Author guidelines for the journal of the

Association for Laboratory Phonology (dotx version)

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**Abstract**

This document spells out the author guidelines for submitting research articles to *Laboratory Phonology*, the journal of the Association for Laboratory Phonology. In order to specify the guidelines by example as well as by rule, this document includes all of the required and optional elements described in the guidelines and has been formatted in accordance with the stylesheet that it contains. For example, by including this 116-word abstract, we exemplify the following rule: Research articles must have the main text prefaced by an abstract of no more than 200 words summarizing the main arguments and conclusions of the article. This must have the heading “Abstract” and be easily differentiated from the start of the main text.

**Keywords:** author guidelines, Laboratory Phonology, Word template

**1. Introduction**

This document spells out the Author Guidelines for *Laboratory Phonology*, the journal of the Association for Laboratory Phonology. This is the second edition of the guidelines, and it incorporates two types of revision to make for a more useful document that can serve also as a template for authors to use in preparing manuscripts to submit to the journal.

One type is rewordings and reformulations that rectify inconsistencies, including contradictions between what the guidelines specified and either the *Publication Manual of the American Psychological Association* (American Psychological Association [APA], 2009) or the *Generic Style Rules for Linguistics* (Max Planck Institute for Evolutionary Anthropology, 2014). The first of these documents is the basis for the journal’s style rules for more general matters such as how to cite and format references, and the second is the basis for the journal’s style rules for discipline-specific matters such as how to set off linguistic examples when they are given in phonetic transcription versus when they are given in a transliteration of the written form.

The other type of revision is a reformatting and reorganization of sections that was inspired in part by Paul and Vanden Wyngaerd (2015), the style guide document for our sister LingOA journal *Glossa*. Specifically, we have adopted their strategy of specifying the guidelines both by example and by rule, so that this document can serve also as a template for manuscripts to be submitted to *Laboratory Phonology*.

*1.1. The source file for this document*

There are two versions of this document, one created using the article-labphon-tex.tex file and one created using the article-labphon-dotx.dotx file. (Both are available online at the URL listed in the additional files section of this document.) Authors can adapt the source file for either version to create the ms4review.pdf file for a manuscript to be submitted for review, and then modify the adapted source file to create the finaldraft.tex, finaldraft.docx, or finaldraft.odt file along with the finaldraft.pdf file that it generates when a manuscript is accepted. (See Section 2.2 on “Format” of the submission.)

Since the Ubiquity Press typesetters will be using the uploaded source file to extract the content for the journal templates that are used to create the final pub-number.xml and pub-number.pdf versions that are posted at [https://www.journal-labphon.org/articles](http://www.journal-labphon.org/articles), our aim in creating these template source files is not to help authors replicate the formatting to produce camera-ready copy, but instead to help authors provide all of the information that the typesetters need to extract in an identifiable form and also to produce a finaldraft.pdf file that shows the intended symbols and structure of formulae and transcribed examples, the intended alignment for elements of transcribed examples and for table columns, the intended aspect ratio for figures, and so on.

Using one of these source file templates is not obligatory, but it will help authors comply with the instructions posted on the website for submitting to the journal.

**2. The submission process**

*2.1. How to submit*

Submissions should be made electronically through the website:

[https://www.journal-labphon.org/about/submissions/](http://www.journal-labphon.org/about/submissions/)

Please ensure that you consider the following guidelines when preparing your manuscript. Failure to do so may delay the processing of your submission. (See the “Submission prepa- ration checklist” in Section 2.3.)

Once a submission has been completed, the submitting author is able to fully track the status of the paper and complete requested revisions via their online profile.

*2.2. Format*

A Portable Document Format (PDF) file of the manuscript will need to be submitted for the purposes of the review process. If a paper is accepted, the filename.tex, filename.doc, filename.docx, or filename.odt file will then be requested, along with the corresponding filename.pdf file for the final version.

Authors are also encouraged to submit files of supplementary materials such as tables listing all of the materials for an experiment, audio recordings for linguistic examples when these are relevant for grasping the point being illustrated, and code for doing complicated statistical analyses along with sample data files. The format of each such file should be whatever is most useful to the reader. For example, an audio file might be in some uncom- pressed format with a .wav extension that allows it to be read into a waveform editor. A

file of code might be plain ASCII with a .R extension. A table of materials might be a PDF file (e.g., if the materials are presented in a form that requires a non-Latin font), or it might be a tab-separated (.txt) or comma-separated (.csv) text file (a more appropriate format if the table also serves as a sample data file).

*2.3. Submission preparation checklist*

As part of the submission process, authors are required to check off their submission’s com- pliance with all of the statements in the checklist below, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

2. Any third-party-owned materials used have been identified with appropriate credit lines, and permission obtained from the copyright holder for all formats of the journal.

3. All authors have given permission to be listed on the submitted paper and satisfy the authorship guidelines.

4. The manuscript is initially submitted in PDF format. An OpenOffice, Microsoft Word, or LaTeX source file also must be submitted when the paper is accepted for publication.

5. A DOI for each reference has been provided, when available.

6. Tables have been incorporated directly in the manuscript, following the flow of the text, and every table is numbered according to its position in the manuscript.

7. Figures also have been incorporated directly in the manuscript, following the flow of the text, and every figure is numbered according its position in the manuscript.

