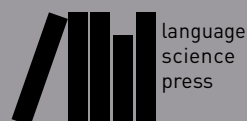


Language Science Press proofreading guidelines

General rules for proofreaders

Stefan Müller, Martin Haspelmath &
Sebastian Nordhoff

Language Science Press Guidelines



Contents

1	Proofreading	1
2	Structure of books	3
2.1	Front matter	3
2.2	Back matter	3
3	Style rules	5
3.1	Generic rules	5
3.2	House rules	5
3.2.1	Academic <i>we</i>	5
3.2.2	British vs. American English	5
3.2.3	Figures	5
3.2.4	Tables	6
3.2.5	Abbreviations	6
3.2.6	Glossed examples	6
3.2.7	Quotations	9
3.2.8	Cross-references in the text	10
3.2.9	Aspiration, labialization, velarization, etc.	10
3.2.10	Footnotes in section titles	10
3.2.11	Color	10
3.3	Citations and references	10
3.4	Indexes	11
4	Edited volumes	13
4.1	Workflow	13
4.2	Special style rules for edited volumes	13
5	Typesetting	15

1 Proofreading

Proofreaders should pay attention to spelling, grammar, style, etc. Please refer to the Generic Style Rules and the house rules listed in §3.2.

Proofreaders can choose their preferred way of working. Pdf comments, scanned comments on printout, or lists of errors with page numbers are in principle all acceptable. In general, however, it is preferable that proofreaders work on the online annotation platform www.paperhive.org.

Proofreading text

- All floats are referenced.
- All examples are referenced.
- The guidelines adhered to.
- British or American spelling is consistent per author.
- “Section”, “Table”, or “Figure” in cross-references are capitalized.
- Spacing after punctuation and parentheses is correct.
- Parentheses and brackets in examples are not italicized.
- Subscripts in examples are not italicized.
- Footnotemarks in examples are not italicized.
- Parentheses are set correctly for all references.
- Examples which are full sentences finish with punctuation in both source and translation.
- Examples which are not full sentences do not have a punctuation mark in source or translation.
- Alignment of glossed examples is correct.
- All examples have information about language and source.

Proofreading list of references

- All first names are given in full unless the person prefers to use initials.
- et al.* not used in list of references
- Subtitles are capitalized
- Proper nouns are capitalized
- German nouns are capitalized
- No extraneous information in list of references
- Series title and series number are typeset correctly

2 Structure of books

2.1 Front matter

The front matter of Language Science Press books is structured as follows

dedication	optional
table of contents	obligatory
notational conventions	optional
acknowledgements	optional
preface	optional
list of abbreviations	optional
No lists of figures or tables!	

2.2 Back matter

The back matter is structured as follows:

Appendix A	optional
Appendix B	optional
further appendices	optional
List of references	obligatory
Author index	obligatory
Language index	optional (advisable if the book talks about a larger number of languages)
Subject index	obligatory

3 Style rules

3.1 Generic rules

We use the *Generic Style Rules for Linguistics* available on <http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf>

3.2 House rules

The generic rules are complemented by the following house rules:

3.2.1 Academic *we*

Monographs and articles that are authored by a single author should use the pronoun *I* rather than *we* as in “As I have shown in Section 3 ...”.

3.2.2 British vs. American English

Choose one and be consistent. For edited volumes, the choice is per chapter.

3.2.3 Figures

Please mention the creator and the licensing status of all photographs and all drawings in the caption unless they were created by you. The licensing must be compatible with the license chosen for the book. It is legally not possible to include restricted copyrighted material in an open access book.

Photographs should be in jpg format. For all drawings, maps, diagrams, etc., a vector format (*svg, *eps, *ps, *pdf) is preferred, *png is acceptable. For *jpg and *png, resolution should be at least 320 dpi.

See <http://userblogs.fu-berlin.de/langsci-press/2016/12/12/graphics-and-images/> for more information.

3 Style rules

3.2.4 Tables

Be aware that the book will not be printed on A4/letter paper. Our paper is 17cm x 24cm; A4 is 21cm x 29.4cm. This means that you have less horizontal and vertical space for your tables. Tables should generally not have more than about 6 columns and about 10 rows (Table 3.1). If the data in the cells are very, short like numbers, phonemes or very short words, there might be exceptions (Table 3.2).

