

# Instructions for contributors to *OSLa*

The *OSLa* editors

12 January 2016

## 1 $\text{\LaTeX}$ submissions

If you wish to submit your manuscript using  $\text{\LaTeX}$ , you must use the provided  $\text{\LaTeX}$  class. Using it is easy: just copy the files called `osla2.*` (that is `osla2` with various different file extensions) and to where  $\text{\LaTeX}$  can find them. Then load the class in the usual way by putting

```
\documentclass{OSLa}
```

at the top of your document.

For most users this will mean copying the files to the same directory as the  $\text{\LaTeX}$  document. Alternatively, you may want to put the files in your local `texmf` tree. The location of this depends on your system. You can find general advice on this process [here](#).

### 1.1 Template

We provide a template file called `article-template.tex` which contains some further examples and instructions, but it is also meant as a useful starting point.

### 1.2 $\text{\TeX}$ engines and fonts

We recommend that you use  $\text{\XeLaTeX}$  or  $\text{\LuaLaTeX}$  if you can. Both accept Unicode input and can use OpenType and TrueType fonts. If you do use one of them, the `osla2.cls` class will look for the fonts in the `fonts` directory (relative to the directory containing your document), so you will have to copy this directory too into your document directory. There is no need to install the fonts.

If you use a  $\text{\LaTeX}$  IDE, it probably has a button or command to change the  $\text{\TeX}$  engine. How to do this varies. If you are using  $\text{\TeX}$ Shop on Mac OS X, for example, put

```
%!TEX TS-program = xelatex
```

at the top of your file (before `\documentclass`).

We understand that not everyone has access to a  $\text{\TeX}$  distribution with  $\text{\LuaTeX}$  or  $\text{\XeLaTeX}$ . The `osla2.cls` class is therefore configured to work seamlessly with  $\text{\PDFLaTeX}$  and plain  $\text{\LaTeX}$ . If you use any of these, the result will differ from the final typeset version. It will use the Computer Modern fonts, and page breaks and float placements will be different. You should also keep in mind that complex scripts and Unicode characters are more difficult to input this way.

The support for plain  $\text{\LaTeX}$  is aimed at those who have to use older packages that do not work well with  $\text{\PDFLaTeX}$ . Packages in widespread use of this type include `pst-jtree`, `pst-autoseg` and `xyling`. Note that since *OSLa* uses a non-standard page format, the page layout may conflict with the parameters you usually pass to `dvips`.

Before you use go down the plain L<sup>A</sup>T<sub>E</sub>X route, however, please check whether your favourite packages have been updated to work with X<sub>Y</sub>L<sup>A</sup>T<sub>E</sub>X or LuaL<sup>A</sup>T<sub>E</sub>X. X<sub>Y</sub>L<sup>A</sup>T<sub>E</sub>X has reasonably support for PSTricks (on which `pst-jtree`, for example, depends),<sup>1</sup> and some packages have effectively been replaced in the past couple of years by others that work with modern T<sub>E</sub>X-engines. For example, for syntactic trees you can use `forest`, which comes with `forest-qtree` to emulate (`pst-qtreet`), or `tikz-qtree`, which is similar. Both build on the powerful drawing package `PGF/TikZ`, which can be used for most advanced figures that linguists need.

### 1.3 Title and author commands

The `osla2.cls` class has partial support for the standard L<sup>A</sup>T<sub>E</sub>X `maketitle` mechanism. The supported commands are `\author`, `title` and `\institution`. These *must* be called in the preamble (i.e. before `\begin{document}`). The L<sup>A</sup>T<sub>E</sub>X `\and` and `\thanks` commands are not supported.

If you have a very long title or author list, it can overrun the header. The running head versions of `author` and `title` are stored in the commands `\authorhead` and `\titlehead`. To change them, just redefine them in the preamble (see `article-template.tex` for an example).

If you are submitting with anonymous reviewing (ask the editors if you are unsure), you can use the document option `anon` to remove the author information:

```
\documentclass[anon]{OSLa}
```

### 1.4 Other commands

The command `\ipa{}` takes one argument. In PDFL<sup>A</sup>T<sub>E</sub>X or plain L<sup>A</sup>T<sub>E</sub>X, it is an alias for the `tipa` package's `\textipa` command so all the normal `tipa` shortcuts work. In X<sub>Y</sub>L<sup>A</sup>T<sub>E</sub>X or LuaL<sup>A</sup>T<sub>E</sub>X mode, it is used to typeset any symbol which is not found in the Gentium Book Basic font, such as Cyrillic, IPA and less common Latin-based alphabets. Note that compatibility between `tipa` and X<sub>Y</sub>L<sup>A</sup>T<sub>E</sub>X/LuaL<sup>A</sup>T<sub>E</sub>X is patchy so it works best if you use direct Unicode input. In other words, while `\ipa{[pIt]}` comes out as `[pɪt]` in PDFL<sup>A</sup>T<sub>E</sub>X, X<sub>Y</sub>L<sup>A</sup>T<sub>E</sub>X/LuaL<sup>A</sup>T<sub>E</sub>X will typeset the undesirable `[pIt]`.

