Style Sheet
Authors submitting to the Journal of English Linguistics should format manuscripts according to these style guides, in order of precedent:

1. *JEngL* style sheet (this document)
2. Unified Style Sheet of the Linguistic Society of America

General Formatting Guidelines

File Format
Please upload your document in Word (DOC or DOCX) format. Please do not upload documents as PDFs. We screen all manuscripts for information that might compromise anonymity and, if we have an editable version of a file, we can fix these issues without delaying the review process. If files are uploaded as PDFs, we must unsubmit the file, return it to the author, and ask the author to resubmit. So, PDFs risk delaying review. Graphics should be submitted as TIFF or EPS, though we can also work with BMP and JPEG.

Anonymity
Please assure that the manuscript is anonymous to facilitate double-blind peer review. In addition to obscuring authors’ identities, please remove acknowledgements, institutional affiliations, and funding descriptions that might compromise anonymity. If a manuscript is accepted for publication, there will be opportunity to reinsert all such references.

Font Size/Type
Use twelve-point Times New Roman typeface for all text. Please use the IPA symbols/extension found in Word. The IPA extensions available within specific font packages do not convert to PDF in a consistent way, which increases the likelihood that errors will be introduced into your manuscript when it is sent to reviewers.

Double Spacing
Double-space everything in the main text, including examples and block quotations, as well as the endnotes and references. Tables can be single-spaced.

Headings and Subheadings
*JEngL* requires numbered headings and subheadings. Center the headings for Abstract and Keywords, and left-justify all other headings, using boldface letters and title case; a period should follow the section number, as in:

1. Introduction

   Left-justify subheadings, using title case and non-boldface letters; a period should follow the final digit in the section number. The number of subsections should be kept to a minimum; do not use more than three levels of subsections (e.g., 4.3.2, but not 4.3.2.1). An example:

2.1. Data Collection
When referring to material earlier or later in the text, please specify using the section number (e.g., see section 2.1) rather than “above” and “below.” Also note that we do not capitalize “section” in running text.

**Endnotes**
Please use endnotes, not footnotes. Endnotes are appropriate for material that is supplemental to the main body text only (i.e., do not use endnotes to cite references), but still essential for inclusion in the article. Group endnotes on a separate page after the body of the article, before references. Use the heading Notes centered in bold. Write endnotes as part of the main article text; do not use Microsoft Word’s “Insert Endnote” command. The first line of each endnote should begin with a .5-inch indent, followed by a non-superscript number and period (e.g., 1.) Within the body of the article, place endnote numbers in superscript after the punctuation at the end of a clause or sentence.

**Tables**
Number tables and place them on separate pages after references, before figures. In the text itself, indicate the approximate position of the table with "[TABLE 1 HERE]." Reference all tables in the text at least once. Place table headings two double-spaced lines above the table. Left-justify the heading using boldface and all capital letters. Place table titles on the next double-spaced line. Left-justify the title, using non-boldface letters and title case. For example:

**TABLE 1**
Frequency of Causative *get* and *have* in Speech and Writing

**Table Columns Formatting**
The first column should be left-justified, and the other headings should be center-aligned. Decimal alignment is used for numerical data, and center alignment is used for textual matter.

Please capitalize words in the heading row, as well as words in the left-most column.

**Figures**
Number figures and place them on separate pages at the end of the document after any tables. In the text itself, indicate the approximate position of the table with "[FIGURE 1 HERE]." Also be sure to reference all figures in the text at least once. Place figure headings one double-spaced line above the figure, using boldface letters and title case. Separate the figure heading from the figure title with a colon, using non-boldface type and title case. For example:

**Figure 1:** Map of the Island of Jamaica, Showing Kingston and Rural Towns

**Example Sentences**
Number all example sentences and surround numbers with parentheses. Please only use whole numbers: (1), (2), (3), etc., rather than (1a), (1b), (2a), (2b). Indent the entire line with one .5-inch tab, then tab again after the number. This should align the beginning of the example sentence at 1 inch. For example:

(1) The students were expelled by the principal.

(2) The principal expelled the students.
Please do not use Microsoft Word’s auto-numbering function.

Italics should be used for highlighting linguistic features in example text; underlining can be used as a secondary device if additional items need to be emphasized.

**Punctuation and spelling conventions**
Please follow these spelling and punctuation conventions:

- Place periods and commas inside of single and double quotation marks.
- Use commas before *and* and *or* in lists of more than two items.
- Do not capitalize the first word after a colon.
- Use a comma after the abbreviations “e.g.” and “i.e.”
- The derivational morpheme *-ise/-ize* is typically rendered as *-ize*.
- Please use American spellings in words such as *color* instead of *colour*, *theater* instead of *theatre*, etc.
- See notes on quotation marks below.

