Language in Japan Style Guide

This style guide is adapted from the Generic Style Rules for Linguistics, created by Martin Haspelmath and published with a CC-BY license, available at: https://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf.

1   Article components

1.1   An article (manuscript) consists of two components: the MAIN TEXT and the END MATERIAL.

1.2   The main text begins with a title, immediately followed by the name and affiliation of the author. If there are multiple authors, each author name is followed immediately by the author's affiliation.

1.3   The main text is subdivided into sections – numbered 1, 2, 3, etc. – each of which has a heading. Each section may also include subsections, the numbering of which also begins with 1.1, 1.2, 2.1, 2.2, etc., so that 0 never occurs in section numbering. Each subsection also has a heading.

1.4   More than three levels of subsections should only be used in special circumstances. If this cannot be avoided, unnumbered subsection headings are possible.

1.5   If a (sub-)section has (sub-)subsections, there must be minimally two of them, and they must be exhaustive. This means that all main text in an article must belong to some section, all text within a section must belong to some subsection, etc. A short introductory paragraph is allowed by way of exception.

1.6   When cross-referencing other sections of the same paper, use the character § rather than *Section* or *section*, as is done throughout this document.

1.7   Section headings are boldfaced, do not end with a period and have no special capitalization (see §2.1).

1.8   The final numbered section of the main text is followed by the end material, which should appear in the following order. Only the last one of these, References, is compulsory.
- Alphabetic list of Abbreviations
- Acknowledgements
- Appendix (A, B, etc.)
- Alphabetic or chronological list of Primary Sources
- Alphabetic list of bibliographical references (References: see §15).

2   Capitalization

2.1   Sentences, proper names and titles/headings/captions start with a capital letter, but there is no special capitalization ("title case") within English titles/headings, neither in the article title nor in section headings or figure captions. Book titles in the references do not have special capitalization either, regardless of the usage in the original publication (but English journal titles and series titles do, as these are treated as proper names). Thus, we have:

1.1 Overview of the issues
        (NOT: Overview of the Issues)

Figure 3. A schematic representation of the workflow
        (NOT: A Schematic Representation of the Workflow)

Anderson, Gregory. 2006. *Auxiliary verb constructions.* Oxford: Oxford University Press.
        (NOT: *Auxiliary Verb Constructions*)

2.2 Capitalization is used only for parts of the article (tables, figures, files, appendices, but not sections: see §1.6) which are numbered:

as shown in Table 5
more details are given in Appendix 3
this is illustrated in Figure 17

2.3 Capitalization is also used directly after the colon in titles (i.e., for the beginning of subtitles), both for the article title itself and for all items in the references:

Clyne, Michael (ed.). 1991. *Pluricentric languages: Different norms in different nations.* Berlin: Mouton de Gruyter.

2.4 Capitalization is used when spelling conventions of a language dictate that certain words be capitalized, such as nouns in German:

Wenck, Günther. 1957. *Japanische Phonetik* [Japanese phonetics], vol. 3. Wiesbaden: Otto Harrassowitz.

3 Italics

3.1 Italics are used in the following cases:

3.2 For all object-language forms (letters, words, phrases, sentences) that are cited within the text or in numbered examples (see §10), unless they are phonetic transcriptions in square brackets or phonemicizations in slashes.

3.3 Phonemicizations may also be represented by italics without slashes if they are clearly such.

3.4 For book, journal, film, poem, song, play titles, etc.

3.5 When a technical term is referred to metalinguistically (in such contexts, English technical terms are thus treated like object-language forms):

the term *quotative* is not appropriate here
I call this construction *quotative.*

3.6 For emphasis of a particular word that is not a technical term:

This is possible here, but *only* here.