8. A separate high-quality file has also been uploaded for each figure, in one of the fol- lowing formats: JPEG, TIFF, GIF, PNG, EPS (or PDF, if that is the original form of a vector graphics image file). To maximize quality, the original source file is preferred. All images in one of the raster graphics (bitmap) formats (JPEG, TIFF, GIF, PNG) have a resolution of at least 150dpi (300dpi or above preferred). Images created and saved originally in a vector graphics format (EPS, PDF) are sized to maximize quality (e.g., by creating the image to be 15 cm wide, matching the dimensions of the text on the A4 manuscript page). Each file is no more than 20MB per file.

9. The text adheres to the stylistic and bibliographic requirements outlined in this Author Guidelines document.

10. If the work is subject to an ethics assessment committee, the committee has approved this research.

*2.4. Copyright notice*

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work’s authorship and initial publication in this journal. For a description of this license type see: https://creativecommons.org/licenses/by/3.0/)

2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal’s published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.

3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (see references at [http://opcit.eprints.org/oacitation-biblio.html).](http://opcit.eprints.org/oacitation-biblio.html))

*2.5. Publication Fees*

Authors publishing in *Laboratory Phonology* face no financial charges for the publication of their article. Authors from institutions that already have an [OLH membership](https://www.openlibhums.org/plugins/supporters/) will have the full Article Processing Charge (APC) covered by the consortium of libraries participating in the [Open Library of Humanities](https://www.openlibhums.org/) (OLH), ensuring long-term sustainability. We recommend that authors from non-member institutions ask their libraries to support OLH with annual contribution that will cover any current/future publication in the journal. Should a submitting/corresponding author be from an institution that already has an [OLH membership](https://www.openlibhums.org/plugins/supporters/), please indicate it accordingly when submitting your paper.

Authors from OLH non-member institutions that have access to funds earmarked for APCs (via a research grant or through their institution) will be asked to use those funds to cover the £450 APC of their publication in Laboratory Phonology.  Authors without access to such funds will be asked to request a waiver through the submission system. This full APC waiver will then be logged against the submission.

The APC covers all publication costs (editorial processes; web hosting; indexing; marketing; archiving; DOI registration etc.) and ensures that all of the content is fully open access. This approach maximizes the potential readership of publications and allows the journal to be run in a sustainable way.

If you do not know about your institution’s policy on open access funding, please contact your departmental/faculty administrators and institution library, as funds may be available to you.

Shortly after publication, authors that have not already requested a waiver from OLH will receive an APC request email along with information on how payment can be arranged. If the APC situation has changed since submission to publication, an APC waiver can also be requested at this point.

If you have any questions, please email [paula.clementevega@openlibhums.org](mailto:paula.clementevega@openlibhums.org).

**3. Ethical responsibilities**

Authors should uphold the highest ethical standards in the production of their scholarly works. Some important guidelines are offered below. For a more detailed discussion of ethical guidelines, see the Linguistic Society of America’s Ethics Statement (May 2009) at [http://www.linguisticsociety.org/sites/default/files/Ethics\_Statement.pdf.](http://www.linguisticsociety.org/sites/default/files/Ethics_Statement.pdf)

*3.1. Reporting standards and data retention*

Articles should be objective, and data should be presented accurately. Papers should contain enough detail to allow others to replicate the work. Authors should retain raw data for a period of ten years after publication and may be asked to provide raw data during the editorial review.

Authors of accepted papers are strongly encouraged also to submit complete data sets as supplementary files, along with files of code in a useable format, as outlined in Section 2.2.

*3.2. Originality, acknowledgment, and plagiarism*

Submitted works should be entirely original; if others’ work and/or words have been used, they should be appropriately cited and, if appropriate, permission for the citation should be obtained from the source. Plagiarism occurs in many forms (e.g., submitting another’s entire paper as one’s own, copying or paraphrasing sentences from another paper without attribution, appropriating results of research conducted by others); all forms are completely unacceptable.

*3.3. Redundant or concurrent publication*

Authors should not submit the same or a very similar manuscript to more than one jour- nal concurrently. In general, authors should not submit previously-published papers for publication in another journal.

*3.4. Authorship*

All those who have made significant contributions to the conception, design, execution, or interpretation of the study should be listed as co-authors. Those who have made lesser con- tributions to the paper should be acknowledged. The corresponding author should ensure that all co-authors have seen and approved the final version of the paper.

*3.5. Working with human subjects*

If the work involves the use of human subjects, the author should ensure to check the boxes in the submission checklist stating that the researchers:

• respected the rights and wishes of their human subjects;

• did everything in their power to ensure that their research posed no threat to the well-being of the research participants;

If the author’s institution has an ethics assessment committee, the researcher must also check the box stating that this committee has approved the research.

*3.6. Conflicts of interest*

All authors should disclose any financial or other conflict of interest that might be con- strued to influence the results or interpretation of their study. (See the obligatory section on “Competing interests” immediately after the optional “Acknowledgements” section.)

*3.7. Significant errors in published works*

If the author discovers or is informed by a third party of a significant error or inaccuracy in his/her article, the author must promptly notify the journal editor and cooperate with the editor to retract or correct the paper.

**4. Structure of the submitted article**

*4.1. Title page*

The title page (or title block on the first page) must include all of the information below, in the same order:

1. title

2. full author(s’) name(s)

3. affiliation(s) (if any)

4. corresponding author’s email address (other author(s’) email addresses are optional)

Author names must include a forename and a surname. Forenames should preferably not include only initials.

The affiliation should ideally include Department, Institution, City, and Country. How- ever, only the Institution and Country are mandatory.

*4.2. Abstract*

Research articles must have the main text prefaced by an abstract of no more than 200 words summarizing the main arguments and conclusions of the article. This must have the heading “Abstract” and be easily differentiated from the start of the main text.

