

CANIL STYLE GUIDE

A guide for formatting term papers

to be submitted in linguistic courses offered at
the Canada Institute of Linguistics

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1. Introduction

Every academic discipline has its own conventions when it comes to communicating the results of research in writing and citing the research of others. Part of learning to work within a given discipline includes learning to follow the appropriate conventions. Such conventions are important because they facilitate clear communication within the discipline, and careful attention to them reflects a commitment to professionalism.

Linguistics is a relatively young discipline within the western tradition. As a result, it has not yet developed a universally recognized or standardized style sheet like some other disciplines, such as the American Psychological Association (APA). In recent years, however, there has been significant progress toward the goal of standardization. In 2005–2006, a group of journal editors proposed the *Unified style sheet for linguistics* (Joseph et al. 2007), which advocates standardized conventions for citations and references. More recently, Haspelmath's (2014) *Generic style rules for linguistics* has summarized conventions of text-structure style based on majority usage. In addition, the *Leipzig glossing rules* (Comrie et al. 2015) have gained wide acceptance as a set of standard conventions for glossing interlinear texts. Taken together, these three documents represent the closest thing to an emerging consensus on style in contemporary linguistic literature. The present style guide incorporates most of the recommendations in these documents. It is not exhaustive, but aims to summarize those conventions that are most essential for undergraduate term papers.

2. Document parts

The various potential parts of a document are presented below in the order that they should appear. Not every part is required in every paper. The only mandatory parts for a term paper are the title page, the text itself, and the list of references.

2.1 Title page

Linguistic term papers should include a title page. A sample title page is included in the Appendix. The title page should include the following components, centred and evenly distributed over the height of the page.

- (1) Components of a term paper title page
 - a. Title of the paper in bold (with no special capitalization).
 - b. Author's full name.
 - c. The type of paper in normal sentence case followed by the word "for" (e.g. "A research paper for").
 - d. Course code and name.

¹ Other style sheets consulted include the *CanIL style guide (2002)*, the *De Gruyter Mouton journal style sheet*, the *Language style sheet* (Linguistic Society of America) and the *Journal of Linguistics style guide*.

² With the exception of the title page and line spacing, this document has been formatted in keeping with the style it describes. Barring those exceptions, it can be taken as an illustrative example of linguistic style conventions.

- e. The statement "Presented to {instructor's name} in partial fulfillment of the requirements for the degree of Bachelor of Arts at Trinity Western University."
- f. The date of submission (format: Month ___, 20___).

2.2 Abstract

Books and journal articles typically require a brief abstract of 100–300 words. Abstracts are not required for term papers unless specified by the instructor.

2.3 Contents

A table of contents is typically required for longer manuscripts that contain a large number of sections and subsections (e.g. books, theses, and dissertations), but not for shorter manuscripts (e.g. journal articles). It is not required for term papers unless specified by the instructor.

2.4 Lists

Longer manuscripts (e.g. books, theses, and dissertations) may include a list of tables and/or a list of figures. Lists are not required for term papers unless specified by the instructor.

2.5 Main text

The main text should be subdivided into numbered sections (and possibly sub-sections), each with its own heading (see §3.2). Minimally, there should be three sections: an introduction, the main body of the paper, and a conclusion. However, the main body itself is typically divided into sections reflecting the content and logical structure of the paper.

2.6 Acknowledgements

Acknowledgements are not required, but are appropriate when others have made a significant contribution to the research (e.g. a scholar has shared information or ideas, language consultants have provided data, an institution has provided funding, etc.). Many authors include a disclaimer indicating that they take responsibility for the final product (e.g. "I am grateful to X, Y, and Z for helpful discussion of the ideas presented in this paper. Any errors or omissions are my own.").

2.7 Abbreviations

If required, a list of abbreviations can be provided here (e.g. abbreviation of morphosyntactic features such as 3PL [3rd person plural], PST [past tense], etc.).

2.8 Appendices

Appendices are useful for large amounts of data that would otherwise clutter the main text (e.g. vocabulary lists, interlinear texts, statistics, etc.). They are not mandatory, unless specified by the instructor. A single appendix should bear the heading "Appendix", optionally followed by a title. If more than one appendix is required, they should be distinguished by letters (e.g. Appendix A, Appendix B, etc.). Each appendix should begin on a new page.

2.9 References

The final part of any paper is a mandatory list of references under the heading "References". The list should include all and only those sources actually cited in the paper. The format should follow the guidelines outlined in §3.11.

