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**Abstract:** An attempt to make the lives of LACUS authors, editors, and, especially, publishers easier.

**Keywords:** LACUS, author, guidelines, editors, facilitate, guidelines.

**Languages:** (none)

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## I. EDITORS

### A. LACUS 41 (Vancouver, 2014, XLI)

1. Managing Editor: Jessica de Villiers (devillie@mail.ubc.ca)
2. Copy Editor: William J. Sullivan (wjsiii@uni.wroc.pl)
3. Publishing Editor: Dan Mailman (dmailman@gmail.com)

### B. LACUS 42 (Molloy, 2015, XLII)

1. Managing Editors
  - a. Jacqueline Endres Nenchin (jnenchin@molloy.edu)
  - b. S. Alexandria Wolochuk (awolochuk@molloy.edu)
2. Copy Editor: William J. Sullivan (wjsiii@uni.wroc.pl)
3. Publishing Editor: Dan Mailman (dmailman@gmail.com)

## II. QUESTIONS

A. For general editorial matters, please contact the Managing Editor.

B. For formatting or computer-related matters, please contact the Publishing Editor.

## III. DEADLINES

### A. For LACUS 41:

1. 30-Nov-2014: Email manuscripts to Managing Editor (CC Publishing Editor)
2. 07-Jan-2015: Email Reviews to Managing Editor (CC Publishing Editor)
3. 31-Jan-2015: Email Revised Manuscripts to Managing Editor (CC Publishing Editor)

### A. For LACUS 42:

1. 07-Aug-2015: Last Day of LACUS Conference
2. 15-Sep-2015: Deadline for Manuscripts to Managing Editor
3. 31-Nov-2015: Revised Manuscripts to Managing Editor

## IV. SUBMISSION EMAIL

### A. Include complete author information in your submission email:

1. Ordered Author List (Primary First, etc.):
2. For Each Author, please provide
  - a. Preferred Publication Name
  - b. Email Address
  - c. Primary Affiliation
  - d. Alphabetization, if non-typical
  - e. Mailing Address Optional

## **I. SUBMISSION AND PEER REVIEW**

All manuscripts submitted for publication in LACUS Forum volumes (with the exception of invited lectures) are peer-reviewed. They will be reviewed by two or three referees. In most cases the reviews will provide specific instructions or suggestions for changes.

When you submit your paper you will receive a confirmation from the editorial team that it has been received in good order. If, after peer review, it is accepted for publication, further instructions will be given regarding deadlines for revisions and what changes, if any, will be required.

## **II. LENGTH**

The page limit for LACUS Forum contributions is 14 pages in final format. These word counts are a pretty good guideline for conformance:

- 4700 words, for manuscripts with many examples and short paragraphs,
- 5300 words for typical manuscripts,
- 5800 words with few or no examples.

The page limit includes all text (abstract, footnotes, references, etc.), not just the body of your paper, and must be adjusted to allow for any graphics or tables you use, as indicated in the above counts. In general, a graphic that takes up a quarter of a page in Microsoft Word may occupy half a page in our final format. In most instances these word counts give you approximately 24 double-spaced pages with 12 pt text in Times New Roman, but word counts are preferable as a measure of length.

We realize that word counts provide a somewhat inexact estimate of total paper length, but if your paper significantly exceeds these word counts, the LACUS volume editors reserve the right to request that papers be shortened to meet length requirements or to charge you \$20 for each additional page.

## **III. MANUSCRIPT PREPARATION AND FORMATTING**

Please observe the following guidelines in preparing your manuscript for submission. Adherence to them makes it more likely that your manuscript will progress smoothly through the editorial process. In extreme cases of submissions not adhering to the guidelines, the editors reserve the right to reject the manuscript.

### **A. Formatting Guidelines**

#### **1. First Page**

##### **a. Formatting & Spacing**

- i. The title should be centered and in all caps.**
- ii. The name(s) of the author(s) name should be centered two blank lines below the title line.**
- iii. The affiliation of the author(s) should be centered directly below the name(s) and italicized.**
- iv. The abstract should appear one blank line below the affiliation.**
- v. The list of keywords should appear one blank line below the abstract.**
- vi. The list of languages should appear immediately following the keywords.**
- vii. The text should begin two blank lines after the key words.**
- viii. Footnotes may not be placed in the paper's title. Although they commonly appear in titles to give credit or acknowledgement of sponsors, this content should appear at the end of the body of the paper in a separate section entitled "Acknowledgments."**

##### **b. Abstract**

Abstracts are not specially formatted, but are limited to 150 words. Your abstract should identify the key argument your article makes. It should not include references, graphics, tables, or anything not representable by plain text. In your abstract you are also limited to use of the Roman script (i.e., Cyrillic, Japanese, Hebrew, or Chinese characters, etc., are not allowed). (If your article is authored in French, we ask that you also include a second abstract in English to allow those who do not speak French some idea of your article's content.)

