

# Keep the title short

Firstname Lastname

**Abstract.** This document provides guidelines for typesetting a paper in a *BeLLS* volume. It provides examples of various text elements and shows how to produce them. The paper should preferably be delivered in PDF, without page numbers. The editors will collate all contributions and apply page numbering in the footer throughout the volume. The abstract should be six to eight lines long. The first word of the title and the section and subsection headings are capitalized; no other words except names are capitalized in the title or headings.

## 1 Basic formatting and typesetting

We primarily provide these guidelines and examples for producing your PDF with XeLaTeX, a modernized version of LaTeX which is compatible with Unicode and modern font handling. XeLaTeX is included in current LaTeX distributions. As a convenient starting point for writing, you may consider editing the template *bellstemplate.tex*, which has the same settings as these guidelines.

If you cannot write your paper in XeLaTeX or otherwise produce the PDF according to these guidelines, please contact the volume editors and we will find a good solution for how your paper can be delivered.

### 1.1 XeLaTeX and Unicode

When you write your source in Unicode, special symbols such as those in the sequence “ $\varepsilon \rightarrow \varnothing$ ” can be typed directly in the text instead of being specified by special commands, as long as the chosen font contains the necessary glyphs. Of course this presupposes that the font of the editor in which you write your source code also has the necessary glyphs.

Examples (1)–(5), taken from the Universal Declaration of Human Rights,<sup>1</sup> show sentences in different alphabets that were entered in Unicode.

(1) All human beings are born free and equal in dignity and rights. (English)

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<sup>1</sup><http://www.ohchr.org/EN/UDHR/Pages/SearchByLang.aspx>

- (2) Hver maður er borinn frjálss og jafn öðrum að virðingu og réttindum.  
(Icelandic)
- (3) Все люди рождаются свободными и равными в своем достоинстве и правах. (Russian)
- (4) Tất cả mọi người sinh ra đều được tự do và bình đẳng về nhân phẩm và quyền lợi. (Vietnamese)
- (5) Ὅλοι οἱ ἄνθρωποι γεννιοῦνται ἐλεύθεροι καὶ ἴσοι στὴν ἀξιοπρέπεια καὶ τὰ δικαιώματα. (Greek)

## 1.2 Other fonts and symbols

Sometimes a change of font or of font characteristics may be necessary in order to use specific alphabets, for example, Chinese, or special glyph shapes, for example Fraktur. The `fontspec` command and related commands may be used to change fonts or font characteristics.

In addition to typing Unicode characters directly in the source code, it is possible in XeLaTeX to use combinations of simple characters, such as two hyphens for an en dash – and three hyphens for an em dash —, and one can also use commands such as `\rightarrow` for a right arrow →.

## 2 Numbered elements

### 2.1 Glossed linguistic examples and equations

Linguistic examples are numbered continuously throughout the paper. As usual, the numbers are in parentheses and are placed at the left margin. It is recommended to use automatic numbering and to refer to examples by means of labels in the source code which are automatically converted to the correct numbers. This document and the template use the `covington` package which takes care of this.

Some numbered examples and references to these were already given in Section 1.1. All linguistic examples in a language other than the main language of the paper need glosses (word by word translations) and an idiomatic translation. Example (6) illustrates the use of glosses, which are automatically aligned underneath the respective words on the first line. Please adhere to the Leipzig Glossing Rules. The line with glosses does not have punctuation. An idiomatic translation is given on the third line. This translation must be enclosed in single quotes.

- (6) *Dit is een Nederlands voorbeeld-je.*  
This is a Dutch example-DIM  
'This is a small Dutch example.'

Linguistic rules are numbered in the same way as examples and have the same counter. This is illustrated in rules (7) and (8). If tabular alignment is necessary to format a rule, as in example (8), the *tabular* environment should be embedded in an *extab* command in order to achieve proper alignment of the rule number.

(7) NP → N: ↑=↓

(8) IP → XP: (↑ TOPIC)=↓  
 (↑ {COMP | XCOMP}\* {SUBJ | OBJ | OBL-TH})=↓  
 [...]

In contrast to linguistic examples, mathematical formulas such as equation (9) are by default numbered at the right margin, but they use the same counter.

$$P(n_1, n_2) = \sum_{i=0}^N F_{subj} + \sqrt{Z} \quad (9)$$

When referring to examples and equations which have numbers in parentheses, the reference should also put the number in parentheses. The command *refp* can be used instead of *ref* to achieve this.

## 2.2 Tables and figures

Tables and figures each have their own counter. They float to where there is enough space in the document. Numerical data should be right aligned in their column, as in Table 1. The simplest way of working is sometimes to let other programs (for instance R using the *xtable* library) generate the correct LaTeX code for tables and to import the resulting code in your document.

left-aligned	centered	right-aligned
First row	A	10
Second row	B	17
Third row	C	800
Fourth row	D	1630

Table 1: A table with different alignments of rows

Linguistic trees, diagrams, other drawings, screenshots and photographs must be treated as figures. Like tables, they float to where there is enough space. Do not worry too much about the exact placement of figures until the final version of your paper.