The command `\emphasis` is used for emphasis. Please do not use the `\emph` command and use `\textit{}` for forms being discussed, as in the Norwegian word `\textit{tidsskrift}`. Note that `\emphasis` ignores uppercase letters. If you need to emphasize an uppercase letter (e.g. an abbreviation or a capital letter at the start of a sentence), enclose it in `\MakeUppercase{}`.

### 1.5 Bibliographies

The class loads the `natbib` package for author-year citations so all `natbib` commands like `\citep` work out of the box.

Feel free to use Bib<sub>T</sub><sub>E</sub>X to format your bibliographies and send us your `.bib` files; we actually prefer it to a ready-made thebibliography environment. For your bibliography style, we prefer the enclosed `osla2.bst` style.<sup>2</sup>

### 1.6 Language support

The class also loads the `babel` package and automatically sets the document language to British English. If you use other languages or need to override the document language, you should load support for those languages by adding them as options to the `\documentclass` command, like this:

<sup>1</sup>If your version does not support PSTricks, see [here](#).

<sup>2</sup>The style is based on `sp.bst`, which is a relatively faithful implementation of the Unified Style Sheet for linguistics journals. Only a few minor tweaks have been made to the style.

```
\documentclass[spanish]{osla2}
```

## 1.7 Examples

The class loads the `linguex` package for linguistic examples. We refer you to its excellent [documentation](#). Please do not use other example packages as conflicts will arise.

Apart from the caveats above, you are welcome to use any package you need as long as we are able to find it or get it from you. No guarantees are provided. If there is a conflict between packages, please do not hesitate to contact us.

## 2 Word submissions

If you wish to submit an article as a Word document, you must use the supplied template `osla2.dotx` in the `word` directory.

The template assumes that you will use the functionality called *Styles* in Word. Styles are pre-defined layout elements that control font choice, spacing and other typographic details.

We have defined the styles in the template to match the layout of final, camera-ready articles as closely as possible. It is therefore essential that you use the styles and do not adjust fonts or layout manually in any way. You will find explanations of each style in the template along with examples of their use.

To use our template you must use Word 2007 or newer. Be aware, however, that older versions – especially Word 2007 on Windows – may display the fonts in the document incorrectly.

We have not tested the template with OpenOffice or LibreOffice. In principle it should be possible to use either of these as long as you apply styles systematically but there are no guarantees.

Always save your document as a ‘Word Document’ (with the extension `.docx`) not as a ‘Word 97-2003 Document’ (with the extension `.doc`).

All fonts are embedded in the template, but in practice you are likely to find that you will have to install the fonts on your computer for them to render correctly. You will find them in the `word/fonts/required` directory.

The template uses Gentium for the text and Linux Libertine for the headers. These fonts support most symbols linguists need, including IPA symbols, but if you find that it lacks a particular symbol you should install Gentium Plus Regular, which you will find in the `word/fonts/optional` directory, and then manually select this font in Word instead of Gentium whenever you need to use the symbols in question.

## 3 General style guide

Use *italics* for emphasis. Also use when you cite examples directly in the text, as in *Carthago delenda est*. It may also be appropriate when you use for certain technical terms such as *Accomplishments*.

Avoid bold face, underlining, strikethrough, subscripts and superscripts unless required by a (formal) notation system.

Do not put spaces around `/` - and only use a single space after `;` `:` `,` `.`

Short quotations should go directly in the text. They should be enclosed by ‘single quotation marks’. If you need quotations inside quotations, ‘use “double quotation” marks’ for the inner quotation. If the quotation spans three lines or more, it should be an indented paragraph of its own.

Footnote references should go directly after any punctuation, like this,<sup>3</sup> not like this<sup>4</sup>, and without any space before the reference.<sup>5</sup>

## 4 Contact details

General editors:

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<sup>3</sup>A footnote reference in the right place.

<sup>4</sup>A footnote reference in the wrong place.

<sup>5</sup>A footnote reference with space before it.