A list of at least three (and preferably five or six) keywords must be placed below the abstract.

The text of the abstract and keywords should also be added to the metadata when making the initial online submission.

*4.3. Main text*

The body of the submission should be structured in a logical and easy to follow manner. A clear introduction section should be given that allows non-specialists in the subject an un- derstanding of the publication and a background of the issue(s) involved. Methods, results, discussion, and conclusion sections may then follow to clearly detail the information and research being presented.

*4.4. List of abbreviations and other supplementary materials*

If your paper contains many abbreviations, you should list them in an “Abbreviations” sec- tion that immediately follows the last numbered section of the main text. This section is obligatory if you have used abbreviations in linguistic examples (such as abbreviations of grammatical categories in glosses or abbreviations of names of phonological features in transcriptions) without spelling them out in the immediately surrounding text on first use.

If you plan to publish supplementary materials such as tables listing the full set of ma- terials for an experiment, tables of measurements and associated analysis scripts, and audio recordings of linguistic examples and associated time series data (e.g., Praat .Pitch files) or tags (e.g., Praat .TextGrid, you should upload these (as separate files in formats appropri- ate for their contents) so that they can be considered alongside the manuscript. You should list these in the (otherwise optional) “Additional files” section, which immediately follows the last numbered section of the main text if there is no “Abbreviations” section.

*4.5. Other elements*

Other sections that follow the main text include the following, which should be provided in the order shown below:

1. an optional acknowledgements section

2. an obligatory section declaring any conflicts of interest or stating that there are none

3. an optional authors’ contribution section

4. an obligatory list of references cited in the text

**5. General style rules for language and text**

*5.1. Spelling*

Submissions must be made in English. Authors are welcome to use American or British spellings as long as they are used consistently throughout the whole of the submission. Please note that in British English the *–ize* ending should be used in preference to *–ise* where both spellings are in use (e.g., *criticize*, *recognize*).

When referring to proper nouns and normal institutional titles, the official, original spelling must be used—e.g, *World Health Organization*, not \**World Health Organisation*.

*5.2. Grammar*

American or British grammar rules may be used as long as they are used consistently and match the spelling format.

*5.3. Quotations*

All quotations in languages other than English should be followed by the translation in square brackets.

Vihman (1993, 2010) emphasizes individual differences in phonological acqui- sition, and decades earlier Cohen (1925, p. 111) made a related point about lan- guage acquisition more generally: “Pour l’étude du langage enfantin en général, une observation brute, même très complète, a encore un inconvénient. Elle ne suffit pas à distinguer clairement les particularités de l’enfant observé. [For studying child language in general, a single set of raw observations, no matter how thorough, still has a drawback. It is not sufficient for clearly distinguishing the idiosyncrasies of the child observed.]”

Omissions are indicated by ellipsis points without brackets.

Given the author’s description of the representations in (1) as “[f]ollowing Larsen and Heinz (2012), … a one-to-one transliteration from Korean spelling to IPA symbols” Kwon (2018, note 1), we could leave them in italics, to emphasize that they are a transliteration.

Any insertions by the author are to be enclosed in square brackets.

Indeed, Larsen and Heinz (2012, p. 435) also describe these representations as being “obtained via a *mostly* 1-to-1 transliteration [emphasis ours],” but we have chosen to set off the forms instead by placing them in slashes to emphasize Larsen and Heinz’s further point that “This [transliteration] results in a largely phonemic transcription.”

*5.4. Normal text*

The main text should be in Charis SIL, 11 point (and Charis SIL, 9 Point for footnotes). This font was chosen so that in the PDF version of the publication, there will be no visual disconnect between those phonetic symbols that are not part of the character sets normally used in writing English and those that are.

*5.5. Capitalization*

Note that the APA guidelines about capitalization differentiate between text in the main body and text in the list of references. In the main body, the rule is to capitalize the first letter of the first word of a sentence in running text (including a sentence that begins after a colon) and also the first letter of every content word in a proper name, treating the title of a document such as a book, journal article, or blog post as a name, as illustrated in the following examples. (Also see the examples in Section 7.1.)

The rules for capitalization of titles in English are fairly simple, but they differ be- tween citations in running text and citations in the list of references. See Chelsea Lee’s blog post “How to Capitalize and Format Reference Titles in APA Style.”

Follow the rules for capitalization in the source language in direct quotations from texts written in languages such as New High German and Old English.

The journal *Laboratory Phonology* publishes articles about research in the interdisciplinary field of laboratory phonology.

By contrast, in the list of references, titles of books and parts of books are treated as if they were the equivalent of sentences rather than names, so that only the first letter of the first word of a title (including a subtitle) is capitalized. The only exception is the name of the journal in a listing for a journal article, which is treated as a proper name instead, as illustrated by the entries in the list of references at the end of this document.

For a more detailed description of these capitalization guidelines, refer to the nine blog posts at [http://blog.apastyle.org/apastyle/capitalization/,](http://blog.apastyle.org/apastyle/capitalization/) some of which also de- scribe potentially relevant discipline-specific exceptions. For example, McAdoo (2017) de- scribes an exception to the rule about proper names that we have encountered sometimes in citing literature that is relevant to such topics as the functions of babbling and the origins of speech: In scientific names, only the first letter of the first element (the genus) is capitalized, and italics is used instead to identify the remaining elements (the species and subspecies) as part of the proper name, as illustrated in the following article titles.