3. Formatting and style

3.1 General document setup

General document properties include things like page size, margins, fonts, line spacing, and pagination. These properties are subject to variation depending on the publisher, institution, or course instructor. Unless the course instructor indicates otherwise, the following guidelines should be adopted for linguistic term papers at Trinity Western.

Page setup

- Use white 8.5 x 11-inch paper.
- Use 1-inch (2.54 cm) margins all around.

Fonts

- Use 12-point Doulos SIL font for phonetic transcriptions.
- Use 10-point Times New Roman font for footnotes.
- Use 12-point Times New Roman font for everything else.

Line spacing

- Use single line spacing for footnotes, block quotations, tables, figures, and bibliographic entries.
- Use double line spacing everywhere else, including before, after, and between paragraphs of single-spaced text.

Pagination

- Number all pages except for the title page.
- Use lowercase Roman numerals (i, ii, iii, etc.) for front matter (e.g. a table of contents).
- Use Arabic numerals (1, 2, 3, etc.) for the main text and everything that follows it, including references and appendices.
- Page numbers should be right-aligned within the header.

3.2 Section headings

Numbered headings should be used for all sections and sub-sections of the main text. Numbering always begins with 1, not with 0. Numbered headings should be left-aligned, with boldface type, and with no special capitalization or period at the end. Avoid using more than two levels of numbering, except in special circumstances (e.g. in a book-length manuscript). The example below illustrates the use and format of numbered section headings:

1. Level-one heading	
111	,
1.1 Level-two heading	
	·
1.1.1 Level-three heading	
	·

Headings outside of the main text are not numbered (e.g. Contents, Acknowledgments, Appendices, and References). In other respects, they are equivalent to level-1 headings.

3.3 Paragraph alignment and indentation

Paragraphs should be left-aligned throughout, not justified. The first paragraph of each section or subsection (i.e. the paragraph immediately following each heading or subheading) should have no special indentation. The first line of each subsequent paragraph within the (sub)section should be indented by 0.5 inches (1.27 cm). Bibliographic reference entries should have a hanging indent of 0.5 inches (1.27 cm). See examples in §3.11.

3.4 Typeface and punctuation

The following conventions should be observed for matters of typeface and punctuation.

Capitalization

- English titles, headings, and captions have no special capitalization; capitalization is reserved for the first word and proper names, just as in standard English orthography (e.g. *A sketch of Swahili grammar*, not *A Sketch of Swahili Grammar*). This also applies to book titles in the reference section of the paper, regardless of how they appear in the original publication.
- Names of journals, book series, and publishers are treated as proper names with capitalization on each content word (e.g. *Journal of Linguistics*, not *Journal of linguistics*; and Cambridge University Press, not Cambridge university press).

- Capitalization is used for the beginning of subtitles occurring after a colon within the title (e.g. *Ethnologue: Languages of the world*), not *Ethnologue: languages of the world*).
- Components of the paper, including sections, tables, figures, footnotes, and appendices, are capitalized in cross-references that refer to the component by name (e.g. "as shown in Table 2" or "details are listed in Appendix A").

Small caps

- Small caps are used for grammatical category labels and their abbreviations when glossing morphemes (e.g. English *runs* 'run-3SG.PRS'). A list of standard labels and abbreviations is provided in the Appendix to the *Leipzig glossing rules*.
- Small caps and "all caps" formatting should not be used for emphasis.

Italics

- Italic type is used for words, phrases, or sentences treated as linguistic examples (e.g. "the word *like* serves multiple discourse functions"); but it should not be used if the transcription is enclosed in phonetic or phonemic brackets (e.g. "the word /laɪk/ 'like' serves multiple discourse functions").
- Italic type is used for the titles of books, journals, newspapers, and other published documents; but it should not be used for the titles of articles or chapters appearing in those publications.
- Italics can be used to draw attention to a key term at its first mention, but thereafter normal roman typeface should be used.
- Italics may be used sparingly for emphasis, particularly in quoted texts with the indication "[emphasis mine]."

Boldface

- Boldface type is used for the paper's title and section headings.
- Boldface type can also be used for emphasis within linguistic examples, but should not be used for emphasis elsewhere.

