

Your paper's title in 18pt regular Arial font*

Jane Smith (in 11.5pt Arial font)
University of Wherever (in 11.5 Arial font)

Your abstract should be in 10pt Times New Roman font. The paper's title, your name(s), and your university affiliations should all be indented 7.62cm (3 inches). There should be one 11.5pt blank line between the paper title and your name(s), another 11.5pt blank line between your affiliation(s) and the abstract, and finally another blank 11.5pt line after the abstract. Your abstract should be fully justified (i.e. flush on both the left and right margins). Conversely, your paper title, names, and affiliations should only be aligned with the left margin. Your abstract should not take up more than a third of the page. Try to avoid using special fonts in your title or abstract as these may not appear correctly on the website and may not be searchable. A variety of accents, engma, schwa, and a number of other symbols can be found in the Times New Roman and Arial fonts and thus do not require special fonts.

1. Section Titles (in 11.5 Arial font)

Before and after each section heading there should be a blank 11.5pt line. All section headings (including subsection headings) should be in regular 11.5pt Arial font. While the section number, followed by a period should be at the left margin, the content of the heading should be indented 1.27cm (0.5 inches) (the default tab distance in Word).

Make sure that you do not strand a section heading at the bottom of a page. Section headings should always be followed by at least two lines of body text.

1.1 Paper Body

Each paragraph should also be indented 1.27cm (0.5 inches). There should not be any blank lines between paragraphs. As with the abstract, the body of the paper (excluding examples) should be fully justified (i.e. flush with both the left and right margins).

The body of the paper should be in regular 11.5pt Times New Roman font. You may use special fonts for examples/data but make sure that these fonts are embedded in the PDF you create. A good way to check that you have done this correctly is to open up the PDF on another computer on which the special is not installed. We strongly recommend the font Doulos SIL for IPA symbols, diacritics, etc. This font is especially well suited to combining diacritics; e.g. marking tone above a nasalization tilde on a vowel with a devoicing ring under it. For drawing trees we recommend ArborWin (PC) or Arboreal (Mac), both of which are available from Cascadilla Press. However, you may use Word's line drawing tools if you prefer; as long as your trees look neat and tidy.

* Acknowledgements go here in a special footnote. Unlike the paper title itself, the asterisk beside your paper title should be in Times New Roman font.

1.2 Margins

Set the left, right, top and bottom margins to 2.54cm (1"). Headers and footers should be set to 1.25cm. Make sure the gutter is set to zero. The page size should be set to US letter; 21.59cm × 27.94 (8½" × 11"), not A4.

1.3 Footnotes

Your first footnote should be indicated by a superscript asterisk at the end of your paper's title. This footnote will contain your acknowledgements. All subsequent footnotes should be numbered, beginning at '1'. A 5cm line should separate your footnotes from the body of the paper (this is the default in Word).¹ Note that while your paper title is in Arial font, the asterisk should be in Times New Roman font.

1.4 Headers & Footers

Both headers and footers should be set to appear 1.25cm from the top/bottom of the page. Set both your headers and footers to 'Different First Page'. The first page of your paper will have a blank header and will contain a two-line footer. The first line is: '*Toronto Working Papers in Linguistics (TWPL), Volume ##*', where ## is the Volume number indicated in the Call For Papers to which you are submitting. The second line is '© 2008 Your Name(s)' with your given name(s) followed by your family name. Both lines must be in *italicized* 10pt Times New Roman font.

Your headers should also be set to 'Different Odd and Even Pages'; on even pages you will have your name(s) in 10pt Times New Roman Font. This should be centred and in SMALL CAPS, while on odd pages (beginning with page 3) you will have the title of your paper, again in 10pt Times New Roman, centred and in SMALL CAPS. Note that you must still capitalize the first letter of each name, e.g.: NOAM CHOMSKY, not *NOAM CHOMSKY.

Finally, you must add page numbers. Set page numbers not to appear on the first page of your paper. They should be centred at the bottom of the pages, beginning on page 2.

2. Examples

Use the following numbering conventions. The first level of examples should be numbered beginning with (1). These numbers should be flush with the left margin while the text of the example itself should be indented 1.27cm. Sub-examples should be listed with letters beginning with 'a.', while sub-sub-examples will begin with 'i.'. Each level is indented an additional 1.27cm (see below). Try to avoid using more than three levels of embedding in examples (i.e. (1), a., i.).

(1) watashi-wa biiru-o aisiteiru
 I-NOM beer-ACC love.PRES.PROG
 'I love beer.'

(2) Example
 a. Example
 b. Example
 i. Example
 ii. Example

¹ A footnote related to content on this page.

Leave a blank 11.5pt line between examples, except between sub-examples. Examples should be accompanied by glosses and translations where appropriate. Use SMALL CAPS to indicate abbreviations of grammatical or functional morphemes/forms instead of all caps. Use hyphens to indicate morpheme boundaries. Use periods to separate the glosses in a portmanteau morpheme.

Make sure your examples are not broken up across pages. An example, its gloss, and its translation should be on the same page.

3. Tables, Charts, etc.

Make sure that your tables, charts, and figures fit within the specified margins. Do not use any colours other than black or white anywhere in your work, including in your tables, charts, and figures. Shading in gray is acceptable.

4. Spelling

Canadian, American, and British spellings are all acceptable, as long as you are consistent. For instance, if you spell ‘flavour’ with a ‘u’ in your submission you should do the same with ‘behaviour’ and ‘colour’.

5. Tip

The best way to check to see if you’ve formatted your paper correctly is to print it out along with this style sheet and compare them side by side. Differences are more likely to pop out at you when the two are juxtaposed.

6. How to Format References (see examples below)

At the end of your paper, leave two (11.5pt) blank lines and then the word ‘References’ in regular 10pt Arial font. Below that leave a 10pt blank line.

References should be single-spaced, with no blank lines between entries. The second and successive lines of individual reference entries should be indented 1.27cm (0.5 inches) (i.e. a hanging indent). References should be in 10pt Times New Roman font.

The format for references should be as follows; author, date, title, and publication information (see below for examples).

Use en-dash “–”, not hyphen “-” or em-dash “—”, to indicate the page length of the article you cite. E.g., 120–135, not 120-135. You can enter en-dash by pressing Ctrl + “-” key of the numeral pad (Ctrl + Alt + “-” for em-dash).

Once again, the references should be fully justified with both margins.

References

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