GUIDANCE FOR EDITING THE PUBLICATION SERIES OF THE NORTHERN EUROPEAN ASSOCIATION FOR LANGUAGE TECHNOLOGY (NBJLT)

A. The Publication Series

Journal of the Northern European Association for Language Technology
LaTeX format
MS Word format

Northern European Association for Language Technology: Series of Monographs
LaTeX format
MS Word format

Northern European Association for Language Technology: Series of Conference Proceedings
LaTeX format
MS Word format

Northern European Association for Language Technology: Reports
LaTeX format
MS Word format

B. A Uniform Graphical Design and Layout for the Publication Series

Content
1.1. Cover pages
1.1.1. Cover sheet
1.1.2. The inside cover (the first page after the cover sheet)
1.1.3. The page behind the inside cover (the page for the ISBN number and other corresponding official information)
1.1.4. The second inside cover page (the third page after the main cover sheet)
1.1.5. The page behind the second inside cover page (the fourth page)
2. Final formatting of the documents: marginals, fonts, page layout
2.1. Marginals and page format
2.2. Line spacing and line control
2.3. Fonts
2.4. Indention
2.5. Page numbering
2.6. Headings
2.7. Quotations and listing
2.7.1. Quotations
2.7.2. Listing
2.8. The List of Contents (format)

1. Cover pages

1.1. Cover sheet

The elements on the Cover sheet:
- top, center: the name and the number of the publication series: FULL CAPS, the size of fonts: 20 pts
- in the middle of the page, center: the name of the publication, and in the case that it consists of several volumes, also the number of the volume; the size of the fonts: 28 pts
- center (after a new line), under the name of the publication: the Name of the Author (Authors) or the Editor (Editors); the size of the fonts: 20 pts
- bottom, center: Publisher, Publishing place, Publishing year; the size of the fonts: 14 pts

1.2. The inside cover (the first page after the cover sheet)

The elements on the inside cover:
The page is a copy of the cover sheet.

1.3. The page behind the inside cover for the ISBN number and other corresponding official information

The elements on the page:
- marginals: left: 3 cm, right: 3 cm, top: 3 cm, bottom: 3 cm, header: 1,25 cm, footer: 1,25 cm
- the size of the fonts: 12 pts;
- the full name and the contact information of the publisher;
- other official information on the publisher;
- all the information on the publication (the name of the publication, the name of and the number of the publication series, the number of the volume, the name / names of the author / authors, and the name / names of the editor / editors;

- the name of the publishing place;
- the publishing year;
- exact information on the copyrights (a detailed description of the open access conditions and contracts); this information is also given on the websites of the publication series;
- ISBN, ISSN, and URN-numbers of the publication: the size of the font: 14 pts;
- ISBN: the international identification symbol for the books or separate publications: (ISBN number: International Standard Book Number):
Kansalliskirjaston ohjeita: http://www.lib.helsinki.fi/julkaisuala/isbn/;
International ISBN Agency: http://www.isbn-international.org/en/index.html;
- ISSN: the international identification symbol for series of publications
 (ISSN number = International Standard Series Number)
Kansalliskirjaston Suomen ISSN-keskus: http://www.lib.helsinki.fi/julkaisuala/issn/;
ISSN homepage: http://www.issn.org/;
- URN: URN number is given to the internet publications which cannot get the ISBN or ISSN numbers (URN - Uniform Resource Name):
http://www.lib.helsinki.fi/julkaisuala/urn.htm;
(Kirjastoalaan liittyvää perustietoa: http://www.kirjastot.fi/).

1.4. The second inside cover sheet (the third page after the main cover sheet)

The elements on the second inside cover sheet:
- top, center: the name and the number of the publication series: the size of the fonts: 20 pts;
- in the middle of the page, center: the name of the publication, and in the case of dissertations, conference papers, and reports: information on the backgrounds of the documents (dissertation: the data of the public defence of the doctoral thesis, reports: what the report concerns, proceedings: the date and place of the conference, journal: a special topic of the journal (?), etc): the size of the fonts in the name: 24 pts, the size of the fonts in explanations: 20 pts:
- center, under the title: the name/ names of the authors, or the name/names of the editor; the size of the fonts: 20 pts;
- bottom, center: the names of the publisher and the publishing place, and the publishing year.

1.5. The page behind the second inside cover sheet

Information on the page:
- the name of the editor in chief and the names of the members of the editorial board;
- the names of foundations, institutions, etc. which have supported the work.

2. Final formatting of the documents: marginals, fonts, page layout

2.1. Marginals and page format

- Left: 3 cm;
- Right: 3 cm;
- Top: 3 cm;
- Bottom: 3 cm;
- Header: 1,25 cm;
- Footer: 1,25 cm.

2.2. Line spacing and line control

- line spacing: single;
- Widow/Orphan control.

2.3. Fonts

- The basic type of the fonts: Times New Roman; other fonts: SIL DoulosIPA, WP Cyril-licA, WP MathA, UNICODE, etc;
- The size of the fonts: 12 pts;
- Font styles: regular, bold face, and italics.