Temporal and acoustic flexibility in vocal exchanges of coo calls in Japanese macaques (*Macaca fuscata*). (Sugiura & Masataka, 1995)

Wild chimpanzees (*Pan troglodytes schweinfurthii*) distinguish between different scream types: Evidence from a playback study. (Slocombe, Townsend, & Zuberbühler, 2009)

We have also identified several other discipline-specific exceptions to the generic APA rules on capitalization that apply quite frequently in formatting linguistic examples (see Section 6.1.4).

*5.6. Emphasis*

Italics may be used for drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum.

Italics may also be used for emphasizing a word or phrase in a quotation (indicating “[emphasis mine]”).

Bold may be used sparingly to draw attention to a particular linguistic feature in lin-

guistic examples in tables and in *numbered examples* (not in running text). For example, in

the two forms in numbered example (1), which are from a study of vowel alternations in Korean ideophones (Kwon, 2018, p. 4), the relevant vowels are in bold. Similarly, in the Japanese ideophones from Hamano (1998 [1986]) in (2), which Alderete and Kochetov cite in their paper on expressive palatalization (Alderete & Kochetov, 2017, p. 731), the relevant consonants are in bold. (See Section 6.1.2 for the use of slashes versus square brackets in these examples.)

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | a. | /k’**ə**ŋ.cʰ**u**ŋ/ | ‘skipping (with longer legs)’ [n.b. /cʰ/ for [tʃ] as in source] |
|  | b. | /k’**a**ŋ.cʰ**o**ŋ/ | ‘skipping (with shorter legs)’ |

|  |  |  |
| --- | --- | --- |
| (2) | a. | [**t**oko-**t**oko] ‘trotting’ |
|  | b. | [**tʃ**oko-**tʃ**oko] ‘moving like a small child’ |

*5.7. Headings*

Do not put a period at the end of a heading. Number and format headings as shown in Table 1 for the first three levels (for sections, subsections, and subsubsections, respectively).[[1]](#footnote-1) Aim to use no more than 3 levels of heading. However, if a fourth-level heading is required, use 11 point italic.

Table 1. Numbering and formatting of section headings

|  |  |  |  |
| --- | --- | --- | --- |
| Example | Weight | Shape | Typesetters will add formatting for … |
| **1. First-level heading** | bold | normal | san serif font series, larger font size |
| *1.1. Second-level heading* | plain | italic | san serif font series, bold |
| *1.1.1. Third-level heading* | plain | italic | san serif font series |

*5.8. Lists*

Use bullet points to denote a list without hierarchy or order of value. If the list indicates a specific sequence then a numbered list must be used.

Lists should be used sparingly to maximize their impact.

Within the running text, insert the serial comma in a list of three or more items before

the coordinating conjunction. For instance, *France, Italy, and Spain*.

*5.9. Brackets*

In general, use round brackets (except for brackets within brackets [which have to be square brackets]). However, note also how square brackets are used in quotations and in phonetic transcriptions.

*5.10. Acronyms and abbreviations*

Use only acronyms that are listed as words in commonly used dictionaries (e.g., *Oxford English Dictionary*, 1989), such as *radar* and *NATO*, and only the most common abbreviations, including *cf.*, *Dr.*, *ed.*, *eds.*, *e.g.*, *et al.*, *etc.* Restrict the use of other acronyms and abbreviations to the minimum and only use those after you have defined them.

Vowel inherent spectral change (VISC) [pronounced /vɪsk/] has also been found to be an important factor in the perception of vowel-phoneme identity. This chapter reviews literature pertinent to theories of the perceptually relevant as- pects of VISC. (Morrison, 2012, p. 31)

Here the standard view of the autosegmental-metrical (AM) framework of intonational phonology is adopted … The differences are of three types which are discussed below primarily in relation to AM analyses of the vocative chant in a variety of languages. (Arvaniti, 2016, pp. 13 & 31)

Initials require periods and have a space between them, e.g.,

D. B. Fry, the founding editor of *Language and Speech* often said …

*A linguistic miscellany presented to M. J. Vendryes by his friends and students*

Abbreviations common in linguistics (such as NP, V, ACC, 3.sg.pres, com, loc) may be used in numbered examples, as in Example (3), but the terms should be written out in full in the text. (See the “Leipzig Glossing Rules” [2015] for a list of abbreviations that can be used in numbered examples.)

(3) *Estonian* (adapted from Asu & Nolan, 2007, p. 572)

*Leena lamab* *Jaanusega* *maalilisel* *laevakasel*

Leena lie.3.sg.prs Jaanus.com picturesque.loc boat.loc

Leena is lying with Jaanus on a picturesque little boat.

Write out names of theories, titles of books, and names of publishers:

Central Limit Theorem (not “CLT”)

*Sound pattern of English* (not “SPE”)

Oxford University Press (not “OUP”)

*5.11. Use of footnotes/endnotes*

In the APA style that we follow, source citations are incorporated directly into the text using the author-date citation format (see Section 7.1), and footnotes/endnotes are used only for “substantive notes” (*The Chicago Manual of Style*, 2007, para. 14.34)—i.e., crucial clarifying discussions that cannot be incorporated gracefully into the text even as short parenthetical comments.

In APA style, such substantive notes are discouraged.[[2]](#footnote-2) If they cannot be avoided, however, notes should be numbered consecutively throughout the text so that they can be treated uniformly whether formatted as footnotes or as endnotes.

Also, since the submitted manuscript is a PDF file, authors should format notes as footnotes (as in the downloadable PDF publication of an article), for better readability. That is, each note should appear at the bottom of the page where the in-text number is placed, so that the reader does not have to scroll to the end of the article to read the note.[[3]](#footnote-3)

Note numbers in the text should be superscript (small raised) Arabic numerals without punctuation or brackets. The number should directly follow the last word in the text being discussed or a following punctuation mark, so that there is no blank space before the number.