The tree structure in Figure 1 is drawn by the *synttree* package from labeled bracketing, a process which is preferable to drawing trees by hand. There are several similar packages with various possibilities. Sometimes, however, it is more convenient to insert syntactic structures as screenshots.

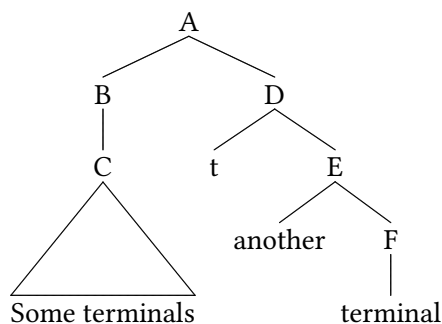


Figure 1: An example tree drawn from labeled bracketing using the *syntree* package

Picture files containing, for example, screenshots, drawings and photos can be included with the *graphicx* package. The structures in Figure 2 are imported screenshots. Try to match the font size in screen shots somewhat to the font size of normal text. Captions of tables and figures are not terminated by periods. Capitalize “Table”, “Figure” and “Section” when referring to these with numbers.

Diagrams such as attribute-value matrices can also be drawn in LaTeX with the help of the *avm* package, as illustrated in Figure 3. This package is provided with these guidelines.

### 3 Citations

Citations are in the author-year format with parentheses. When the reference is mentioned as support for what is said in the text, it is entirely included in parentheses (Kopka and Daly 2004; Mittelbach et al. 2004). There may be additional references to pages or chapters at the end of the citation (Baldwin and Kim 2010, pp. 34–36) and additional material within the parentheses before the author name (for example, Rosén et al. 2016, p. 292). When the authors’ names are used in the sentence to refer to a particular publication, the names are placed before the parentheses. For example: As Gries (2009) and Dyvik et al. (2016, p. 3556) have shown ...

The final unnumbered section of the paper is the bibliography, which lists the references alphabetically by author. The bibliography style uses full names and requires that the authors are listed in your *bib* file with *lastname*, *firstname* in order to distinguish between a middle name and a last name prefix, for example, *Lyse, Gunn Inger and De Smedt, Koenraad*. The capitalization of titles should be the same as that in the original publication. These guidelines use the *biblatex* package

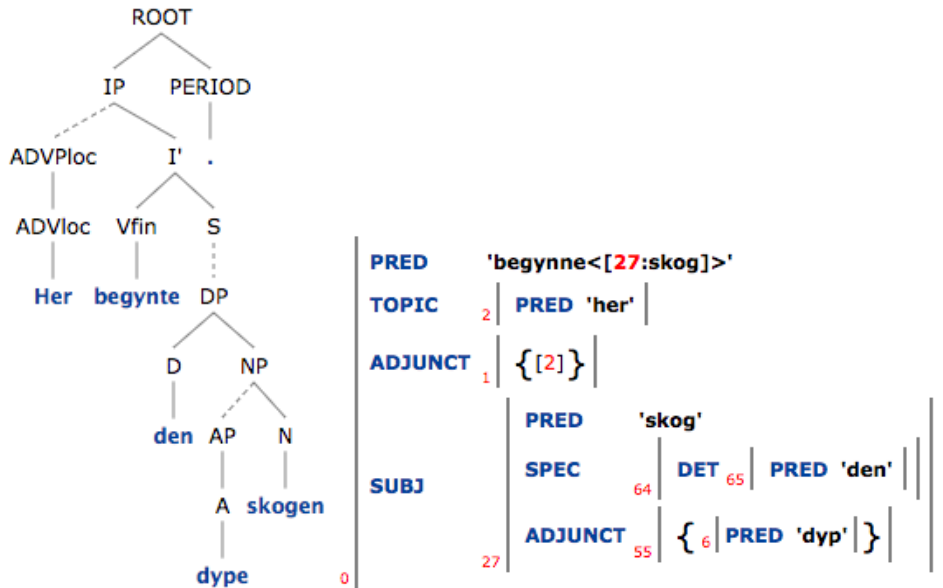


Figure 2: C-structure and f-structure from screenshots

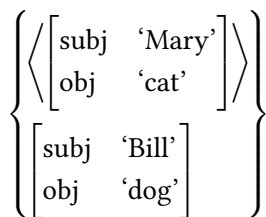


Figure 3: An attribute-value matrix

with appropriate settings which produce the desired references automatically, assuming that the data in your *bib* file is correct and complete.

## 4 Final remarks

This document was typeset with XeLaTeX as included in TeX Live 2016. The source file inputs another file *settings.tex* which loads packages, sets options and defines commands. The settings will change slightly in the future. In particular, the final version of *settings.tex* will provide final information about the volume so as to produce complete page headers. If you have any questions after reading this text, please contact the volume editors. If you have suggestions for improvement, please let us know.

## References

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