3.7 For emphasis within a quotation, with the indication [emphasis mine] at the end of the quotation.

3.8 Italics are not used for commonly used loanwords such as ad hoc, faute de mieux, e.g., et al., Sprachbund.

4 Small caps

4.1 Small caps are used to draw attention to an important term at its first use or definition:

On this basis, the two main alignment types, namely NOMINATIVE-ACCUSATIVE and ERGATIVE-ABSOLUTIVE, are distinguished.

4.2 Small caps are also used for category abbreviations in interlinear glosses (see §10.6). They may also be used to indicate stress or focusing in example sentences:

(1) John insulted Mary and then SHE insulted HIM.

5 Boldface and other highlighting

5.1 Boldface can be used to draw the reader's attention to particular aspects of a linguistic example, whether given within the text or as a numbered example. An example is the relative pronoun *dem* in (4).

5.2 Full caps and underlining are not normally used for highlighting. Exceptionally, underlining may be used to highlight a single letter in an example word, and in other cases where other kinds of highlighting would not work.

6 Quotation marks

6.1 Double quotation marks are used when a passage from another work is cited in the text:

According to Takahashi (2009: 33), "quotatives were never used in subordinate clauses in Old Japanese".

6.2 A block quotation (a long quotation or extract set off from the main text as an independent paragraph) does not have quotation marks.

6.3 Double quotation marks are used when a technical term or other expression is mentioned that the author does not want to adopt:

This is sometimes called "pseudo-conservatism", but I will not use this term here, as it could lead to confusion.

6.4 Single quotation marks are used exclusively for linguistic meanings:

Latin *habere* 'have' is not cognate with Old English *hafian* 'have'.

6.5 Quotes within quotes are not treated in a special way.

6.6 Quotations from other languages should be translated: inline if they are short, in a footnote if they are longer.

7 Other punctuation matters

7.1 The n-dash (–) surrounded by spaces is used for parenthetical remarks – as in this example – rather than the m-dash (—). The n-dash is also used for number ranges, but not surrounded by spaces (1995–1997).

7.2 Ellipsis in a quotation is indicated by [...].

7.3 Angle brackets are used for specific reference to written symbols: the letter <q>.

8 Abbreviations

8.1 Abbreviations of uncommon expressions should be avoided in the text. Language names should not normally be abbreviated, unless they are referred to frequently.

8.2 The use of abbreviations is desirable for grammatical category labels in interlinear morpheme-by-morpheme translations. The Leipzig Glossing Rules include a standard list of frequently used and widely understood category label abbreviations.

8.3 When a complex term that is not widely known is referred to frequently, it may be abbreviated (DOC for "double-object construction"). The abbreviation should be given both in the text when it is first used and at the end of the article in the Abbreviations section.

8.4 Abbreviations of uncommon expressions are not used in headings or captions, and they should be avoided at the beginning of a major section.

9   In-text citations

9.1   Published works can be cited by including the author and year of the work as an element in the main text (PRIMARY CITATION), as in the first example below, or by backgrounding the author and year in parentheses (BACKGROUNDED CITATION), as in the second example below.

Thomason & Kaufman (1988: 276–280) point out that the northern dialects of English show more morphological innovations (and are morphologically more simple) than the southern English dialects.

The notation we use to represent this is borrowed from theories according to which φfeatures occur in a so-called feature geometry (Gazdar & Pullum 1982).

9.2   The full bibliographical references corresponding to all citations are listed alphabetically as end material (see §16). The author-year consists of the author's surname and the publication year, followed by page numbers. The page numbers may only be omitted if the citation concerns the entire work, the reference is an internet publication, or the original work has been lost or bears no page numbers. In primary citations, the year (plus page numbers) is enclosed in parentheses, while in backgrounded citations, the parentheses are omitted. A colon is placed between the year and the page numbers in both primary and background citations. No comma is placed between the author's surname and year in background citations.

9.3   Page numbers follow the year after a colon and a space, and are given as complete numbers, with no digits omitted: (Irwin & Zisk 2019: 111-117), not (Irwin & Zisk 2019: 111-7).