**6. Style rules for effective data presentation**

*6.1. Linguistic examples*

*6.1.1. Numbered examples*

Words, phrases, and sentences that are treated as linguistic examples can be embedded directly within the text, in which case they must be set off from the surrounding text typo- graphically, following the guidelines in Sections 6.1.2, 6.1.3, and 6.1.4. Alternatively, they can be set off as numbered examples for easy reference later in the text.

Another advantage of setting off examples in this way is that other information can be added, such as a stylized fundamental frequency contour to depict the intonation contour of a spoken language utterance (see, e.g., Gussenhoven, 2016) or an interlinear transcription of the nonmanual gestures of a sign language utterance (see, e.g., Pfau & Quer, 2010). Also, numbered examples from languages other than English can be formatted to have a translation below the text (and optionally a word-by-word gloss as well), if they are longer phrases or sentences, as illustrated in Examples (3), (4), and (5). Alternatively, they can be formatted as tables with the gloss in a column to the right, if there are multiple examples of short words or phrases, as in Examples (1) and (2).

The numbering of examples should follow a separate sequence from the numbering of formulae, figures, and tables.

*6.1.2. Phonetically transcribed examples*

Phonetic transcriptions and phonological representations of linguistic examples from spoken languages should use the International Phonetic Alphabet (IPA), unless they are taken from a source that used some other transcription system, in which case, this should be noted, as shown in Example (1).

Words, phrases, and sentences that are treated as linguistic examples should be set off by square brackets or slashes if they are phonetic transcriptions or phonological representations.

Use unicode fonts for phonetic symbols, which should be in Charis SIL, like the main text. The font can be downloaded at no cost from the SIL webpage:

[http://scripts.sil.org/cms/scripts/page.php?&item\_id=IPAhome](http://scripts.sil.org/cms/scripts/page.php?&amp;item_id=IPAhome)

See also resources for typing in IPA symbols such as the r12a font picker page at:

https://r12a.github.io/pickers/ipa/

*6.1.3. Orthographic representations*

Italics should be used to set off ordinary orthographic representations of words, phrases, and sentences treated as linguistic examples, as in the examples of a proper noun and of words where the *-ize* spelling should be used even in submissions that use British spellings in the text of Section 5.1 on the spelling guidelines.

All examples in languages other than English should be followed by their translations between single quotes, and their written forms should be Romanized (transliterated into the Roman alphabet) if the native orthography is different, as in the Korean words *cangtok- tay* ‘a platform in a traditional house for storing fermented sauces and condiments’ versus *pheyisupwuk* ‘Facebook’ (which are examples of older versus younger stimulus words in Kim [2016]). Note that if the transliteration conventions are not the standard ones used for the language, there might be a case for treating it as a phonemic representation instead, as in the Korean ideophones that are shown in Example (1) in Section 5.6.

*6.1.4. When to use capitalization in linguistic examples*

Capitalization (either regular uppercase or small caps) may be used for indicating stressed (accented) syllables or words, as illustrated in (4). Relatedly, capitalization (regular up- percase) is used for the abbreviations for tones in interlinear transcriptions of intonation contours in the Autosegmental-Metrical (AM) framework, as illustrated in (5).

(4) *Finnish* (Välimaa-Blum, 1988, p. 113)

*Eilen* *Minna laulun lauloi.*

yesterday Minna sang song

It was yesterday that Minna sang the song.

(5) *Finnish* (Välimaa-Blum, 1988, p. 118)

*Ilmestyi rannalle venäisiä.*

L+H\* L+H\* L%

Some Russians did appear on the beach.

Capitalization (small caps) is also used in the conventional logographic method of tran- scribing by glossing of examples from languages such as American Sign Language (ASL) and Sign Language of the Netherlands (NGT). This convention holds both for longer utterances that are set off from the narrative and for single words cited within the text, as in the follow- ing description of a lexical retrieval error observed in a study of *code-blending* (‘simultaneous bimodal code-switching’) in conversations among ASL-English bilinguals (from Emmorey, Borinstein, Thompson, & Gollan, 2008, p. 54).

In Figure 8A, the participant produced the ASL sign THROUGH instead of the semantically appropriate sign AFTER. The sign THROUGH is semantically and phonologically related to the sign AFTER.

This use of small caps for the “primary” sequence of manual signs in longer utterances has the added benefit of allowing lower case to be used to differentiate the prosodic features of signs such as ASL classifier verbs and pronoun clitics (see examples in, e.g., Brentari & Crossley, 2002; Emmorey et al., 2008) as well as to identify the nonmanuals in the interlinear transcription of intonation (see Pfau & Quer, 2010, for examples from ASL, NGT, and many other languages).

Finally, the most widely adopted conventions for morpheme-by-morpheme interlinear glosses of examples from spoken languages (*Leipzig Glossing Rules*, 2015) specify the use of small caps for the abbreviations of grammatical categories, as illustrated in Example (3) in Section 5.10. (Note that this differs from the conventions for morpheme-by-morpheme transcription of examples from signed languages, where nonmanuals are transcribed with lower case letters even when they are abbreviated, as in ‘top’ or ‘t’ for ‘topic’ and ‘er’ for

‘eyebrow raise.’)

*6.2. Numbers and symbols*

*6.2.1. Numbers*

As a general rule, use numerals to express numerical values that are 10 or higher and words to express values that are nine or smaller, except in contexts where this format reduces legibility. These contexts can be stated as two more specific rules.