##### **c. Keywords**

The list of keywords and key phrases should be separated by commas and should identify major topics of your article in short (typically one or two word) terms. The list should start with "Keywords:" in bold face. Please limit the number of keywords to no more than ten. Good keywords are usually nominal in form and simple. For example:

**Keywords:** Japanese, English, bilingualism, codeswitching, neurolinguistics, EEG, Wernicke's aphasia

#### d. Languages

LACUS Forum volumes include language indices. To facilitate the indexing process, please include a list of languages, language groups, and writing systems from your paper. Do not include the language you write your paper in (unless you are analyzing that language) or that you use for glosses. Please be inclusive in your list: even if you only discuss a language briefly, include it in the list. An example for a paper written in English comparing English, French, German, and Japanese syntax from a diachronic perspective:

**Languages:** English, French, German, Japanese, Latin, Old English, Indo-European, Chinese, Chinese characters

You may share items between the keywords list and languages list where appropriate. If your paper does not analyze or discuss specific languages, please indicate (none).

### 2. Sections and Subsections

- a. **The first section (introduction) of the paper is not numbered or subtitled.**
- b. **Section headings (after the first) begin with an Arabic number, followed by a period (e.g., 1.), followed by the section title in small caps, followed by a period. The first paragraph begins immediately following the section title.**
- c. **Succeeding paragraphs are indented.**
- d. **Subsections begin the same way, with numbers added as needed (e.g., 1.1., 1.2.3.4.).**
- e. **There should be one-line spaces before the start of sections and subsections.**

### 3. Body Text

#### a. Non-English Terms/Data/Examples and Glosses

Italicise Non-English Term:

Example:

... the Hungarian látomás 'vision' ...

- i. **After a single space, provide a single quoted gloss after the first use.**
- ii. **Only gloss the first occurrence within a section.**
- iii. **Leave subsequent occurrences in a section unglossed.**
- iv. **Punctuation that occurs after a gloss should appear after the closing quote of the gloss.**

#### b. Examples

##### i. Spacing

Examples should have an empty line before the first line and after the last line

##### ii. Numbering

Examples should be numbered sequentially from (1) throughout the entire paper.

(1) This is an example that has no nesting subs.

##### i. Nesting

Where needed, series of sub examples may be nested with letters:

- (1) a. This is an example
- b. This is another part of the same example.

Small romans may be used for further nesting

- (1) a. This is another example
- i. This is the sub example
- ii. This is the second sub
- b. This is the next part of the example.

##### i. Examples with Morphemic Glosses and/or Translations

In examples that supply glosses of non-English texts, the first line should be the foreign language text, immediately followed by a morphemic gloss (if appropriate), and then by a free English translation in single quotes.

If alignment between morphemes and glosses is needed, please use tabs rather than spaces to achieve this alignment, where practical.

## ii. Quotations

1. Use double quotes for direct quotations.
2. Single Quotations are reserved for glosses of cited non-English forms and for quotations within quotations.
3. Italicize non-English quotations and provide translation footnotes.
4. Quotations shorter than three lines keep in-line with paragraphs in which they occur.
5. Double Quotes precede the first and follow the last characters of longer quotations
6. Quotations longer than three lines should be indented left and right as well as having spaces before.
7. Multi-paragraph quotes are line-separated and not first line indented.
8. Quotation citations are on the line immediately following long quotations and are right-justified within the quotation margins.
9. Terminal punctuation within quotes should appear within the quotes (but note the information on glosses below).
10. Do not use quotation marks for emphasis or to indicate scepticism or derision.

## i. Abbreviations

1. The abbreviations e.g., and i.e., should be followed by a comma.
1. Abbreviations should be supplied in parentheses after the first occurrence of the term they refer to (which should be spelled out in full at that time).

## ii. Serial Commas (i.e. commas directly before 'and' in a list) are used

## iii. Footnotes

1. Footnotes are used in LACUS volumes. Please use your word processor's footnote feature to insert footnotes.
2. Footnotes are not to be used for citations. Instead use the in-text citations forms indicated below.