2.4. Indention

- The first paragraph: no indention.
- All the other paragraphs: indention 1 cm.
- If there is a figure, a table, or an example, etc. which is under discussion, and the discussion continues after the table (figure, language example, etc.), the paragraph concerning explanation / description starts without indention.
- Alignment of the text: justified.

2.5. Page numbering

The page numbers are located on the top of the pages (header), outside. The page numbering starts with low case letters (i, ii–n), and the List of Contents, the Abbreviations, Acknowledgements, and Abstract are numbered with this numbering style. The Preface and the chapters and sub-chapters are numbered with numerals: 1, 2–n.

2.6. Headings

- Heading 1, the titles of the chapters: 14 pts, in bold face: Heading 1 is located on the fourth line in the beginning of the page, and there are two new lines below Heading 1.
- Heading 2, the titles of the sections (the second level Heading): two lines above and one line below.
- Heading 3–n, the titles of the sub-sections: two lines above and one line below.

2.7. Quotations and listing

2.7.1. Quotations

In the main text, the quotations taken from another text are marked with the double quotation marks: "". The single quotation marks are used in giving the meaning of an example: a word or a sentence: Finnish: *lumi* 'snow'. (On the idiomatic translations of the sentence examples, see examples (1) and (2) below.)

1.7.1. Listing

The listing can be formed with numerals or letters. The lists can also be given in columns.
1.   or   (a)
2.   (b)

Listing of language examples and other examples which run with the main text:
(1)
(2)…

2.8. The List of Contents

The list of contents starts in the beginning of the page. The names of the articles and the other items in the list of content are aligned to the left side, and the numbers of the pages are aligned to the right side. Different types of items in the list (Content, Preface, Acknowledgements, and the Names of Articles, the Names of Tables, Figures, and Maps, and References) are separated with a new line. In the Monographs and Reports, the lists of references, tables, figures, etc. are listed in the end of the List of Content. In the Journals and Proceedings which consist of several articles, the references, tables, figures, etc., are listed in the end of each article. (Examples of the principles to be followed in preparing the lists of contents are given in the beginning of the examples for formatting the documents.) The list of contents in the MS Word files is prepared with the help of a table.

2.9. Language examples

The language example is separated from the number of the example with a space. The name of the language (if needed) is given after that space. The unmodified version of the example (a phrase, clause, and sentence) is located in the following line. The language examples are marked with italics. The examples are glossed word by word, and the morphological indexing can only concern the morphological categories (example (1)), or all the grammatical categories (example (2)). The plus sign (+) is used to separate the morphs both in glossed words and glossing, and when the glossing concerns all the grammatical categories, the list of grammatical indices is separated from the words with the underling sign (_). The references to the source of the examples are given after the first, unformatted version of the example. The idiomatic translation of the examples which is indented (1 cm) is given after the glossed lines. In compounds, the elements at the word level in glossing are separated with the #-sign.

(1) Malagasy
Vehivavy malemy fanahy sy tia fihavanana aman'olona izy ary nahita fianarana ambonimbony kokoa noho ny lahy. (Rajohanesa 1993: 3)

Vehivavy	*malemy*	*fanahy*	*sy*	*t+ia*	*fihavanana*	*aman'*	*olona*	*izy*
woman	gentle	spirit	and	PAST.ACT+love	relationship	with	people	she

ary	*n+a+hita*	*fianarana*	*ambonimbony*	*kokoa*	*noho*	*ny*	*lahy* ∅.
and	PAST+ACT+see	studies	high		COMP	than	DET man

'The woman had a gentle spirit, and she liked to have relations with people, and (she) understood higher studies better than the man.'

(2) Finnish
Tässä jousiorkesterissa on monia kokeneita huippumuusikoita, jotka ovat soittaneet maailman musiikkikeskuksissa. (hs010790)

Tä+ssä	*jous#iorkesteri+ssa*	*o+n*
this_PRON-DEM.SG+INE	string#orchestra_N.SG+INE	be_V+PRES.3SG

mon+i+a	*kokene+i+ta*	*huippu#muusiko+i+ta,*
many_PRON-Q+PL+PTV	experienced_V.PCPL+PL+PTV	top#musician_N+PL+PTV,

jo+t+ka	*o+va+t*	*soitta+nee+t*	*maailma+n*
who_PRON-REL+PL.NOM	have_V+PRES.3PL	play_V+PCPL+PL	world_N.SG+GEN

musiikki#keskuks+i+ssa.
music#centre_N+PL+INE

'There are many experienced musicians at the top level who have played in the music centres of the world.'

2.9. Tables

Tables can be inserted from a separate file, or they can be prepared with the tools available in the text editing program. The font size: 11 pts is recommended (see an example below).

Names of Columns / Names of Rows				

Table n. The Name of the Table.

