

Style Sheet for SALSA Proceedings (Open Online Publication)

All papers are due June 1 of the conference year if they are to be included in the proceedings.

1. Basic Formatting Information

Authors are asked to submit papers either as email attachments or on a CD that you bring to the conference. **You should submit TWO copies of your paper: one copy saved as a Microsoft Word (.doc) or Rich Text Format (.rtf) file and one copy saved as a PDF file (to preserve formatting, images, characters, etc).** Files should be saved with the last name of the first author (i.e. Smith.doc; Smith.pdf) We regret that we are unable to accept papers in any other format. If this is a problem, please contact the organizers immediately.

2. Text

Papers should be no longer than 15 pages for keynotes and 10 pages for presenters. The text should be written in 10-point Times font. Papers submitted in smaller fonts will not be accepted. Papers should use footnotes only--no endnotes. Footnotes should be in 9-pt Times font; see section 8 for further details. The use of the Times font is critical, because it ensures that all papers of the same length will remain proportionally the same during layout.

SALSA requires the use of the SILDoulos IPA93 font for phonetic transcription. All papers should use APA format for in-text citations and references.

2.1 Spacing and Justification

All text (footnotes, main text, and references) should be single spaced and fully justified (i.e., straight on both right and left sides).

3. Margins and Tabs

The left and right margins should be set at 1.72 inches. The top margin should be 1.6 inches. The bottom margin should be 1.25 inches. Your first tab should be set 0.25 inches from the left margin; the second tab should be set at 0.75 inches from the left margin (=0.5 inches from the first tab). In case you need it, set a third tab 1.25 inches from the left margin. (It is VERY important that you use tabs or spaces as instructed in this style sheet.)

4. Headers/Footers

DO NOT include any headers or footers (not even page numbers), the editors will include that information in the final layout process. Also, please avoid using hard (=manually inserted) page and/or section breaks if possible.

5. The First Page

Leave 7 blank lines on the top of the first page; on the eighth line, center the title of your article and put it in 12 point, boldface type. Leave the next three lines blank; on the fourth line below the title, center the author's name. On the line directly below the author's name, center and italicize the author's affiliation. If there is a second author, leave two blank lines between the first author's affiliation and the second author's name/affiliation, and so on for any additional authors. Thus, the title/author information should look like this:

Title of My SALSA Paper

Jane Doe
Big State University

Bob Smith
Small Liberal Arts College

The text of the paper should begin on the fifth line below the last author's affiliation.

6. Paragraph and Section Formatting

Paragraphs should be separated by a single blank line. Indent the first line of each paragraph one tab (0.25 inches). If section headings are used, each section should be numbered, starting with '1'. Section numbers should be left justified, section headings should start two spaces after the number. Major section headings should be in bold. One blank line should precede and follow the major heading. Any subheadings should be italicized and left justified. Once again, use two spaces before the actual heading. Subheadings should be preceded and followed by one blank line. All main words in any heading should be capitalized.

7. Examples

Examples should be indented one tab (=0.25 inches) from the left margin. The number of the example should be enclosed in parentheses. After typing the number, tab over once before beginning the actual example. If you have subdivisions within the example (a,b,c), place this after the second tab (i.e., at 0.75 inches) from the left margin; the letter should be lower-case and followed by a period. Begin the text of the example one tab after the period. Examples should be separated from the main text with one blank line both above and below the example. Please gloss clearly any examples that are not in English and use tabs for spacing the words, where possible. For example:

- (1) Examples can contribute so much to a paper.
- (2)

a.	ifth isweraan	otherlanguage	glossitlikethis
	gloss-for -English-neg	language-acc	example-modal
	“Non-English examples should be glossed.”		

 - b. If you had a “b” example, this is where it would go.

8. Footnotes and References

Footnotes should begin with number 1 and be numbered consecutively throughout the paper. The footnotes should be in 9-point Times font, fully justified. Text of the footnote should be

separated from the number by two spaces. There should be no blank lines between footnotes. Use the APA format for in-text citations and references. Citations within the text should be in parentheses, with a comma separating the author and the year (Smith, 2001; Jones, 2002, 2003). References should appear alphabetically at the end of the paper. Please center and boldface the word. References, separated by two blank lines from the last line of text and one blank line above the first reference. A 0.25-inch hanging indent should be used for entries of more than one line and there should be no blank lines separating the entries. With multiple works by the same author, please repeat the name of the author each time. The address of the author(s) should follow the references, separated by one blank line; include an e-mail address if available. Here is an example of how the reference page should look:

References

- Garcia, A. C., & Jacobs, J. B. (1999). The Eyes of the Beholder: Understanding the Turn-Taking System in Quasi-Synchronous Computer-Mediated Communication. *Research on Language & Social Interaction*, 32, 337.
- ten Have, P. (2000). Computer-mediated chat: Ways of finding chat partners. *M/C: A Journal of Media and Culture*, 3(4). Retrieved May 5, 2003, from <http://www.media-culture.org.au/0008/partners.html>
- Herring, S. (1999). Interactional coherence in CMC. *Journal of Computer-Mediated Communication*, 4(4). Retrieved May 4, 2003, from <http://www.ascusc.org/jcmc/vol4/issue4/herring.html>
- Lerner, G. H. (1996). On the "semi-permeable" character of grammatical units in conversation: Conditional entry into the turn space of another speaker. In E. Ochs, E. A. Schegloff & S. A. Thompson (Eds.), *Interaction and grammar* (pp. 238-276). Cambridge: Cambridge University Press.
- Nakamura, L. (2002). *Cybertypes: Race, ethnicity, and identity on the Internet*. New York: Routledge.
- Schegloff, E. A. (1992). Repair after next turn: The last structurally provided defense of intersubjectivity in conversation. *American Journal of Sociology*, 104, 161-216.
- Schegloff, E. A. (2000). Overlapping talk and the organization of turn-taking for conversation. *Language in Society*, 29, 1-63.

9. Graphics, Tables, Charts, Tableaux

If you have any graphics, tables, charts, tableaux, etc., in your paper, you MUST provide a separate, camera-ready copy of each (in addition to the version within the electronic copy your paper), and each one MUST fit within a space of 5 inches by 8 (roughly, half of a letter-size sheet of paper). If any of them are larger than this, either split them up or reduce them. Also, where possible use tabs and not spaces to create your graphs/tableaux. Tables, tableaux and/or figures should be numbered consecutively with examples. They should be left aligned on the page and the label should be left aligned above the table/figure. Only the first word of the table/figure title should be capitalized (except, of course, for proper names and names of constraints).