First, even small numbers should be expressed as numerals in contexts where the numerical value is the focus, and especially when space is at a premium, such as in a table or a figure. In running text, such contexts include constructions of number plus measurement unit, such as *a 5-mg dose* or *in 25-minute recording sessions at 4-week intervals*. A counter-exception to this rule is when the result would juxtapose two numerals, reducing legibility. (Compare the awkwardness of *2 5-minute recording sessions* to the readability of *two 5-minute recording sessions*.)

Second, if a sentence starts with a number it must be expressed in words. (This rule has no exceptions in the APA guidelines, so it is better to try to reword to avoid spelling out large numbers, such as 832.

See the blogs at <http://blog.apastyle.org/apastyle/numbers-and-metrication/> for more details.

*6.2.2. Symbols*

Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage. Letters used as statistical symbols or algebraic variables should be in italics, e.g., *p* (for significance level).

*6.2.3. Units of measurement*

Symbols following a number to denote a unit of physical measurement must be taken from the latest SI brochure. See [https://www.bipm.org/en/publications/si-brochure/](http://www.bipm.org/en/publications/si-brochure/) for the full brochure, and Table 2 for some examples of the most commonly measured quantities in our field.

Table 2. Examples of some commonly used units and their symbols in the Système international d’unités (SI)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Unit name | Definition | Example | Derived unit name | Example |
| time | second | (basic unit) | 0.09 s | millisecond | 90 ms |

frequency hertz s*−*1 1800 Hz kilohertz 1.8 kHz

length metre (basic unit) 0.021 m centimetre 2.1 cm

The axes of figures showing numerical data should have informative tick marks and labels identifying the units using the appropriate SI symbol, as illustrated in Figure 1. When the unit is a measure of quantity not listed in the SI, the unit should be explained in the caption of the figure, as illustrated in Figure 2.



Figure 1. Spectrogram of an utterance illustrating a prevocalic allomorph of the article *the* and a reduced nasalized vowel in the first syllable of the word *phonology*. The audio file for this utterance can be accessed at DOI: [assigned DOI will be inserted here by Ubiquity Press].

*6.3. Formulae*

Formulae must be proofed carefully by the author. Editors will not edit formulae. If special software has been used to create a formula, the way it is laid out in the submitted PDF is the way it will appear in the publication. For example, we used the equation environment in the tex source for this document to lay out the following formula:

(1) *z* = (26*.*81*f/*(1960 + *f*)) *−* 0*.*53

where *z* is the critical band rate in Bark and *f* is the frequency in Hz.

Equation (1) is the formula that Traunmüller (1990, p. 99) proposes for converting between frequency in Hz and the progression of critical bands in the Bark scale (Zwicker, 1961). Authors can choose to number formulae for easy later reference in the text, as we have done here in order to be able to cite Traunmüller’s formula in the caption to Figure 2, which graphs the relationship. (See File 3 in the “Additional files” section for the data and the code that plotted the overlaid curve.)



Figure 2. Relationship between critical band number in the Bark scale and center frequency, as specified in Table 1 of Zwicker (1961), with curve from Eq. (1) overlaid. The x-axis of the left panel shows the full range of the data in the original table. The x-axis on the right panel zooms in on the range from 1000 to

10000 Hz and uses a log scale, as in Figure 2 in Traunmüller (1990, p. 98).

*6.4. Tables and figures*

All text and labels in tables, figures and illustrations should be clearly legible. Avoid using tints in tables as this can affect legibility.

Please incorporate all tables, figures, and illustrations directly in the manuscript, following the flow of the text. Once the paper has been accepted for publication, the figures and illustrations will have to be submitted as supplementary files with clear callouts in the body of the manuscript.

Tables and figures should be numbered consecutively.

All figures should include a caption. The title of a figure is to be placed flush left below the figure, as illustrated in Figures 2 and 1. The title of a table is to be placed flush left above the table, as illustrated in Table 2.

A good-quality file that is no more than 20MB should submitted for each figure. If a photograph or other inherently raster-graphics format image is to be submitted, the file should have a resolution of at least 150dpi (300dpi or above preferred), and preferably be in TIFF format. However, if the original format is JPG, GIF, or PNG, this format is preferred. (That is, always submit the original source file as the first choice.)

For images generated in a program such as Praat (<http://www.fon.hum.uva.nl/praat/)> or R (https://cran.r-project.org/) that can save the image natively to a high-quality vector-graphics format file, the original EPS (or PDF) source file should be submitted rather than a rasterized TIFF file. To get maximal quality and good scalability, the specification of the size of the original picture should be about as wide as the text body in the PDF version of published articles (i.e.,15 cm, or 6 inches).

**7. Style guide for references**

*7.1. Reference citations in text*

*Laboratory Phonology* uses a reference system that follows the style guidelines of the American Psychological Association (APA). In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited. See the examples in the following sections.

*7.1.1. Works by a single author*

The last name of the author and the year of publication are inserted in the text at the appropriate point:

… which are merged in the name “Autosegmental-Metrical” for this approach to intonational phonology (Ladd, 1996).

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Ladd (1996) combined the terms to call this the “Autosegmental-Metrical” theory of intonational phonology.

*7.1.2. Works by multiple authors*

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

… and there is a recent proposal that shared underlying representations might link the two phenomena even more directly (Tilsen & Cohn, 2016).

In the narrative text, join the names with the word *and*.

