

Semantics and Pragmatics: Final Submission Guidelines

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1 Introduction

Once your submission is accepted after the peer review process, *S&P* hopes that authors can provide a considerable amount of the labor needed for the final copy-editing and typesetting process. The more of this authors can take on, the faster the paper will be published and the less stress our barebones business model is under. What follows are detailed guidelines for the preparation of the final version.

When an article has been accepted after peer review and revisions, it is time to produce the final typeset version. The journal uses the \LaTeX -typesetting system and uses a specially designed set of style files. High-quality and fast publication is aided by extensive cooperation from the authors.

There are three options for the format of the final submission (in order of preference):

1. Using the *S&P* \LaTeX style files.
2. Using some other \LaTeX document style.
3. Using some other word-processing format (such as Word).

The ideal path to publication is by supplying \LaTeX source and in particular, using the *S&P* style package (semantics-online.org/sp/sp-latex.zip). If you decide to use *sp-latex*, we strongly suggest downloading a fresh copy of the style package, because there are occasional updates made to it and we would like authors to be using the newest version. The style package includes a template file (`sp-template.tex`), which will serve as a reminder to supply full meta-data. The package also includes documentation, which goes into more detail than the guidelines below.

Authors who cannot provide \LaTeX source must provide the journal's staff with a minimally marked up word processing file, which will then have to be

converted to \LaTeX by the staff, which obviously will add to the processing time for an article.¹

After proof-reading and any concomitant changes (which may require queries to be emailed to the author), a penultimate proof will be made electronically available to the author for checking. We hope that authors will be able to turn these around for us within a few days. After we make any final corrections that are needed, the article is ready. Two things then happen: first, the author is notified that the paper is being published, and second, the paper is published, spontaneously becoming available to something over a billion internet users.

If authors follow the detailed instructions given in what follows, the publication process will go much more efficiently.

2 Instructions for the preparation of the final manuscript

For the most part, these instructions are applicable to submissions in any format. \LaTeX -specific instructions are marked as such.

1. Please supply all meta-data:

- Author's name & institution under title
- Abstract
- Keywords
- Author's address including email (and web, if desired)

\LaTeX : use the fields provided in the `sp-template.tex` file.

2. *S&P* follows the Unified Stylesheet for Linguistics Journals (linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf). Give full bibliographic information on all references:

- full first names for all authors and editors
- full volume, issue, page number info for all journal articles
- publisher and publication address
- full detail on editors for conference proceedings

¹ We would encourage authors who have not used \LaTeX to give it a try. There are user-friendly installations of the system available for all computing platforms. If you would like some advice on this, please contact us (editors@semprag.org).

- DOIs for everything that has a DOI (use the query form at www.crossref.org/SimpleTextQuery/; note that dissertations and some conference proceedings (SALT, e.g.) have DOIs these days as well)
- As much as humanly possible, provide URLs for materials that is not published in a standard book or journal (i.e. handouts, slides, unpublished manuscripts, etc.). We strongly prefer links to more stable internet resources (the Semantics Archive, LingBuzz, institutional repositories, etc.) rather than author's home pages.

ℒ_T_X: Please supply a Bib_T_X `bib`-file with all the required details (rather than hand-coding the bibliography), which together with our `sp.bst` bib-style will typeset perfectly well-formed bibliographies. Provide DOIs in a `doi` field and URLs in a `url` field in the `bib`-file.

3. Follow the *Linguistic Inquiry*-style distinction between referring to a particular work you're citing and its author (more precisely the relevant time slice of the author). So, "Saussure 1916" refers to the *Cours de linguistique générale*, while "Saussure (1916)" refers to the author of that work, perhaps as manifested in that work. Some rules of thumb:
 - A proposal is found in Saussure 1916 (not in the author, but in the work).
 - You tell your readers to see "Saussure 1916", since they'd have a hard time seeing "Saussure (1916)", given that he's not around anymore.
 - The author, not the work, is the antecedent of *who*-relatives, as in "Saussure (1916), who analyzes language as a formal system of differential elements".
 - Both authors and their works can propose things, argue things, and be the agent of *by*-phrases. Use your discretion.

ℒ_T_X: our style calls `natbib` where the distinction corresponds to `\citealt` vs. `\citet`.

4. Since the bibliographic style does not use titlecase, except for recurring publications, we adopt the same convention for the title of your *S&P* article and all section headings: only the first letter of the heading and any proper names are capitalized. Please ensure that your headings are all in sentence case.

5. If you are using data from languages other than English, please supply full glosses. We strongly recommend following the Leipzig Glossing Rules (www.eva.mpg.de/lingua/pdf/LGRO9_02_23.pdf). Please be consistent in the glossing of grammatical morphemes (small caps are preferred).
6. Typeset examples with the example numbers flush-left. \LaTeX : Use the example package of your choice. Our style package includes a package written by Chung-chie Shan `example.sty`, but other options (`expex`, `gb4e`, `linguex`) are fine as long as the basic styling of example described in the `sp-latex` documentation is followed.
7. \LaTeX : Instead of using en-dashes (--) or em-dashes (---), please use the `sp.cls` macro `\dash`, which will result in better spacing.
8. \LaTeX : To typeset semantic evaluation brackets, `[...]`, `sp.cls` provides the `\sv` macro. We eventually convert any idiosyncratic bracket macro you might have been using to `\sv`, so it makes sense to switch to it yourself. The argument of `\sv` is in a math environment, so if you have object language text in there, wrap it in `\text`.
9. \LaTeX : A common error in typesetting semantics is the incorrect representation of the colon in formulas. The colon in logical and set theoretic notation should not be typeset with “:”, since that results in incorrect spacing (“:” is interpreted as a relation symbol by \LaTeX) as in: $\forall x : x \in D \dots$. Instead, one should use `\colon\thinspace`, which results in much better output: $\forall x: x \in D \dots$. The `sp.cls` package provides the abbreviation `\co`, which can be used instead of `\colon\thinspace`. So, to typeset the example above, you would write $\$ \forall x \co x \in D \dots \$$.