2.10. Figures

Also the figures can be drawn e.g. by using the tools of the text editing program, or they can be separate files. The figures which are separate files and which are inserted in the text must be interpretable in the MSWord files.
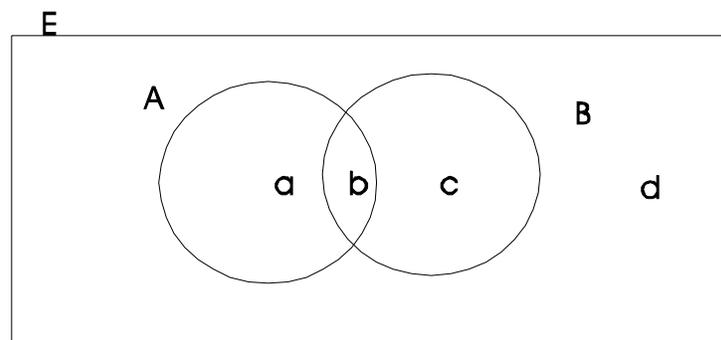
Figure n. The Name of the Figure.

2.11. Maps

Maps which are for example in the .jpg-, .wpg-, .eps-formats are and which are exported in the Corel Draw program) are inserted in the text:

Map n. The World Atlas (the Department of Geography, University of Helsinki).

2.12. Mathematical formulae

Mathematical formulae can be inserted from a separate file, or they can be prepared with the tools available in the text editing program.

2.13. References

2.13.1. The references in the text

The *Chicago-Style Citation Quick Guide* contains examples of different kinds of citation types (http://www.chicagomanualofstyle.org/tools_citationguide.html). In the examples below, the standards given in that manual are changed to correspond to common standard used in linguistics. For example, in that standard, there is a colon after the year of publishing of the document referred to. In the Chicago standard, there is a comma in that position.

(Rajohanesa 1993: 3)
(Hakulinen, Karlsson and Vilkuna 1980: 104–107)

2.13.2. The list of references: cf. the standard

See the Chicago Standard (http://www.chicagomanualofstyle.org/tools_citationguide.html).
The attention is asked to be paid to the following guidelines:
- the name / names of the authors: last name, first name, first name, last name…
- the name of the published work is in italics;

- the publishing place which is separated with a colon precedes the name of the publisher;
- in the list of several authors, there is the conjunction *and* between the last two authors;
- there is a full stop after the name(s) of the author(s), after the publishing year (which is not in parentheses), after the name of the publication, after the name/names of the editor/editors, and after the name of the publisher;
- in the case that the document is in an edited volume, the names of the editors are as follows: the first name, the second name…
- the original systems used in referring to the text archives are followed in detail, and the name and location of the data archive must be given separately;
- in the list of references, only the documents referred to in the text are given.

References (examples)

Arapovich, B., and V. Mattelmäki (eds.). 1995. *Jesus Friend of Children translated into the Kildin Saami Language*. Stockholm and Helsinki: Institute for Bible Translation.

Comrie, B. 1978. Ergativity. In W. P. Lehmann (ed.). *Syntactic Typology*: *Studies in the Phenomenology of Language*. Austin: University of Texas Press. 329–394.

Hakulinen, Auli, Fred Karlsson, and Maria Vilkuna. 1980. *Suomen tekstilauseiden piirteitä*: *kvantitatiivinen tutkimus*. *Publications* 6. Helsinki: Department of General Linguistics, University of Helsinki.

hs010790 = *Helsingin Sanomat*. 010790. The data is located at the University of Helsinki Language Corpus Server (UHLCS) (http://www.ling.helsinki.fi/uhlcs).

Koskenniemi, Kimmo. 1983. *Two-Level Morphology*: *A General Computational Model for Word-Form Recognition and Production*. *Publications* 11. Helsinki: Department of General Linguistics, University of Helsinki.

Rajohanesa, Philippe. 1993. *Ilay Kintana Mamirapiratra*. *Tantaran'olona tamin'ny Andron'ny Menalamba*. *Natonta Fanindininy*. Tananarive, Madagascar: Inprimerie Luthérienne.

Van Valin, R. D., and R. J. LaPolla. 1997. *Syntax*. Cambridge: Cambridge University Press.

2.14. The list of abbreviations

The abbreviations of grammatical categories and other abbreviations are given with the SMALL CAPS. Instead of a list, the list of abbreviation is given in a separate paragraph.

Abbreviations: ACT = active, COMP = complementizer, DET = determiner, INE = inessive, N = noun, NOM = nominative, PAST = past, PCPL = participle, PL = plural, PRES = present tense, PRON-DEM = demonstrative pronoun, PRON-Q = pronoun, quantifier, PRON-REL = relative pronoun, PTV = partitive, SG = singular, V = verb. The limiters: '+' = the sign between morphs, '.' = the limiter between the indices in the portmanteau morphs, '_' = the sign which separates the word form and the grammatical indices.

2.15. The main texts

The text is formatted by following the instructions give in the previous sections.

2.16. Appendices

Appendices are added after the References.

2.17. Index (Indices)

In monographs and reports, the authors prepare the indices, and for the journal and the proceedings, the indices are prepared by the editors. Indices are located after the appendices.