9.4   When there are two authors, the ampersand & (rather than *and*) is used, and when there are more than two authors, the most normal author-year includes only the first surname plus et al. (though the full list of authors may be given if this helps the reader).

Sperber & Wilson (1986)
Bannard et al. (2009)   =   Bannard, Lieven & Tomasello (2009)

9.5   When multiple citations are listed in parentheses, they are separated by semicolons and they are normally listed in chronological order.

Speakers rely heavily on formulaic chunks or "prefabs" during speech comprehension and production (Pawley & Syder 1983; Sinclair 1991; Erman & Warren 2000; Bybee 2006; see Wray 2002 for a broader historical review).

9.6   When multiple works by the same author are cited, the author name need not be repeated, and the years are separated by semicolons.

While Hawkins (2004; 2014) has argued for a Minimize Domain principle of language performance, other authors have tried to explain the observed effects in purely grammatical terms.

Previous empirical studies report that object fronting in these languages occurs under the same contextual conditions for canonical transitive verbs and experiencer-object verbs (see Verhoeven (2008b; 2010a) for Turkish and Chinese).

9.7   If two or more authors cited in the References have the same surname, include each author's initials when citing:

For those works approaching the subject from a diachronic perspective, see Wenck (1954–1959), Miller (1967), Martin (1987), Frellesvig (2010) or T. Takayama (2015).

9.8   If two or more authors cited in the References have the same surname *and* initials, include each author's given name when citing.

For those works approaching the subject from a diachronic perspective, see Wenck (1954–1959), Miller (1967), Martin (1987), Frellesvig (2010) or Tomoaki Takayama (2015).

9.9   Instead of page numbers, chapter numbers or section numbers may be given: (Auer 2007: Chapter 7; Matras 2009: §6.2.2).

10   Numbered examples

10.1   Most linguistics articles use numbered examples. Example numbers are enclosed in round brackets.

(1) John insulted Mary and then SHE insulted HIM.

10.2   When there are multiple examples ("sub-examples") under a single number, they are distinguished by the letters a, b, etc. The text of numbered examples is normally in italics, just like the text of in-line examples (§3.1).

(2)   a. *She saw him.*
        b. *He saw her.*

10.3   When a numbered example is not glossed and translated (i.e. in English works, when it is from English), it may be in non-italics. Thus, (2a–b) could alternatively be printed in non-italics.

10.4   Cross-references to examples use numbers in parentheses as well, but when a cross-reference occurs inside parentheses, the parentheses around the numbers can be omitted.

As shown in (6) and (8–11), this generalization extends to transitive constructions, but (29b) below constitutes an exception.

In all other environments, the stress is on the second syllable (see 15a-d).

10.5   If the manuscript is prepared in Microsoft Word, the cross-reference function (found under "References") may be used to create dynamic cross-references. This is particularly useful in manuscripts with large numbers of examples as the cross-references will be automatically updated each time an example is added or deleted to the text.

10.6   Unless it is from English (or more generally, the language of the article), an example must be glossed and translated, as in (3) from Icelandic. Glossing refers to the use of interlinear word-by-word or morpheme-by-morpheme translations, as described in detail in the Leipzig Glossing Rules. A gloss typically consists of three lines: the SAMPLE TEXT in the first line, an INTERLINEAR GLOSS (with word-by-word alignment) in the second line, and an IDIOMATIC TRANSLATION in the third line.

(3) *Storm-ur-inn*   *rak*   *bát-inn á land.*
    storm-NOM-DEF   drove   boat.ACC-DEF on land
    'The storm drove the boat ashore.'

10.7   The precise conventions for interlinear glossing are given in the Leipzig Glossing Rules. The most important principle is that each element of the sample text corresponds to an element in the interlinear gloss, and boundary symbols (especially the word-internal boundary symbol - and the clitic boundary symbol =) have to be present in both these lines. Abbreviated category labels are set in small capitals, and the idiomatic translation is surrounded by single quotes.