**Italics**
Use italics for linguistic tokens discussed in the text. Italics should also be used for non-English terms that are generally unfamiliar to English-speakers. Do not italicize common Latin abbreviations like *i.e.*, *e.g.*, and *et al.* Do not use special fonts (bold, italic, or underlining) for emphasis.

**Double quotation marks**
Use double quotation marks for direct quotations and also in the first occurrence of a technical term that requires definition or of a word used in specialized or unusual sense. After the first, double-quoted occurrence, use no special formatting on the term.

**Single quotation marks**
Single quotation marks are used for glosses, including translations of non-English terms and semantic equivalents. They should also be used for quoted materials that are embedded within other quoted materials.

**Numbers**
Write numbers between *zero* and *one hundred* as words. Use numerals for larger numbers. Also use numerals for numbers in pairs or sets, as well as before the word *percent*. Do not use the percent sign (%) in running text. Do not use a comma after the thousands place in numbers from 1000 to 9999, inclusive.

**Small Capitals**
Use SMALL CAPS for lemmas that include a number of different forms. For instance, *BE* would include all forms of the verb *be* (such as *am*, *is*, *are*, *was*, etc.). Small caps should also be used for Wells’s (1982) lexical sets (e.g., the *STRUT* vowel), and for analytical categories, such as factors or variables used in statistical modeling (e.g., “The analysis revealed a significant interaction between *AGE* and *GENDER*”).
References (from the Unified Style Sheet)

Parenthetical Citations
Please follow these conventions:

• Separate the year and page number(s) using a colon (do not insert a space after this colon).
• Separate works by the same author with commas.
• Separate the works of different authors with semicolons.
• In parenthetical citations, use the ampersand (&) instead of and in works with multiple
  authors, and do not insert a comma before the ampersand. In running text, use and between
  multiple authors, and insert a comma before and in the case of three or more authors.
• Only if an article has more than five authors should “et al.” be used.
• Do not use abbreviations for pages or passages (e.g., p. or pp., f. or ff.).
• Use pages wherever possible, not year alone.
• Do not use chapter or section numbers in place of page numbers.
• Use “cf.” sparingly and only when meaning ‘compare to’ or ‘see elsewhere.’
• Multiple in-text citations should appear chronologically in the parenthetical.

A few examples:

• Chomsky (1965:11) argues that...
• It is generally acknowledged that language usage varies by genre (Meyer 1991:62-63).
• As Labov (2006:399) noted...
• ...other varieties outside the realm of the standard or standardizable (Woolard 1991;
  2000).
• There are now good manuals to introduce students to the complex topic of corpus
  manipulation and analysis (e.g., Kennedy 1998; Biber, Conrad & Reppen 1998).

Citations in References
Please follow these conventions:

• Use .5 column inch hanging indent.
• Spell out all given names.
• Use sentence case for non-recurring publications, such as books, articles, and dissertations,
  but title case for recurring publications, such as journals. Please observe this capitalization
  convention both in running text and in the references section.
• For multiple works by the same author, list the publications from the earliest to the most
  recent, with the author’s full name listed for each entry; if two publications occur in the same
  year, use (a, b, c, etc.) to specify.
• Please only use whole page numbers (e.g., 133-138, not 133-8; 140-178, not 140-78).

Below are some examples of bibliographic forms.

Book:
2nd edn. London: Edward Arnold.
Reprinted Book:

Edited Book:

Book Chapter:

Journal Article:

Multi-volume Work:

Dictionary:

Unpublished Presentation:
Silverstein, Michael. 1995. Indexical order and the dialectics of social life. Paper presented at SALSA III, University of Texas, Austin, TX.


Thesis or Dissertation:

Internet Content:

Software:

Newspaper Article:

Corpora
Corpus citations should be in their own section, before the references. Corpus names referred to in text should not be italicized. If it is a monitor corpus or otherwise subject to update, date of access is needed in the citation.


Note: If a corpus provides a preferred citation--e.g., the corpora at byu.corpora.edu--follow the corpus-specific guidelines. Example:


Copyrighted Material
It is the author’s responsibility to secure permission for any copyrighted material used in an article. We require signed permission from the copyright holder if quoted material (1) exceeds the amount allowed under the “fair use” provisions of copyright law, or (2) the author quotes creative material.