMP, Proto-Malayo-Polynesian; PTNG, Proto-Trans-New Guinea.

“Page(s)”.

 Do not use “p.” or “pp.”, except to avoid ambiguity.

Scholarly.

 Standard abbreviations (etc., e.g., i.e., cf.) are acceptable only in footnotes and parenthetically in text. Elsewhere spell out these abbreviations (CMS 15.45), such as “etc.” written out as “and so forth.” Always follow “e.g.” and “i.e.” with a comma. Some people use “e.g.” for only a limited range from a set, while “i.e.” is used for the complete set.

Period, point.

 Greater parsimony in the use of periods is to be found in the 15th edition of CMS than in the 14th, with the general recommendation, “use periods with abbreviations that appear in lowercase letters; use no periods with [those] that appear in full capitals or small capitals” (15.4). Of course there are many exceptions, but two instances of consistency that can be mentioned here are the abbreviations for language names (generally three letters, with lower case portions in small caps) in OL, and for academic degrees: PAN, POc, Tag, Mal; PhD, MA.

Morpheme glosses.

 Follow the Leipzig Glossing Rules and use the standard abbreviations from that list. Any additional abbreviations needed in your paper should be summarized either in the introductory footnote or in a footnote introduced after the first use of an abbreviation. If this is an example sentence, the footnote callout should be placed after the sentence directly preceding the example. The abbreviations should be listed in the format: dir, directional; prep, preposition. That is, with abbreviations separated from their meaning by a comma followed by a semi-colon before the next abbreviation. Use equals signs (=) to mark clitic boundaries.

Affiliations and addresses of authors.

 Author’s affiliation—given at beginning of article on line following author’s name—should be limited to top-level name of institution, and should not include names of departments or other sublevel units. For mulitauthored papers where coauthors have different affiliations, each affiliation is indicated with the symbols for table notes (see section 5.2.1).

Email address (and optionally, mailing address) may be given in 8 pt. type at the end of the article, when space permits without beginning a new page. Addresses of coauthors may also be given, space permitting. When it is desired that all correspondence concerning a multiauthored article be directed to a single author, only that author’s email and/or mailing address should be given.

References.

 In-text citation examples: (Blust 1970:348–49, fn.7) (Blust forthcoming) (Blust n.d.) (Starosta 1971a,b) (Collins, pers. comm.) (Dempwolff 1934–38). Do not use passim or ff. except when not to do so would be cumbersome; give beginning and final pages for spans: (Chen 1987:117–19). Use “et al.” only when citing a work with more than three authors.

In reference lists, give issue number in parentheses only when pagination is not continuous throughout the volume: Classical Philology 94(2): 205–9; but Oceanic Linguistics 45:133–52. When the issue number is included, there is a space after the colon. Several examples of how references should be formatted for different sources are included in the reference list at the end of this template.

Authors.

 In references, use authors’ and editors’ given names when these are what appear in the original. Do not use just initials, unless this is what the author uses. When initials are normally used by a given author, separate each by a space: R. M. W. Dixon, not R.M.W. Dixon. With two or more authors, use “and,” not “&.”

Capitalization.

 The first word of book or article title (or subtitle following colon) is capital, remainder not capital (unless a proper noun). Title of series or journal in regular title caps: Oceanic Linguistics Special Publication No. 28.

Edited collections.

 Note the treatment of articles that form chapters of books: AUTHOR(S). yyyy. CHAPTER-TITLE. In BOOK-TITLE, ed. by EDITOR(S), INCLUSIVE-ARTICLE-PAGES. SERIES. CITY: PUBLISHER. Give full names of all editors. Do not use “pp.” Please note especially “In BOOK TITLE”, not “In EDITOR(S).” Only one city need be given, the first listed, where the main editorial offices are located.

Foreign documents.

 When the translation of a foreign title is supplied, it appears in Roman, in square brackets, with only proper nouns in capitals.

Publishers.

 Generally, publisher’s names in references and full names are supplied consistently throughout the references. Where possible, give current names of publishers. An example is: University of Hawai‘i Press, not University of Hawaii Press.

Other Matters.

Block quotes, prose extracts.

 OL style is to not offset quotations under 100 words, unless special emphasis is required. Lean toward running in quotes. For quotes over 100 words use the “OL block quote” style.

Book review style.