Tilsen and Cohn (2016) propose that shared underlying representations might link …

When a work has more than two authors, the rules become a bit complicated (see Lee, 2011, for details). The most common case is when there are between three and five authors. In this case, list all of the names on the first citation (placing the serial comma followed by either an ampersand or the word *and* between the last two names, depending on whether it is a parenthetical or narrative cite), followed by the year. Then on subsequent citations, list the surname of only the first author followed by *et al.*, followed by the year of publication (unless that would produce an ambiguity between two references with the same first author and same year).

Ormel, Crasborn, Kootstra, and de Meijer (2017) review a number of recent stud- ies that conclude that coarticulation occurs in American Sign Language (ASL), just as it does in spoken language. Some of these studies show that coarticula- tion in ASL fingerspelling “can even result in complete omission of handshapes (and thus letters), just as whole segments may be deleted in speech” (Ormel et al., 2017, Introduction, para. 5). Studies of such extreme coarticulation in spo- ken language have shown that it reduces intelligibility (e.g. Ernestus, Baayen,

& Schreuder, 2002; Mitterer & McQueen, 2009), although the effects are not simple. For example, Ernestus et al. (2002) show that segment deletion reduces intelligibility less when the reduced word form is presented in its original con- text.

(Note that if you use the apacite package in combination with bibtex, these details about listing all of the authors on first cite and then *et al.* on subsequent cites would be tracked automatically for you.)

*7.1.3. Works by associations, corporations, government agencies, etc.*

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(American Psychological Association [APA], 2009)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

… the *Publication Manual of the American Psychological Association* (APA, 2009)

*7.1.4. Works with no author*

When a work has no author, use the first several words of the work’s title (omitting any initial articles) as your text reference, capitalizing each content word, as in a proper name. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

interlinear morpheme-by-morpheme glosses (“Leipzig Glossing Rules,” 2015)

… the latest edition of the *State of Linguistics in Higher Education* (2017)

Anonymous authors should be listed as such followed by a comma and the date.

See the description in the “Introduction” to *Inauguration des Archives de la parole*

(Anonymous, 1911), cited in Bauman (2011, p. 4).

*7.1.5. Specific parts of a source*

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

… and decades earlier Cohen (1925, p. 111) made a related point …

Bauman (2011) describes Ferdinand Brunot, the first director of Sorbonne’s *Archives de la parole* [Archives of Speech], as “one of the pioneers of the study of phonetics, recognizing sound patterns as a significant dimension of variation among regional and local dialects” (p. 4).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation “para.” or the heading and following paragraph. For example, the quotation from Arvaniti (2016, p. 13), which refers to the page numbers in the downloadable PDF version, could have referred instead to the online version, as follows.

(Arvaniti, 2016, “Illustrations”, para. 4)

*7.2. Content and format of the list of references*

*7.2.1. The generic requirements*

References cited in the text of a research paper must be listed in a section (titled “References”) at the end. This list provides the information necessary to identify and retrieve each source, and it should conform to the following APA-style guidelines specifications.

**Order:** Entries should be arranged in alphabetical order by authors’ last names. Sources without authors are arranged alphabetically by title within the same list.

**Indentation:** The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a hanging indent.

**Authors:** Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word *and* when listing multiple authors of a single work. e.g., Smith, J. D., & Jones, M.

**Titles:** Capitalize only the first word of a title or subtitle and any proper names that are part of a title.

**Italics:** Use italics (rather than underlining) for titles of books and journals.

**Pagination:** Use the abbreviation *p.* or *pp.* to designate page number(s) of articles from periodicals that do not use volume numbers, especially newspapers. These abbrevia- tions are also used to designate pages in encyclopedia articles and chapters from edited books.

Two additional pieces of information should be included for works accessed online.

**Internet Address:** A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

**Date:** If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia article, include the date that you retrieved the information.

See the final section of this document for an example list of references that conforms to these specifications. These references were chosen to illustrate a variety of types of sources, including all of the ones described in the following subsections.

Note that the online version of these author guidelines includes different examples that are not from our field, as well as examples of many other types of source for which we could not readily find an example that would be likely to occur in a manuscript submitted to *Laboratory Phonology*. The “APA Style Blog” (<http://blog.apastyle.org/)>is another very useful source of advice on how to cite other types of source.

Note also that in the tex version of this document, the formatting details (such as in- denting and capitalization) were supplied automatically for the listings in the “References” section when we used the bibliography command (in the apacite package) to generate that section of this document. If you use this tex file as a template to write your manuscript, refer to the accompanying samplereferences.bib file to see what information we put in which bibtex fields to get the APA style for each different type illustrated.

*7.2.2. Articles in journals, magazines, and newspapers*

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), page numbers (or paper number), and DOI (if available). Examples include Alderete and Kochetov (2017), Brentari and Crossley (2002), and Emmorey et al. (2008) for articles in a print journal that also puts its papers online with a DOI; Kim (2016), Tilsen and Cohn (2016), and Kahle and Wickham (2013) for online only journals; and Grice (1995) and Hockett (1960) for articles in a print journal or magazine with no DOIs.

*7.2.3. Books*

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. Examples include Blevins (2004) and Pierrehumbert and Beckman (1988) for monographs, and Keating (1994) and Stewart Morrison and Assmann (2012) for edited volumes.

If there is no author or editor, the title of the book will instead be placed in the author position, as illustrated by *The Chicago Manual of Style* (2007) and *Merriam-Webster’s collegiate dictionary* (2005).

*7.2.4. Dissertations*

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation. See the Välimaa-Blum (1988) reference for an example.

*7.2.5. Essays or chapters in edited books*

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher, as illustrated by the Cho (2015) and Docherty and Mendoza-Denton (2012) chapters.