Quotation marks

- Double quotation marks are used for short direct quotes, which are incorporated into the running text. Longer direct quotes are set apart from the running text without quotation marks (see §3.6).
- Single quotation marks are used for glosses or translations of non-English words (e.g. *cogito* 'I think').
- Single quotation marks can also be used for quotations within quotations.

Dashes

- An EN-dash (–) surrounded by spaces is used for parenthetical remarks.
- An EN-dash (–) without surrounding spaces is used for inclusive number ranges (e.g. pages 67–78; 2005–2012).
- Avoid using hyphens (-) where EN-dash should be used.

Brackets

- In addition to parenthetical remarks, parentheses (round brackets) are used for citations (see §3.5), and numbered examples (see §3.9).
- Square brackets can be used for bracketed items within parentheses in order to avoid double round brackets (e.g. "according to Smith (2004 [1962])").
- Square brackets are also used for phonetic representations (e.g. "the phone [ph]").
- Slashes are used for phonemic representations (e.g. "the phoneme /p/").
- Angle brackets are used for orthographic representations (e.g. "the letter (p)").

Spaces

• Use a single character space between sentences within a paragraph, not a double character space.

3.5 Citations

Linguistic papers use an author-date system for parenthetical citations within the running text.³ Minimally, in-text citations should include the author's surname followed by the year of publication. Page numbers are mandatory only for direct quotations (see §3.6). The date (and page numbers, if included) should always be enclosed in parentheses. The author's surname should also be included within parentheses, unless it is mentioned independently within the text. Where both name and date are included within parentheses, they should be separated only by a space (not by a comma, as in APA). These conventions are illustrated in the following example:

Emeneau (1939) reported retroflex vowels in the Badaga language of South India. Other languages of the area have developed centralized, retracted, or back unrounded vowels under similar conditions (Diffloth 1975).

³ The system is similar in essence to that of the APA, but differs in some details of format and punctuation. Students who are familiar with APA from courses in other disciplines should be careful to note the differences. For example, an APA citation such as (Smith, 2010, p. 58) would appear as (Smith 2010: 58) following linguistic conventions.

Other common citation conventions include the following:

- For works by two authors, ampersand can be used: (Smith & Jones 2010).
- For works by three or more authors, the abbreviation et al. can be used after the first author's name: (Smith et al. 2012) or (Smith, Jones & Brown 2012). However, all names must be listed in the bibliographic reference entry.
- Multiple works by the same author are separated by commas, with the author's name listed once and the works listed chronologically: (Smith 2004, 2010, 2012).
- If the same author has multiple works within the same year, they are distinguished by lower case letters: (Smith 2004a, 2004b, 2004c).
- Works by different authors are listed chronologically and separated by semi-colons: (Smith 2004; Jones 2010; Brown 2012).
- Page numbers can be cited after the date, separated by a colon: (Smith 2004: 54)
- Page ranges are separated by EN-dashes (–), with numbers always listed in full: (Smith 2004: 54–59), not (Smith 2004: 54–9).
- Entire chapters or sections can be cited as follows: (Smith 2004: Chapter 3) or (Smith 2004: §6.2).
- Reprints should include the original year of publication in square brackets: (Smith 2004 [1962]).

3.6 Direct quotations

Direct quotations should be used sparingly, and reserved primarily for cases where the wording carries special significance. Short quotations of about 40 words or less should be incorporated into the running text and enclosed in double quotation marks. Citations for direct quotes should always include specific page numbers. These conventions are illustrated in the following example:

... Language acquisition may well be "the greatest intellectual feat any one of us is ever required to perform" (Bloomfield 1933: 29). Nevertheless, most people acquire language...

Extended quotes should appear as a separate block of text without quotation marks. The quoted text should be single spaced, and its left margin should be increased by 0.5 inches (1.27 cm). It should be set apart from the preceding and following text by double spacing. The citation should appear at the end of the quote, following the punctuation. For example:

... In his third annual address to the Asiatic Society on February 2, 1786, Sir William Jones famously observed:

The Sanscrit language, whatever be its antiquity, is of a wonderful structure; more perfect than the Greek, more copious than the Latin, and more exquisitely refined than either; yet bearing to both of them a stronger affinity, both in the roots of verbs and in the forms of grammar, than could possibly have been produced by accident; so strong indeed, that no philologer could examine them all three without believing them to have sprung from some common source, which, perhaps, no longer exists. (Jones 1798 [1786]: 422–423)

This passage is often cited as the first formulation of what eventually came to be known as the Indo-European hypothesis...