 The bibliographic information at the beginning of a book review is as follows: Alice T. Author. 1990. Book title in italics: First up, rest down. Canberra: Pacific Linguistics. xiv + 261 pp. ISBN #. Price, paper/cloth. Note that subtitles are also “first up” (that is, they begin with a capital letter), and they are preceded by a colon. Price and other details can usually be obtained from publisher’s web site. Use the “OL review book information” style for this bibliographic information.

Grammar: restrictive and nonrestrictive.

 OL style is to use “that” for restrictive (essential) relative clauses, and “which” only for nonrestrictive (nonessential) clauses. In relative clauses, when not preceded by a preposition, “which” should be preceded by a comma.

Subject-verb agreement.

 Watch out for a phrase or clause that separates a subject from its verb. (Occasionally, instead of using a verb that agrees with the subject, an author will use a verb that agrees with the singular/plural of the intruding phrase or clause.)

Pronouns.

 If it is not clear to what or whom a pronoun is referring, remove it and repeat the noun. (Lean toward the author’s usage, unless you as a reader had to pause to figure it out.)

Book-review writers often overuse “he” or “she” when referring to an author. Interrupt long strings of pronouns by occasionally substituting the last name for the pronoun—no need to overdo this. Recent OL book-review practice of using initial of author’s surname for references after the first is a viable alternative for reviews.

The term “case.”

 Linguists, for whom “case” is a technical term, should not contribute to its overuse, something that is endemic in many disciplines today. There are many good substitutes to help us: “it is not the case…” > “it is not true…”; “It is the case that he is older than I am.” > “He is older than I am.”; “in this case” > “in this instance”; and so forth.

Summary of styles

. Table 4 on the next page is summarizes the use of predefined styles in this template. These styles cover nearly every part of a standard OL article, squib, book review, or in memoriam. Authors are encouraged to use this template and these styles.

Page size and margins:

• Page size: 432 × 648 pt (6 × 9 inches).

• top margin 61pt

• bottom margin 52pt

• inside margin 66pt

• outside margin 53pt

table . Use and description of styles in OL template

|  |  |
| --- | --- |
| Style name | Use/Description |
| OL 3pt separator | 3pt blank space to separate examples from text and one another. Also to separate the first and list item of a bulleted or numbered list from the text |
| OL abstract | only/first paragraph of abstract preceding article |
| OL abstract extra paragraph | additional paragraphs for long abstracts (strongly discouraged) |
| OL article running head | running head of the article, long titles need to be abbreviated, appears on odd numbered pages |
| OL article title | title of article |
| OL author affiliation† | institutional affiliation of author(s) |
| OL author name† | name of author(s) |
| OL block quote | for quotes over 100 words which are not in the paragraph |
| OL caption | caption preceding tables, figures, and maps—also used for appendix titles |
| OL copyright footer | used for the copyright footer which appears on the first page of the article, to be adjusted by editors and copy editors |
| OL example second gloss line | gloss line of numbered examples |
| OL example source | source from which an example comes (published or archival) |
| OL footnote | first/only paragraph of a footnote or table-note |
| OL footnote extra paragraph | additional paragraphs of a footnote or table-note, only to be used in exceptional circumstances (such as the introductory footnote) |
| OL heading A-level | section heading; 1. |
| OL heading B-level | subsection heading; 1.1 |
| OL heading C-level | sub-subsection heading; 1.1.1 |
| OL heading D-level | sub-sub-subsection heading; 1.1.1.1 |
| OL list | used for bulleted or numbered lists, spacing will display properly if numbers or bullets are manually typed, the bullet symbol is (U+2022 • BULLET; ALT+0149) |
| OL review affiliation | affiliation of the review author (end of paper), not fully flush right, first letter of author and affiliation are aligned |
| OL review author | author of a book review (end of paper), not fully flush right, first letter of author and affiliation are aligned |
| OL review book information | bibliographic information of book being reviewed |
| OL review/squib memoriam header | header for book reviews, squibs, and in memoriams; when there are multiple book reviews, only the first receives this header |
| OL reference list | reference list at the end of the article |
| OL references heading | “References” heading of reference list |
| OL sublist | a sublist of a bulleted/numbered list  |
| OL table contents | the contents of a table |
| OL table column heading | column heading in a table |
| OL text | general 10pt text without indent: first paragraph of body text, top line of numbered examples, free translation of examples etc. |
| OL text indented | 10pt text with first line indented by 12pt, used for all paragraphs of the body text except the very first |
| OL volume header | information on the volume and issue number, appears on even pages, to be filled in by editors and copy-editors |
|  |
| † Author affiliation and name should not be included in initial submissions to ensure double blind review. Once an article has been accepted, you will be asked to supply this information. |

Style reference.