10.8   Sample text which is a complete sentence usually has normal capitalization at the beginning and normal punctuation (usually a period) at the end. The interlinear gloss has no capitalization and no punctuation. The idiomatic translation has normal capitalization and punctuation, as seen in (3). When the sample text is not a complete sentence, as in (4), there is no capitalization and no punctuation.

(4) *das*   *Kind,*   ***dem***   *du*   *geholfen*   *hast*
    the   child.NOM   who.DAT   you.NOM   helped   have
    'the child you helped'

10.9   When the language is not normally used as a written language, as in (5) from Hatam, the sample text may lack initial capitalization and normal punctuation.

(5) *a-yai*   *bi-dani*   *mem*   *di-ngat*   *i*
    2SG-get   to-me   for   1SG-see   Q
    'Would you give it to me so that I can see it?' (Reesink 1999: 69)

10.10   When the language is written in a script other than the Latin alphabet, as in (6) from Western Old Japanese, an additional sample text line, containing the original written form of the text, may be given directly above the Latin alphabet transcription.

(6) 此   岳尔   菜   採須   兒   家   吉閑名
    ko$_2$no$_2$ *woka=ni*   *na*   *tumas-u*   *ko$_1$*   *ipe*   *ki$_1$k-ana*
    this   hill=DAT   greens   pick-HON-ADN   child   house   ask-DES
    'Young maiden who picks greens on the hill, how I yearn to ask where you live.'
                    (*Man'yōshū*, vol.1, no. 1)

10.11   When multiple languages are being considered, the name of a language may be given in an independent line before the sample text and next to the example number, as in (7) or (9). It is not necessary to give the name of the language when this is apparent from the main text.

(7) Sakha:
    a. *En*   *bytaan*   *buol-uoq-uŋ*
      you   slow   be-FUT-2SG
      'You will be slow.' (Baker 2012: 7)

    b.*En   *bytaan-yaq-yŋ*
      you   slow-FUT-2SG
      ('You will be slow.') (Baker 2012: 7)

10.12   Ungrammatical examples can be given a parenthesized idiomatic translation, as in (7b).

10.13 A literal translation may be given in parentheses after the idiomatic translation.

(8) *tukue=no*   *ue=ni*   *hoN=ga*   *ar-u.*
    desk=GEN   top=DAT   book=NOM   exist-NPS
    'There is a book on the desk.' (lit. 'At the top of the desk is a book.')

The sample text may be given in two lines, an unanalyzed ("surface") line, and an analyzed line which may contain a more abstract representation, as in (9) from Karbi.

(9) *amatol*   *la*   *kroikrelo*
    amāt=lo   *là*   *krōi-Cē-l*
    and.then=FOC   this   agree-NEG-RL
    'And then, she disagreed.' (Konnerth 2014: 286)

10.14 Square brackets (to indicate omissible elements) are never set in italics, even when the text is in italics.

(10) *dokomo*   *yor-azu*[*ni*]   *kaeQ-ta.*
    anywhere   stop.by.NSE   go.home-PST
    '(She) went home without stopping anywhere.'

10.15 A source for the sample text, if it exists, is given directly after the idiomatic translation. If this source is listed in the References, as in (11) from Luganda, it is enclosed in round brackets and follows the in-text citation rules in §9. If the source is instead listed in the Abbreviations, an Appendix or in the Primary Sources, as in (12) from Jalonke, it is enclosed in square brackets. If the source is unique and long, it may be cited by means of a footnote.

(11) *Maama*   *a-wa-dde*   *taata*   *ssente.*
    Mother   she.PRS-give-PRF   father   money
    'Mother has given father money.' (Ssekiryango 2006: 67)

(12) *I*   *sig-aa*   *xon-ee*   *ma.*
    2SG   go-IPFV   stranger-DEF   at
    'You are going to the stranger.' [Mburee 097]

10.16 If the source does not fit on the same line as the idiomatic translation, provide the source on the following line right-aligned, as in (6).