## iv. References and citation

1. The References section is intended to contain only references to works actually cited in your paper and is not a bibliography.
2. Entries should conform to the author-date references style (the "R" style) in the Chicago Manual of Style (CMS), 15th edition.
3. For those without access to CMS, the summary of common citation formats [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) should provide a description of most common items you may need to cite.
4. Note that CMS' "R" style does not capitalize most words in a title. In general only the first word of a title or subtitle and other words, such as personal or organizational names, that would normally be capitalized as a matter of course should be capitalized in titles.
5. LACUS' format for in-text citation differs somewhat from that of CMS. Where CMS uses a comma to separate years from page ranges, LACUS uses a colon. For example, if CMS has "(Doniger 1999, 65)," LACUS would have "(Doniger 1999:65)."
6. If more than one reference appears for an author in a given year, number each one separately with an added letter from the alphabet to distinguish between them (e.g., "Smith 1995a," "Smith 1995b," etc.)
7. Avoid the use of citations that do not specify a full page range, such as "(Kovacs 1979:323ff.," as these citations do not provide sufficient information for someone to obtain the material you cited. Instead list a full page range, as in "(Kovacs 1979:323–45)." However, if you are citing a work in which a topic is discussed throughout the work and you do not intend to refer to a specific page, you may use the notation "passim," as in "(Kovacs 1979:passim)," to make it clear that you are not simply failing to provide a full citation. (If the citation is clear without passim, you may simply cite the year alone.)
8. Do not use loc. cit or op. cit in citations as these are not convenient for the reader. In any cases not covered in the CMS online guide, please supply as much relevant information as possible to the editors so that they can supply the correct format.

## v. Appendices

1. While data should generally be incorporated into the body of a paper, in some cases it may be appropriate to include appendices. Appendices should appear at the end of the paper, after the References section.

## vi. Tables and Graphics

1. Graphics and tables need to be legible at a size no bigger than 4.33" x 7.5" (11 cm x 19 cm), including a caption. Each page of graphics will subtract approximately 340–420 words from the maximum word counts listed above, depending on the density of your manuscript, so please consider your use of figures and tables when checking your word count.
2. Figures and Tables should be referred to in the text by number and the reference in the text set in bold face

- (e.g., “Figure 3 indicates that...”). They should not be in-line as in “As indicated in the following figure, Chinese shows substantial deviation from this:” [the figure]. (This reason for using explicit references to figure numbers is that figures cannot always appear in the text exactly as placed.)
3. All Tables and Figures must also have a caption that indicates the nature of the Table or Figure briefly in the following format: “Table 1. Chinese deviation from the norm.” These captions appear beneath the table or figure.
  4. Please consider including any long examples or examples that include complex formatting (such as lines or arrows) as Figures instead.
  5. Format
    - a. Where possible, graphics should be saved as separate files in one of the following formats:
    - b. Preferable: Adobe Illustrator, eps, Adobe Photoshop.
    - c. Acceptable: gif, tiff, bmp, jpeg. These formats need to be saved at either high resolution (300 d.p.i. or greater) or saved as standard resolution images at least four times the final size for the image—e.g., if an image is to be printed at 2” across, then it must be saved either at 300 d.p.i. or scanned and saved as a 72 d.p.i. image at least 8” across. Computer screen shots do not need to comply with this rule.
  6. For any other formats the author should consult with the editors. If scanning is necessary, a clean copy of the graphic, preferably made directly from the original at the same size as the original, will be required.
  7. While separate graphics files are preferable (one file per graphic), we realize that many authors create graphics in their word processing application of choice. In this instance you may submit graphics embedded in a word processor file.
  8. Graphics may include color when necessary. Be aware, however, that purchasers of printed copies of the volume will see graphics in grayscale. As a result, grayscale is preferable to color for most graphics where color does not play an integral role in the graphic.
  9. If you have source application files for your graphics, it will greatly assist the editorial team if you submit them along with your accepted manuscript. Having original files saves time in the layout process and also reduces the likelihood of error that comes about when graphics are redrawn for publication.

#### vii. Type Faces

1. The text font should be Times, Times New Roman, or a similar font. Only standard Latin characters should be used and languages using non-Roman characters should be romanized according to standard conventions. “Standard Latin characters” include various extensions used in Eastern European languages, such as c, a, ç, etc., but authors need to send any fonts used for those characters along with their papers (unless they are in the standard WINDOWS character set). At your discretion, you may also include Cyrillic, Greek, Chinese, or Japanese characters, if these are needed; words written in these scripts, however, must be transliterated for readers not familiar with these scripts. LACUS cannot guarantee that other scripts will be available for your use, so if you have special character or script needs, contact the editorial team prior to sending your paper to confirm that they can work with your desired script.
2. Phonetic characters
  - a. Where possible, phonetic characters not found in standard fonts should be set in Charis IPA, a font freely available for both Macintosh and Windows platform from <http://scripts.sil.org/> CharisSIL-font. Other fonts such as Gentium (also from SIL) may be used as well, if they are encoded using the Unicode standard.
  - a. Fonts that do not use this standard should not be used as they may not transmit properly across computer platforms. If you use non-standard fonts (such as the old WordPerfect IPA fonts in particular), we may return your article for revision.

## IV. COPYRIGHTS

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