

WORD

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ABRIDGED STYLE SHEET FOR WORD

Submission. All manuscripts should be submitted electronically, to Managing Editor Donna L. Lillian at ilawordeditor@gmail.com. Authors should save a copy for their own reference.

The manuscript. Texts should normally be formatted as a Microsoft Word document (either .doc or .docx). If you use graphics or fonts that may not transmit accurately in a Word document, please also send the text as a pdf file. If you do not have access to such software, please email the Editor to determine whether we can accept the manuscript in an alternative format. Manuscripts should be formatted to fit an 8.5x11 inch page, with one-inch margins on all sides. Fonts for the main text should be in Times New Roman 12 or equivalent, and any non-Roman fonts should be in a Unicode font style.

Sequence. The sequence of the parts of an article is as follows: (1) the authors name; (2) the title of the article; (3) an abstract of up to approximately 200 words; (4) the main text; and (5) the authors address. Optional parts of an article appear in the following sequence: (6) an appendix or appendices; (7) the endnotes section; and (8) the references section.

Section numbers. Authors wishing to identify parts of the text with section and subsection numbers should begin numbering with the number 1, not zero.

Citations. References within the text or the endnotes may be cited by giving the author's last name, the year of publication, and the page number(s), where applicable.

Capitalization. For the title of the article submitted, and of all articles and books referred to in the text, endnotes, and references, capitalize the first word of the title, and only those words requiring capitalization according to the rules of English orthography. Titles of works in languages other than English should be capitalized according to the orthographic conventions of that language.

Italicization. Italicize the titles of books and journals, certain words or phrases under discussion, and cited linguistic forms (e.g. the Latin word *sum* 'am').

Quotation marks. Use double quotation marks around a word or quotation from another author, and around the titles of articles. Use single quotation marks around the translations of words and phrases, words intended to indicate a meaning, and quotations within quotations.

Glosses and translations. Sentences presented in a language other than English should be translated

into English, using single quotation marks, optionally accompanied by a literal translation, in parentheses, in the following format:

- (a) *Schon im Altertum hat man zwischen einzelnen Sprachen wie Griechisch und Latein gewisse Aehnlichkeiten, besonders im Wortschatz, beobachtet.*
- (b) (Already in antiquity has one between individual languages like Greek and Latin certain similarities, especially in the lexicon, observed.)
- (c) 'Even in antiquity people noticed certain similarities, especially in the lexicon, between individual languages like Greek and Latin.' Under no circumstances should authors attempt to align the words of the non-English passage with those in the literal and/or figurative translations.

Endnotes section. All endnotes are double-spaced. The first line of each endnote is indented, and begins with its reference number.

References section. All references are double-spaced. The following exemplify the format:

Bopp, Franz. 1856. *A comparative grammar of the Sanskrit, Zend, Greek, Latin, Lithuanian, Gothic, German, and Slavonic languages*. Tr. Edward G. Eastwick. 2nd ed. Vol. I. London: Williams and Norgate.

Fowkes, Robert A. 1971. "Glottochronology and Brythonic?" *Studia celtica* 6:189-94.

Grimm, Jakob. 1965. *Deutsche Mythologie*. 3 vols. Reprint of 4th ed., Berlin, 1875-8. Darmstadt: Wissenschaftliche Buchgesellschaft.

Lehmann, Winfred P. 1970. Review of Parametric linguistics, by Louis G. Heller and James Macris. *WORD* 26:139-41.

Pike, Kenneth L. 1974. "A syntactic paradigm." *Advances in tagmemics*. Ed. Ruth M. Brend. North-Holland Linguistic Series, 9. Amsterdam: North-Holland Publishing Co. Pp. 235-50.

Sapir, Edward. 1921. *Language*. New York: Harcourt Brace.

Reviews. The following exemplify the headings to be used for reviews:

ROGER LASS, *Old English: A historical linguistic companion*. Cambridge: Cambridge University Press, 1994. xx + 300 pp.

JAMES FIFE and ERICH POPPE, eds., *Studies in Brythonic word order*. (Current Issues in Linguistic Theory, 83.) Amsterdam and Philadelphia: John Benjamins, 1991. ix + 350 pp.

Focusschrift in honor of Joshua A. Fishman on the occasion of his 65th birthday; I Bilingual education, Ed. Ofelia Garcia. viii + 348 pp.; *II Language and ethnicity*, Ed. James R. Dow. vi + 255 pp.; *III Language planning*, Ed. David F. Marshall. vi + 360 pp. Amsterdam and Philadelphia: John Benjamins, 1991.

Further information. For further information, authors may consult the unabridged version of the style sheet, appearing in *WORD* 48.1 (April, 1997), or the Managing Editor, Donna L. Lillian.