10.17 In addition to the Leipzig Glossing Rules, the Language in Japan editors have provided a glossing standard for Japanese examples that authors may use as a point of reference. For more details, see the Language in Japan website.

11   Tables, figures and files

11.1 Tables, figures (which include images) and files (used for article-external files, such as media files or software applications, and for which the editors will add a hyperlink at publication) are numbered consecutively: Table 1, Table 2; Fig. 1, Fig. 2; File 1, File 2, etc. They must be mentioned in the running text and identified by their numbers. They appear in the text as close as possible to the place where they are mentioned.

11.2 Each table and figure has a caption (files do not require one). The caption precedes a table and follows a figure. Unless the caption is a complete sentence, it is not followed by a period.

11.3 Tables generally have a top line and a bottom line plus a line below the column headers:

Table 3: Frequency of some English nouns (BNC)

	SG		PL	% OF SG
person	24671	*persons*	4034	86%
house	49295	*houses*	9840	83%
hare	488	*hares*	136	78%
bear	1182	*bears*	611	65%
feather	487	*feathers*	810	38%

11.4 Footnotes within a table use the footnote reference characters *a*, *b*, *c* and are given immediately below the table (not at the bottom of the page).

11.5 The words *above* and *below* should be avoided when referring to numbered tables, figures and examples. Their position on the page may be altered during production.

12 Cross-references in the main text

12.1 Cross-references to tables, figures, files or footnotes use the capitalized names for these items (Fig. 3, Table 2, File 5, Footnote 17).

12.2 If the manuscript is prepared in Microsoft Word, the cross-reference function (References > Cross-reference) may be used to create dynamic cross-references (see §10.5).

13 Footnotes

13.1 Use only footnotes (at the bottom of each page of the article). Do not use endnotes (at the end of the article).

13.2 Footnote numbers start with 1.

13.3 Numbered examples within footnotes use Roman numerals: (i), (ii), etc. If there are sub-examples, they are numbered (i.a), (i.b), etc.

13.4 A footnote reference number in the main text follows any punctuation: Japanese is written in a mixture of four scripts: kanji,[23] which…, not Japanese is written in a mixture of four scripts: kanji[23], which….

14 Non-Latin scripts

14.1 All forms in languages that are not normally written with the Latin alphabet (such as Japanese or Urdu) should additionally be given in transcription or transliteration.

14.2 Non-Latin forms need not be printed in italics.

15 List of references

15.1 General points

15.1.1 The list of references at the end of an article has the heading References (see §1.8).

15.1.2 Reference entries are listed alphabetically.

15.1.3 The formatting of the references follows the Unified Style Sheet for Linguistics provided by the Linguistic Society of America (https://www.linguisticsociety.org/resource/unified-style-sheet) in almost all respects, other than a few minor differences noted below. While the Unified Style Sheet limits itself to examples, the rules are spelled out here.

15.1.4 It should be noted especially that:
- the names of authors and editors should be given in their full form as in the cited publication, without truncation of given names. However, authors who habitually use initials only (J. K. Rowling, R. M. W. Dixon) count as full forms.
- page numbers are obligatory, but issue numbers of journals and series titles are optional (though recommended)
- journal titles are never abbreviated
- main title and subtitle of cited publication are separated by a colon, not by a period.

15.2 Reference and Component types

15.2.1 There are five standard reference types: JOURNAL ARTICLE, BOOK, ARTICLE IN EDITED VOLUME, THESIS and INTERNET CITATION. Works that do not fit easily into these types should be assimilated to them to the extent that this is possible. Different reference types make use of different components, as shown in Table 1.

15.2.2 A reference consists of the standard components given in Table 1 (bracketed components are optional): author list, year, article title, editor list, publication title, volume number, issue number, series, page numbers, location, publisher.