All tables should fit on one page. It is not permitted to break the page in the middle of a table. If your content is very long, split the large table into several smaller ones.

3.2.5 Abbreviations

If you need special abbreviations that are not defined by the Leipzig Glossing Rules, put them in a table in a special section with abbreviations immediately before the first chapter of a monograph. In the case of an edited volume, the lists of abbreviations should be placed immediately before the references of the individual chapters.

3.2.6 Glossed examples

The formatting of example sentences in the typological series follows the format that is used by the World Atlas of Language Structures (WALS): If there is just one example sentence for an example number, the language name follows the example number directly, as in (1); it may be followed by the reference.

- (1) Mising (Prasad91a)
azóně dšluŋ
small village
'a small village'

If there are two sub-examples for a single example number, the example heading may have scope over both of them:

- (2) Zulu (Poulos & Bosch 1997: 19; 63)
a. *Shay-a inja!*
hit-IMP.2SG dog
'Hit the dog!'

Table 3.1: Maximal number of columns and rows in a typical table with sentences.

	English	German	French	Spanish	Italian
1	We wish you a merry christmas	Fröhliche Weih- nachten	Joyeux Noël	Feliz Navi- dad	Buon natale
2	How is the weather today?				
3	We appreciate your business				
4	I do not want to buy this carpet				
5	Please circulate				
6	Apologies for cross- postings				
7	Colorless green ideas sleep furiously	Kleine grüne Ideen schlafen wütend			
8	The man hit the woman and ran away				
9	John gives Mary the book				
10	repeat ad libitum				

3 *Style rules*

Table 3.2: Maximal number of columns and rows in a typical lexical table.

	English	German	French	Spanish	Italian
1	one	eins	un	uno	uno
2	two	zwei	deux	dos	due
3	three				
4	four				
5	five				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					

- b. *Mus-a* *uku-shay-a inga!*
 NEG.IMP.AUX-2SG INF-hit-INF dog
 ‘Do not hit the dog!’

If an example consists of several sub-examples from different languages, the language name and references follow the letters, as in (3).

- (3) a. Apatani (**Abraham85a**)
aki atu
 dog small
 ‘the small dog’
- b. Temiar (**Benjamin76a**)
dēk mənū?
 house big
 ‘big house’

You should use the numbered example environment only for linguistic examples, theorems and the like. Lists of consultants, lists of recordings, lists of geographical places where a language is spoken and the like should be put in a table environment.

3.2.7 Quotations

If long passages are quoted, they should be indented and the quote should be followed by the exact reference. Use the quotation environment `Latex` provides:

Precisely constructed models for linguistic structure can play an important role, both negative and positive, in the process of discovery itself. By pushing a precise but inadequate formulation to an unacceptable conclusion, we can often expose the exact source of this inadequacy and, consequently, gain a deeper understanding of the linguistic data. (**Chomsky57a**)

Short passages should be quoted inline using quotes: **Chomsky57a** stated that “[o]bscure and intuition-bound notions can neither lead to absurd conclusions nor provide new and correct ones”.

If you quote text that is not in the language of the book provide a translation. Short quotes should be translated inline, long quotes should be translated in a footnote.

3 Style rules

3.2.8 Cross-references in the text

Please use the cross-referencing mechanisms of your text editing/typesetting software. Using such cross-referencing mechanisms is less error-prone when you shift text blocks around and in addition all these cross-references will be turned into hyperlinks between document parts, which makes the final documents much more useful.

Depending on the series and the language the book is published in, cross-references to sections use the § sign or the word *Section*.

3.2.9 Aspiration, labialization, velarization, etc.

For phonetic symbols of aspiration and secondary articulation, do not use a superscript normal letter; use the special Unicode characters ^{h w j x ŋ} etc. You can define a special command like `{\lab}` for ^w for easier input.

3.2.10 Footnotes in section titles

You should not use footnotes in section titles.¹ Very often, a plain sentence in the running text will be just as good. If you really want a footnote, insert it after the first sentence of the relevant section.