 The full specifications of the styles used in this document are given here for future reference. This is intended primarily for the use of editors. Authors should not change the predefined OL styles.

table . Specifications of styles in OL-template.dotx†

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Style name | Size | Style | Indentation | Spacing | Alignment |
| OL 3pt separator† |  |  |  |  |  |
| OL abstract | 9 |  | 18pt left/right | 14 before | justify |
| OL abstract extra paragraph | 9 |  | 18pt left/right12pt first line |  | justify |
| OL article running head | 10 | small caps |  |  | left |
| OL article title | 18 | bold | 18pt left/right | 45 before | center |
| OL author affiliation | 10 | small caps |  | 11 before | center |
| OL author name | 12 |  |  | 12 before | center |
| OL caption | 9 | bold, all caps |  | 11 before3 after | center |
| OL block quote | 10 |  | 14.2pt left/right | 3 before3 after | justify |
| OL copyright footer | 7 |  |  |  | justify |
| OL example second gloss line | 8 |  |  |  | left |
| OL example source | 10 |  |  |  | right |
| OL footnote | 8 |  | 12pt hanging |  | justify |
| OL footnote extra paragraph | 8 |  | 12pt hanging12pt first line |  | justify |
| OL heading A-level | 10 | bold,all caps |  | 12 before | left |
| OL heading B-level | 10 | bold,all caps |  | 9 before | left |
| OL heading C-level | 10 | bold |  | 6 before | left |
| OL heading D-level | 10 | bold |  | 6 before | left |
| OL list | 10 |  | 12pt left (bullet)12pt hang (text) |  | justify |
| OL reference list | 9 |  | 18pt hanging |  | justify |
| OL references heading | 12 | bold,all caps |  | 28 before12 after | center |
| OL review affiliation | 10 |  |  |  | right |
| OL review author | 10 | small caps |  | 12 before | right |
| OL review book information | 12 |  |  | 12 after | justify |
| OL review review/squib memoriam header | 18 | italic |  | 16 after | center |
| OL sublist | 10 |  | 24pt left (bullet)12pt hang (text) |  | justify |
| OL table contents | 8 |  |  |  | left |
| OL table column heading | 8 | bold |  |  | left |
| OL text | 10 |  |  |  | left |
| OL text indented | 10 |  | 12pt first line |  | left |
| OL volume header | 10 | small caps |  |  | right |
|  |
| † All sizes are given in point. For example, 12pt before, 12pt after. |
| ‡ 3pt blank space used in carriage returns to separate examples from text and from one another. |

References

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Family-name, First-name. YYYY. Article Title. *Journal Title* vol:pp–pp.

———. YYYY. A reference with exactly the same author(s) as the previous reference uses three em-dashes in place of the author name. *Journal Title* vol:pp–pp.

Final-name, First-name. YYYY. *Book title*. Place: Publisher.

Last-name, First-name. YYYY. Chapter title. In *Book which is a collection*, ed. Family-name, First-name, pp–pp. Place: Publisher.

Name, Name. YYYY. Title of a PhD thesis. PhD thesis, School in Australia/UK.

Second-name, Name. YYYY. Title of a PhD dissertation. PhD dissertation, School in USA.

Surname, First-name. YYYY. *Title of an unpublished manuscript*. MS.

1. . Articles typically include a note of thanks to those who read earlier versions of the article (including anonymous reviewers). These notes go at the beginning after the first section header. For this style sheet, I would like to thank John Lynch in particular who provided me with the OL specs and answered many of my questions.

Abbreviations differing from the Leipzig Glossing Rules can also be placed in the introductory footnote (see section 8.3). Glosses in this style sheet follow the Leipzig glossing rules with the following exceptions: lv, locative voice; m, metathesized; pv, patient voice; and sub, subordinator. [↑](#footnote-ref-1)
2. . A handy trick to avoid MS Word underlining all the target language text as being misspelled is to change the language for the top line of an example to a language for which you do not have spell-checker installed. I use Indonesian for this purpose. [↑](#footnote-ref-2)
3. . The way the online submission system works means that images may move around and overlap with other elements of the document after conversion to PDF. [↑](#footnote-ref-3)
4. . Asterisks are not used as table note callout as they are used frequently in linguistics to mark ungrammatical examples or reconstructions. [↑](#footnote-ref-4)
5. . This is an example footnote. The number in the note itself is followed by a period and a tab-stop. The number is also not superscript. [↑](#footnote-ref-5)