Table 1: Standard components of bibliographical references

	Author list.	year.	Article title.	Editor list.	*Publication title*(.)	volume number.	page numbers.	Location:	Publisher.	URL	date accessed
journal article	*	*	*		*	*	*				
book	*	*			*			(*)	*		
article in edited volume	*	*	*	*	*		*	(*)	*		
thesis	*	*			*			(*)	*		
internet citation	*	*	*							*	*

15.3 General formatting rules

15.3.1 Article titles are printed in non-italics, with no quotation marks around them.

15.3.2 Publication titles (both book titles and journal titles) are printed in italics.

15.3.3 Editors are followed by (ed.) or (eds.), depending on the number of editors.

15.3.4 The author list, the year number, the article title, the editor list, the volume number, the page numbers and the publisher are followed by a period (as shown in the Table 1 headings).

15.3.5 The location of publication is optional, provided authors are consistent in their decision to include or omit. When included, the location is followed by a colon. When a location is ambiguous (e.g., Cambridge), a comma is used before a precision.

Cambridge, MA: Harvard University Press.

15.4 Standard reference type examples

15.4.1 Journal article (journal title is immediately followed by the journal volume number):

Milewski, Tadeusz. 1951. The conception of the word in languages of North American natives. *Lingua Posnaniensis* 3. 248–268.

15.4.2 Book (whether authored or edited, book title followed by a period). A reprinted work is cited in its most recent printing, with the original printing details appended to the end of the reference, preceded by Reprinted from, all inside brackets.

Matthews, Peter. 1974. *Morphology*. Cambridge, UK: Cambridge University Press.

Lightfoot, David W. (ed.). 2002. *Syntactic effects of morphological change*. Oxford: Oxford University Press.

Yoshizawa, Yoshinori (吉澤義則). 1927. Shinran shōnin-no shagohō (親鸞上人の写語法) [On the mode of inscription of the venerable Shinran]. In *Kokugo kokubun-no kenkyū* (国語国文の研究) [Studies on the Japanese language and literature], 371–384. Tōkyō: Iwanami shoten. (Reprinted from "親鸞上人の写語法". 1922. *Ryūkoku daigaku ronsō* (龍谷大学論叢) 246. 1–13).

15.4.3 Article in edited volume (editor list is preceded by In and followed by (ed.) or (eds.) and a comma, book title is followed by a comma). The complete information about the volume is included, even if other articles from the same volume are also listed in the references. There is no need to list the volume itself separately unless it is cited separately. (This means that more space is needed, but it is otherwise much simpler than the old paper-saving convention of making some references sensitive to the existence of other references in the list):

Erdal, Marcel. 2007. Group inflexion, morphological ellipsis, affix suspension, clitic sharing. In Fernandez-Vest, M. M. Jocelyne (ed.), *Combat pour les langues du monde: Hommage à Claude Hagège,* 177–189. Paris: L'Harmattan.

15.4.4 Thesis (university is treated as publisher, type of thesis/dissertation is mentioned in parentheses as a nonstandard component):

Yu, Alan C. L. 2003. *The morphology and phonology of infixation*. Berkeley: University of California. (Doctoral dissertation.)

15.4.5 Internet citation. An internet source includes a DOI or other URL, beginning https:// or http://. An unarchived work likely, or intended, to change is followed by an access date formatted YYYY-MM-DD (e.g., 2022-12-31). Both the URL and date accessed are placed in round brackets, with the latter prefixed by Accessed.

Poser, William. 1990. Evidence for foot structure in Japanese. *Language* 66(1). 78–105. https://doi.org/10.2307/415280.

Maddieson, Ian. 2013. Tone. In Dryer, Matthew S. & Haspelmath, Martin (eds.), *The World Atlas of Language Structures Online* (version 2020.3) [Data set]. Zenodo. http://wals.info/chapter/13 (Accessed 2024-02-25.)