3.7 Cross-references

Cross-references to sections, tables, figures, and footnotes should use the capitalized names for those items (e.g. Section 2.1, Table 3, Figure 4, Footnote 5, etc.). The section sign § can be used (e.g. §2.1), but other abbreviations should be avoided (e.g. Fig. 4, Fn. 5). Cross-references to numbered examples in the text are always enclosed in parentheses: (2), (2a), (2a,b), (2a-c), etc.

3.8 Footnotes

Footnotes are preferred over endnotes. Wherever possible, footnote reference numbers should appear at the end of a sentence (or heading, or caption, etc.), following any punctuation. In exceptional circumstances, they may follow a specific word. The text of footnotes should use 10-point Times New Roman font with single line spacing. Numbered examples in footnotes should use lowercase Roman numerals: (i), (ii), (iii), etc.

3.9 Numbered examples

An important hallmark of linguistic papers is the use of examples to illustrate linguistic phenomena. All examples should be numbered consecutively, glossed, and translated. Translations can be omitted if the language of the example and the language of the text are the same (e.g. both are English).

Numbers should be enclosed in parentheses. Sets of related examples can be grouped together under a single number and distinguished by lowercase letters (a, b, c, etc.). Transcriptions should appear in italic typeface unless they are enclosed in phonetic or phonemic

brackets, in which case they should appear in normal typeface. Translations should be enclosed in single quotes. Use single line spacing within numbered examples, and double line spacing before, after, and between numbered examples. Cross-references to numbered examples take the form: (2), (2a), (2a,b), (2a-c), etc. These conventions are illustrated in the following example:

... Hindi maintains a contrast between aspirated stops and their voiceless unaspirated counterparts, as illustrated in (2) and (3).

- (2) a. /pəl/ 'moment' b. /pʰəl/ 'fruit'
- (3) a. /ka:l/ 'time, tense' b. /k^ha:l/ 'skin'

Example sentences and other phrasal constructions should be presented as interlinear texts following the conventions of the *Leipzig glossing rules*. Minimally, interlinear texts should include the example text on the first line, a morpheme-by-morpheme gloss on the second line, and an idiomatic translation on the third line. Words in the example text and the morpheme gloss line should be aligned using either tabs or table cells without borders. Citations for the source of an interlinear example should appear after the idiomatic translation. The following example illustrates these conventions:

```
(7) anjum=ne saddaf=ko kitaab d-ii
Anjum.F=ERG Saddaf.F=DAT book.F(NOM) give-PFV.F.SG

'Anjum gave Saddaf a/the book.' (Butt 1995: 17)
```

Numbered examples in footnotes should use lowercase roman numerals, such as (i), (ii), and (iii), instead of Arabic numerals. Optimality Theory tableaux, syntactic trees, linguistic rules, and formulas can also be treated as numbered examples, but tables and figures should be treated differently (see §3.10).

3.10 Tables and figures

Information presented in columns and rows should be treated as tables. Maps, graphs, line drawings, spectrograms, and photographs should be treated as figures. Tables and figures should be numbered consecutively (Table 1, Table 2; Figure 1, Figure 2, etc.) and provided with

captions. Table captions should appear directly above the table; figure captions should appear directly below the figure. Use boldface type for the words "Table" and "Figure", and for the numbers, but regular typeface for the captions. Captions have no special capitalization, and they should end with a period only if they constitute a complete sentence. Use single spacing within tables, figures, and their captions, but double spacing before, after, and between tables and figures. These conventions are illustrated in Table 1 and Figure 1, below.

Table 1 Consonant phonemes of Panjabi (Malik 1995)

	labial	dental	alveolar	retroflex	palatal	velar	glottal
stops	р	t		t.	ţſ	k	
-	p^{h}	t^h		$t^{\mathtt{h}}$	$\mathfrak{t}\mathfrak{f}^{\mathrm{h}}$	k	
	b	d		d	ф	g	
	$(b^h)^a$	(d^{fi})		(d^h)	$(\phi_{\rm l})$	(g^h)	
fricatives			S		ſ		h
nasals	m		n	η			
laterals			1	()			
flaps			r	t			
approximants	W				j		

^a Breathy voiced stops are realized as simple voiced stops with pitch contours on neighbouring vowels.

^b The retroflex lateral is not phonemic in all dialects.