3.2.11 Color

Use color sparingly. Color should never be the only means to access information, but can be used as an addition. There are two reasons for this: b/w printers and colorblind people. Your work will not be accessible in those cases if color is the only distinguishing feature. Alternatives to color are using different shapes or shadings instead of color, grouping items, or verbal description.

3.3 Citations and references

Please deliver a Bibtextfile with all your references together with your submissions. Bibtext can be exported from all common bibliography tools (We recommend BibDesk for the Mac and JabRef for all other platforms).

Please provide all first and last names of all authors and editors. Do not use *et al.* in the Bibtextfile; this will be generated automatically when inserted.

¹ The footnote about §3.2.10 can easily be added after the first sentence of the running text.

For bipartite family names like “von Stechow”, “Van Eynde”, and “de Hoop” make sure that these family names are contained in curly brackets. Note that Dutch names like “de Hoop” are not treated differently from other surnames.

Many bibliographies have inconsistent capitalization. We do not use Title Case, i.e. all words are spelled as they would be spelled in running text (sentence case). Hence, we use *A grammar of Tagalog* and not *A Grammar of Tagalog*. There are two strategies to achieve this: DECAPITALIZATION WITH PROTECTION, or LITERAL OUTPUT. If you use decapitalization with protection, all titles and booktitles will be decapitalized. If there is a proper name in a title, enclose it in {} to prevent decapitalization, e.g. title = {The Languages of {A}frica}. Use the same procedure for German nouns and all other characters in titles which should not be decapitalized. This is not necessary for other fields, especially the author and editor fields, where capitalization is kept as is. You can use your *bib file for publisher requiring title case and for publishers requiring sentence case.

If you opt for literal output, add the option undecapitalize to main.tex. In this case, it is your task to lowercase all words in Title Case in your bibliography (title = {The languages of Africa}). You cannot use your *bib file for publishers which require Title Case anymore.

The references in your Bibtexfile will automatically be typeset correctly. So, provided the Bibtexfile is correct, authors do not have to worry about this. But there are some things to observe in the main text. Please cite as shown in Table 3.3.

If you have an enumeration of references in the text as in *As X, Y, and Z have shown*, please use the normal punctuation of the respective language rather than special markup like ‘;’.

3.4 Indexes

All Language Science Press books have a Subject Index and a Name Index. The Language Index is optional and should be used if the book treats several languages. Subject Index and Language Index have to be prepared by the authors. We can automatize some of this if you send us a list of languages and a list of subject terms. You might want to try sketchengine.co.uk to compile a candidate list.

The Name Index is generated automatically from the citations in the text. This means that you only have to add people to the Name Index who, for whatever reason, are mentioned without connection to a work in the list of references. Examples would be politicians, ancient philosophers, novelists and the like.

3 Style rules

Table 3.3: Citation style for Language Science Press

citation type	example	yields
author	As <code>\citet[215]{MZ85a}</code> have shown As <code>\citet[215]{MZ85a}</code> and <code>\citet{Bloomfield1933lg}</code> have shown	As MZ85a have shown As MZ85a and Bloomfield1933lg have shown
work	As was shown in <code>\citet[215]{Saussure16a}</code> , this is a problem for theories that ...	As was shown in Saussure16a this is a problem for theories that ...
work	This is not true <code>\citep{</code> <code>Saussure16a,Bloomfield1933lg}</code> .	This is not true (Saussure16a ; Bloomfield1933lg).
no double paren- theses	This is not true (<code>\citealt{Saussure16a}</code> and especially <code>\citealt{Bloomfield1933lg}</code>).	This is not true (Saussure16a and especially Bloomfield1933lg).

4 Edited volumes

4.1 Workflow

Edited volumes are submitted as a whole. It is thus the task of the volume editor to assure the integration of the various chapters. It is highly recommended that all authors use the templates provided (Word, LibreOffice, Latex). Chapter authors should use the template for papers. The editor should download the skeleton for edited volumes and add all author's files to the folder chapters when they are ready. See our screencast on edited volumes available on <http://langsci-press.org/forAuthors>. In the skeleton, the files should be included via `\includepaper{chapters/kim.tex}`. Make sure that the options `collection` and `collectionchapter` are used in the preamble of your master file. If you use our skeleton for edited volumes, this is already done for you. The chapter templates for edited volumes contain fields for epigrams and abstracts. While abstracts should be used, epigrams should rather be avoided as they clutter the page in combination with the abstract.