15.4.6 Other kinds of publications should be treated like one of these to the extent that this is possible. For example, published conference papers can be treated like articles in edited volumes or like journal articles. Unpublished papers can be treated like journal articles, with information about the location given as a nonstandard component.

15.5 Optional Components

15.5.1 Optional components may follow the standard components in round brackets:

> Mayerthaler, Willi. 1988. *Morphological naturalness.* Ann Arbor: Karoma. (Translation of Mayerthaler 1981.)

15.5.2 The journal volume number may be followed by an issue number, given in parentheses:

> Coseriu, Eugenio. 1964. Pour une sémantique diachronique structurale. *Travaux de linguistique et de littérature* 2(1). 139–186.

15.5.3 The book title may be followed by series information (series title plus series number), given in parentheses. Series titles have special capitalization, like journal titles (see §2.1):

> Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology* (Trends in Linguistics 127). Berlin: Mouton de Gruyter.

15.5.4 Books may include a volume number, separated from the book title by a comma:

> Rissanen, Matti. 1999. Syntax. In Lass, Roger (ed.), *Cambridge history of the English language,* vol. 3, 187–331. Cambridge: Cambridge University Press.

15.5.5 Information may be included about the edition, following the book title:

> Croft, William. 2003. *Typology and universals.* 2nd edn. Cambridge: Cambridge University Press.

15.5.6 In unpublished conference papers, the conference is treated as a nonstandard component in parentheses (but such unpublished papers should only be cited from recent conferences, if it can be expected that the material will eventually be published):

> Filppula, Markku. 2013. Areal and typological distributions of features as evidence for language contacts in Western Europe. (Paper presented at the conference of the Societas Linguistica Europaea, Split, 18–21 September 2013.)

15.6 Author surnames and given names

15.6.1 The author names appear in the order *surname, given name* in the list of references, in order to make it unambiguously clear which elements of the author name belong to the surname and which belong to the given name. If the second name in the following example were given in the order *given name, surname* (Francisco José Ruiz de Mendoza), the parsing would not be clear.

> Pérez Hernández, Lorena & Ruiz de Mendoza, Francisco José. 2002. Grounding, semantic motivation, and conceptual interaction in indirect directive speech acts. *Journal of Pragmatics* 34(3). 259–284.

15.6.2 When there are more than two authors (or editors), each pair of names is separated by an ampersand. No author name is omitted (i.e., et al. is not used in references).

> Chelliah, Shobhana & de Reuse, Willem. 2010. *Handbook of descriptive linguistic fieldwork.* Dordrecht: Springer.

> Johnson, Kyle & Baker, Mark & Roberts, Ian. 1989. Passive arguments raised. *Linguistic Inquiry* 20. 219–251.

15.6.3 Surnames containing prefixes are not treated in a special way. Thus, Celtic language surnames with the prefixes *ab*, *ap*, *ferch*, *M'*, *Mac*, *Mc*, *Ní*, *Nic*, *O'*, *Ó*, *etc.;* Germanic language surnames with *de*, *van*, *van de*, *van den*, *van der*, *vom*, *von*, *von dem*, *von den*, *von der*, etc.; Romance language surnames with *d'*, *da*, *de*, *de'*, *degli*, *del*, *de la*, *della*, *des*, *di*, *du*, *el*, *la, le*, *les*, etc.; or Semitic language surnames with *abu*, *bat*, *ben*, *bin*, *bint*, *ibn*, *umm*, etc. are alphabetized under the first part (the foregoing list is not exhaustive). Upper and lower-case usage should follow the cited author's preferred spelling. Thus, the following names are sorted alphabetically (mechanically) as indicated:

Da Milano, Federica > de Groot, Casper > De Schutter, Georges > de Saussure, Ferdinand > van der Auwera, Johan > Van Langendonck, Willy > van Riemsdijk, Henk > von Humboldt, Wilhelm

15.6.4 When they occur in the main text, they are not treated in a special way either. They have lower case unless they occur at the beginning of a sentence (this is in line with the usual French and German practice, but in contrast to the usual Dutch practice):

as has been claimed by van Riemsdijk & Williams (1981)

15.6.5 With classical authors whose surname contains a prefix, such as de Saussure or von Humboldt, the first part of the name can be (and is often) omitted. But this is typically not possible with modern names (von Heusinger, not Heusinger).