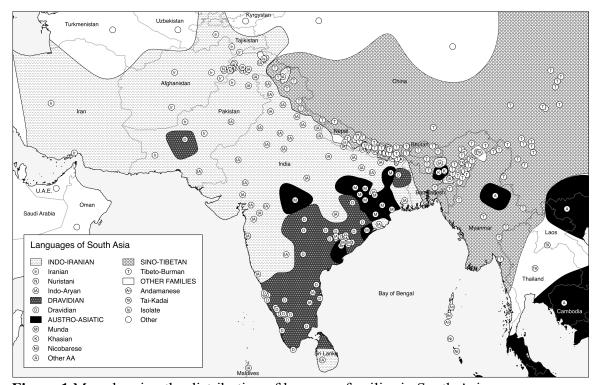


Figure 1 Map showing the distribution of language families in South Asia

Tables are typically formatted with a top border, a bottom border, and a line below the header row. Additional border lines (including all vertical lines) are typically avoided, unless they would enhance readability. Footnote references within a table are formatted with lowercase italicized letters (a, b, c) and appended immediately below the table, not at the bottom of the page. These conventions are illustrated in Table 1, above.

3.11 Bibliographic references

The list of references must include all and only those sources cited in the paper. Entries should be sorted alphabetically by author's last name, then by author's first name, then by year. Entries should follow the conventions outlined below, which are based on the *Unified style sheet for linguistics* (Joseph et al. 2007). Some noteworthy features of this style include the following:

- Names of authors and editors are always given in full, as they appear in the original publication. First names are not reduced to initials (as in APA style); and repeated names are not replaced by dashes (as in Chicago style).
- The publication year is followed by a period; it is not enclosed in parentheses (as in APA).
- Titles of books and articles do not use any special capitalization, but names of journals, book series, and publishers use "title case" (capitalization of all lexical content words).
- Article titles are printed in normal typeface without quotation marks.
- Publication titles (book and journal titles) are printed in italics.
- Names of journals are always given in full, not in their abbreviated form (e.g. *International Journal of American Linguistics*, not *IJAL*).
- A colon is used to separate city from publisher (e.g. London: Routledge) and title from subtitle (e.g. *Language classification: History and method*). Otherwise, citation components are separated by periods, and subcomponents by commas.

Table 2 summarizes the bibliographic information required for the three most common types of references: books, articles in an edited volume, and articles in a journal. The header row lists the major components of each reference in the order that they should appear, and with the appropriate typeface. An asterisk indicates that the component is required for the reference type.

	Author(s).	Year.	Article title.	Editor(s).	Publication * title(.,)	Volume number	Page numbers.	City:	Publisher.
book or thesis	*	*			*			*	*
article in edited book	*	*	*	*	*		*	*	*
journal article	*	*	*		*	*	*		

Table 2 Standard parts of bibliographic references (based on Haspelmath 2014, punctuation added)

• Books with one or more authors. Note the use of ampersand (&) before the last author/editor.

Blevins, Juliette. 2004. *Evolutionary phonology*. Cambridge: Cambridge University Press.

Chomsky, Noam & Morris Halle. 1968. *The sound pattern of English*. New York: Harper and Row.

• Edited volumes with one or more editors. If the book is part of a series, the name of the series can be included in parentheses after the title. Unlike the title, the series name is set in normal typeface and all lexical words are capitalized.

Anderson, Gregory D. S. (ed.). 2008. *The Munda languages*. London & New York: Routledge.

Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. *Essentials of language documentation* (Trends in Linguistics, Studies and Monographs 178). Berlin & New York: Mouton de Gruyter.

• Chapter or article in an edited volume. Always include specific page numbers.

Deshpande, Madhav M. 1992. Sanskrit. In William Bright (ed.), *International encyclopedia of linguistics*, vol. 3, 366–372. New York & Oxford: Oxford University Press.

Herforth, Derek. 2003. A sketch of late Zhou Chinese grammar. In Graham Thurgood & Randy J. LaPolla (eds.), *The Sino-Tibetan languages*, 59–71. London & New York: Routledge.

For books or theses, the publication title is followed by a period; for articles in an edited book, it is followed by a comma; for journal articles, it is followed by a space, as the volume number follows immediately after.

• Journal articles. Always include volume and page numbers. Optionally, the issue number can be included in parentheses after the volume number. For articles in online journals, or in print journals also published online, provide the URL after the journal title (and volume and page numbers, if applicable), followed by the date of access in parentheses.