The same information should be included in references to conference papers that are pub- lished in a published proceedings, with the addition of the DOI or URL if the proceedings are published electronically, as is increasingly the case today. See the Honda, Maeda, and Sugito

(2007) paper for an example. For examples of how to cite conference papers when there is no published proceedings, see <http://blog.apastyle.org/apastyle/2012/08/how-to-cite-> materials-from-meetings- and-symposia.html.

*7.2.6. Encyclopedias or dictionaries and entries in an encyclopedia*

References for encyclopedias or dictionaries must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. Examples include Crystal (2008) for a dictionary and Davis (2009) for an encyclopedia entry.

The listing for Richard (1998) shows how to cite an entry in an online encyclopedia if it has a publication date and a DOI.

For entries in sources accessed online that do not have a date and DOI (such as wikipedia articles and entries in the online version of the *Oxford English Dictionary*) include the retrieval date as well as the URL, as the entry may be edited over time.

*7.2.7. Research reports and papers*

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL. See Wellcome Trust (2017) for an example.

*7.3. Audio-visual media*

References to audio-visual media must include the following elements: name and function of the primary contributors (e.g., producer, director), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

*7.3.1. Undated Web site content, blogs, and data*

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available, as in the McAdoo (2017) blog piece. For undated materials, include the date the resource was accessed.

*7.3.2. Entire Web site*

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper, so neither of the two web sites in the following examples is in our list of references.

Data from some of these early longitudinal studies of phonological acquisition are now available on the PhonBank website (https://phonbank.talkbank.org/).

The “APA Style Blog” (<http://blog.apastyle.org/)>is another very useful source of advice on how to cite other types of source.

**Abbreviations**

The following abbreviations were used in the interlinear transcription of the intonation for

Example (5)

**L+H\*:** rising pitch accent from low (L) to high (H) tone

**L%:** low (L) boundary tone

The following abbreviations were used in the interlinear gloss for Example (3):

com: comitative case (translating ‘with’ in the source)

loc: locative case (translating ‘on’ in the source)

3.sg.prs: third person, singular, present

Note that we did not identify the specific locative case, because the “Leipzig Glossing Rules” do not give an abbreviation for *adessive*. Also, we followed the source in not using hyphens to segment the forms into the component morphemes for the root and following case suffixes.

**Additional files**

The following additional files for this article can be found as follows.

File 1

A ZIP file containing the source files (template-labphon-doc.dotx and template-labphon-tex.tex) that were used in creating the two versions of this document, along with all necessary auxiliary files (such as the samplereferences.bib file that was the source for the in-text citations and the references list in the tex version) and a readme.txt file of notes on the tex distributions that the first and third authors used on their specific computer/OS platforms to compile the PDF file for the tex version. DOI: [assigned DOI for the file will be inserted here by Ubiquity Press]

File 2

A ZIP file containing the audio file, the associated TextGrid file, and the script that was used to create Figure 1. DOI: [assigned DOI for the file will be inserted here by Ubiquity Press].

File 3

A ZIP file containing the datafile and the R script for plotting the relationship between critical band center frequencies and bandwidths shown in Figure 2. DOI: [assigned DOI for the file will be inserted here by Ubiquity Press].

**Acknowledgements**

Any acknowledgements should be placed in a separate unnumbered section, after the main text but before the obligatory declaration of competing interests and list of cited references. This section is optional unless there are people and/or institutions who contributed to the work in ways that warrant acknowledgment rather than authorship, as noted in Section 3.4.

The authors of the current document thank Jennifer Cole for editing the first six volumes of the journal and Martine Grice for her excellent leadership in ensuring that these volumes were released for Open Access distribution on the Mouton de Gruyter web site.

We also thank the Linguistics in Open Access foundation ([https://www.lingoa.eu/](http://www.lingoa.eu/))) for financial support of open access publication of *Laboratory Phonology* (and of our sister LingOA journals *Journal of Portuguese Linguistics* and *Glossa*).

**Competing interests**

The authors have no competing interests to declare. (If there are no competing interests but only one author, change this sentence to read, “The author has no competing interests to declare.” If there are competing interests, replace this sentence with an appropriate description, such as, “MB received an in-kind donation of 10 recording devices from Speech Volubility, LLC, to collect the data in the first of the two studies described in this paper.”)

**Authors’ contributions**

When a submission has two or more authors, they are strongly encouraged to describe their roles in the research and the writing of the paper.

Mirjam Ernestus is the Editor-in-Chief of the journal who devised the plan to develop these LaTex and MS Word templates, and Mary E. Beckman and Kip Wilson worked closely together in developing them. Mirjam Ernestus also carefully vetted all of the revisions to the original online guidelines that these other two authors proposed. Kip Wilson in her persona as LabPhon Admin also committed to maintaining the guidelines by keeping a record of questions and issues for possible future editions.

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1. Note that the Ubiquity Press typesetters differentiate these three levels further by adding other formatting specifications to published articles, but these specifications are specific to the medium (i.e., they differ between the HTML version that is viewed online and the PDF version that readers can download), so the formatting shown in Table 1 is all that you should worry about in preparing a manuscript for submission. [↑](#footnote-ref-1)
2. More specifically, the *Publication Manual of the APA* states: “Because they can be distracting to readers, foot- notes should be included only if they strengthen the discussion. …In most cases, an author integrates an article best by presenting important information in the text, not in a footnote” (APA, 2009, pp. 37–38). [↑](#footnote-ref-2)
3. In the online publication of an article, by contrast, where there are no page breaks, notes will be formatted as endnotes, with hyperlinks from their numbers in the text. [↑](#footnote-ref-3)