15.6.6 Regardless of the system employed in the source language, hyphens, apostrophes and diacritics, such as macrons, umlauts, accents or tildes, are ignored in alphabetical sorting. Thus, O'Reilly sits between Oppenheimer and Ōsugi, not before Oates (Microsoft Word sorts an apostrophe before *a*). Similarly, Özdemir sits between Owens and Papadopoulos, not after Zisk (some languages alphabetize *Ä, Ö, Ü* after *Z*).

15.6.7 Titles and honorifics, such as *Chevalier*, *Dr.*, *Father*, *Herzog*, *-ji*, *Justice*, *Lord*, *Major-General*, *Mullah*, *PhD*, *President*, *Rev.*, *Rabbi*, *Ritter*, *Senator*, *Sir*, etc., are suppressed, unless the person in question is being referred to in the main text (where suppression is optional). Thus, Emperor Hirohito or Hirohito when the person is being discussed in the main text, but Hirohito (1967) if citing the publication *A review of the hydroids of the family Clathrozonidae with description of a new genus and species from Japan* (the Japanese imperial family has no surname).

15.7 Miscellaneous

15.7.1 If a publisher is associated with several cities, only the first is given: Berlin: De Gruyter Mouton or Amsterdam: Benjamins.

15.7.2 Titles of works and journals written in a language other than English are accompanied by a translation, written in non-italics and surrounded by square brackets. If the book or article has an English title created by the author, use this as the translation; if the journal has an official English title, use this as the translation. If not, use your own translation.

Haga, Yasushi. 1998. *Nihongo no shakai shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

Li, Rulong. 1999. *Minnan fangyan de daici* [Demonstrative and personal pronouns in Southern Min]. In Li, Rulong & Chang, Song-Hing (eds). *Daici* [Demonstrative and personal pronouns], 263–287. Guangzhou: Ji'nan University Press.

Nakajima, Yoshitaka. 2003. Kōnai kōdō: hassei kikan no dōtai bunseki ni okeru chōonpu imējingu no yūyōsei [Inside the mouth: Using [sic] of ultrasonography for analyzing dynamics of the speech organs]. *Onsei kenkyū* [Journal of the Phonetic Society of Japan] 23. 55–66.

15.7.3 No translation is required if the title contains a name, a Japanese word borrowed into English (animé, sushi), or a Japanese term readily familiar to the Japanese linguist (kanji, rendaku).

15.7.4 If the title is not only in a different language, but also in a different script, it may be given in the original script, in addition to the transliteration (following it in round brackets). Likewise, it may be preferable to give the name of the author in the original script to help readers more accurately track down references. Authors should be consistent in including or omitting original scripts for any given language:

Plungian, Vladimir A. (Плунгян, Владимир А.) 2000. *Obščaja morfologija: Vvedenie v problematiku* (Общая морфология: Введение в проблематику) [General morphology: Introduction to the issues]. Moskva: URSS.

Chen, Shu-chuan (陳淑娟). 2013. Taibei Shezi fangyan de yuyin bianyi yu bianhua (台北社子方言的語音變異與變化) [The sound variation and change of Shezi dialect in Taipei city]. *Language and Linguistics* 14(2). 371–408.

Tsukishima, Hiroshi (築島裕). 1963. Heian jidai no kanbun kundokugo ni tsukite no kenkyū (平安時代の漢文訓読語につきての研究) [A Study on the language of kanbun kundoku in the Heian period]. Tokyo: Tōkyōdō Shuppan.