All chapters will have their own list of references, but all lists will be built using the same Bibtex file. This is done in order to avoid that two authors cite the same work differently. In order to compile the bibliographies for the individual chapters, you have to run Bibtex on the relevant `blx.aux` file which will show up after compiling the master file. There is a Makefile in the skeleton which includes all relevant commands.

4.2 Special style rules for edited volumes

Some special rules apply to the chapter of edited volumes:

- Each paper should start with a short abstract
- A paper may have a special unnumbered section Acknowledgements just after the last numbered section. This is preferable to putting the acknowledgements into the footnotes.

4 Edited volumes

- A paper may have a special unnumbered section Abbreviations (or similar) just before the References. This is strongly preferred to listing the abbreviations in a footnote.
- Each paper has its own list of references (unnumbered section labeled References).
- Chapter numbers should not be used in numbering tables and figures within such chapters.

5 Typesetting

In order to finalize the typesetting of your volume, proceed as follows, in exactly that order:

1. make sure that the content of your book is absolutely final. No typos, no misrepresentations, no weird sentences should be left
2. make again sure that the content is final
3. make sure title and author fit on both cover and spine.
4. check that all chapter titles fit the page width and on their line in the table of contents.
5. check that even page headers fit the page width for all chapters
6. check that odd page headers fit the page width for all chapters
7. (for edited volumes) check that all chapter authors have correct affiliations.
8. (for edited volumes) check that all chapter authors fit the page width and on their line in the table of contents. Check spacing in the table of contents.
9. check the appearance of the table of contents
10. check the impressum page. Is all information about authors, typesetters, proofreaders, series given?
11. check whether all lines fit the page width. If there are lines which stick out, this is either due to missing information about hyphenation, or there is simply no good way to fit the words in one line. In the former case, add hyphenation information to the file `localhyphenation.sty`. You can also prevent hyphenation of a word by putting it in an `\mbox{}`. Sometimes, the only solution is to change the sentence slightly. Common operations include changing the place of an adverb or using synonyms.

5 *Typesetting*

12. check whether all tables and figure fit page width (and page height). You can use `\resizebox{\linewidth}{!}{stuff to resize}` or `\fitpagewidth{...}` to make them fit.
13. place all tables and figures with the options `[h]ere`, `[t]op of page`, `[b]ottom of page`, separate `[p]age`. You can use several of these options, e.g. `\begin{figure}[ht]` to place a figure either exactly where it is in the document or on the top of this page or another page. A figure should generally appear as close to the text which refers to it, either on the same page or a following page. If the figure is on a following page, it is preferable that the reader does not have to turn the page. Next to the parameters `[hbpt]`, you can also change the position of the relevant lines of source code to “move” a figure to the top or bottom of another page of the pdf. Finally, you can also slightly change the size of the figure or table to be able to fit it on the desired page.
14. check for split footnotes. Sometimes, long footnotes are split across pages. You can use `\largerpage` as above, or you can try to move the word with the footnote to another page. Sometimes, there are chain dependencies, which can be tough to resolve.
15. check for widows and orphans. If a paragraph is split between pages, there should be at least two lines on both pages. In order to move an orphan to the following page, use `\newpage` at the relevant position. In order to pull a widow back to the preceding page, use `\largerpage`. You can also use `\largerpage[2]`, or any other number, if every you really need a much longer page. Negative numbers are also possible.

Typesetting

- Content fits on title page
- ISBN is on back title
- Content fits on spine
- Chapter titles fit toc
- Author names fit line below chapter titles
- Author names fit line in toc
- Even page headers fit page
- Odd page headers fit page
- Impressum page has information about authors
- Impressum page has information about proofreaders
- Impressum page has information about typesetters
- Series overview page has information about this title
- Series overview page has information about other titles in series
- All lines in book fit page width
- All tables fit on pages
- All figures fit on pages
- Tables and figures are placed in sensible positions
- No split footnotes
- No widows
- No orphans