Ingham, Bruce. 1998. Demonstrative stems in Lakhota. *International Journal of American Linguistics* 64(2). 105–140.

Turpin, Myfany & Lana Henderson. 2015. Tools for analyzing verbal art in the field. *Language Documentation and Conservation* 9. 89–109. http://hdl.handle.net/10125/24632 (3 March 2017).

• Theses and dissertations are treated like books, with the university taking the place of the publisher. Following the *Unified style sheet for linguistics*, the type of thesis/dissertation is appended to the name of the university.

Backstrom, Peter Charles. 1994. *A phonological reconstruction of Proto-Western Tibetan*. Arlington, TX: University of Texas at Arlington MA thesis.

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

 Conference papers published in conference proceedings are treated the same as articles in edited volumes.

Arsenault, Paul & Alexei Kochetov. 2011. Retroflex harmony in Kalasha: Agreement or spreading? In Suzi Lima, Kevin Mullin & Brian Smith (eds.), *Proceedings of the North East Linguistic Society* 39. 55–66. Amherst: GLSA.

• Unpublished conference presentations can also be treated as articles. In lieu of the publication title and publisher's information, the name, location, and dates of the conference are given in parentheses.⁴

Arsenault, Paul & Alexei Kochetov. 2009. Retroflex (consonant) harmony in Kalasha. (Paper presented at the 83rd annual meeting of the Linguistic Society of America, San Francisco, 8–11 January 2009.)

⁴ The *Unified style sheet for linguistics* does not provide guidelines for unpublished conference presentations. The format described here is based on the *Generic style rules for linguistics*.

- Online books or journal articles can be treated like their print counterparts with the simple addition of the URL and date of access.
 - Rubino, Carl. 2013. Reduplication. In Matthew S. Dryer & Martin Haspelmath (eds.), *The world atlas of language structures online*. Leipzig: Max Planck Institute for Evolutionary Anthropology. http://wals.info/chapter/27 (3 March 2017).
 - Simons, Gary F. & Charles D. Fennig (eds.). 2017. *Ethnologue: Languages of the world*, 20th edn. Dallas: SIL International. http://www.ethnologue.com (24 February 2017).
- Internet resources that are not regular publications should be treated like books, to the extent that this is possible. If no author's name is provided, the name of the website or resource can be used, while the name of the specific page within the website is used for the title.
 - Joseph, Brian, Keren Rice & Joe Salmons. 2007. *A unified style sheet for linguistics*. http://www.linguisticsociety.org/sites/default/files/style-sheet_0.pdf (3 March 2017).
 - Native Languages of the Americas. 1998–2014. *Vocabulary in Native American languages: Salish words*. http://www.native-languages.org/salish_words.htm (2 December 2014).

For further examples, see the *Unified style sheet for linguistics* (Joseph et al. 2007).

Appendix: Sample title page

Egzatik grammar sketch

John E. Linguist

A term paper for

LING 480 Field Methods

Presented to

Dr. Sam Buddy

in partial fulfillment of the requirements for the degree of Bachelor of Arts at

Trinity Western University

April 1, 2017

References

- Cambridge University Press. n.d. *Journal of Linguistics style guide*. https://www.cambridge.org/core/services/aop-file-manager/file/575abcc2fcaa6b122ec738a6 (3 March 2017).
- Canada Institute of Linguistics. 2002. *CanIL style guide*. Langley, BC: Canada Institute of Linguistics.
- Comrie, Bernard, Martin Haspelmath & Balthasar Bickel. 2015. *The Leipzig glossing rules:*Conventions for interlinear morpheme-by-morpheme glosses.

 http://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf (3 March 2017).
- Haspelmath, Martin. 2014. *The generic style rules for linguistics*. http://www.eva.mpg.de/lingua/pdf/GenericStyleRules.pdf (3 March 2017).
- Joseph, Brian, Keren Rice & Joe Salmons. 2007. *A unified style sheet for linguistics*. http://www.linguisticsociety.org/sites/default/files/style-sheet 0.pdf (3 March 2017).
- Linguistic Society of America. n.d. *Language style sheet*. http://www.linguisticsociety.org/sites/default/files/style-sheet.pdf (3 March 2017).
- Walter, Rebecca. 2014. *De Gruyter Mouton journal style sheet*. Version 1.2. https://www.degruyter.com/staticfiles/pdfs/mouton_journal_stylesheet.pdf (3 March 017).