Linguistic Approaches to Bilingualism style sheet

1. Preparation of manuscripts

Your manuscript should be written in 12 pt. Times New Roman font. Please use double spacing and justified margins. Research articles should not exceed 10,000 words (including footnotes, abstract, references, tables and figures). In principle, appendices do not count towards the word count. However, all essential information and data should be provided in the main text. Appendices may be added for stimuli, additional data or data analyses. Pending acceptance of the manuscript, the appendices may be published as an online supplement only.

1.1 Language and structure
Please write your text in English. Use either American or British English spelling, but be careful not to mix spellings. Any issues not dealt with in this style sheet must be done in APA Style.

Each section should begin with an appropriate numerical label. Primary headings should be bolded but not italicized. Secondary and all subsequent headings should be italicized but not bolded. Following a primary heading, there should be one line-space before the start of the first paragraph (with two line-spaces between the end of a section and the primary heading of the following section). Following a secondary heading, there should be no line-space before the start of the paragraph. A tertiary (and subsequent) heading shares the same first line as the start of the section. The heading itself is italicized and followed by a period.

1.2 Blinding
The default review policy for LAB is double blind review. All author names, affiliations and other references to the authors’ identity must be removed from the manuscript; else, the submission will be returned.

1.3 Author names and affiliations
Please provide the authors’ names and affiliations in the space provided for this purpose online. Please clearly indicate the given name(s) and family name(s) of each author. Be sure to include the corresponding author’s affiliation address in the space provided. NOTE: Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

1.4 Abstract
All articles should include an abstract of no more than 200 words. Please be concise and factual. The abstract should outline the goal of the research, as well as the central results and conclusions. Avoid references and the use of uncommon abbreviations.

1.5 Keywords
Immediately following the abstract, please list a maximum of 5 keywords, avoiding general and/or plural terms and multiple concepts. Keywords are to be used for indexing purposes.

2. Figures, Tables and reporting of data

2.1 Figures
Ensure that each table or figure is accompanied by a caption and is numbered consecutively. Captions should provide a brief title and a description of the figure or table. Please explain all symbols and abbreviations used.
2.2 Tables
Please make sure your tables are editable. Pictures or images are not acceptable. Tables should be placed next to the relevant text in the article. Please number the tables consecutively and in accordance with their appearance in the text. Use tables only when necessary (e.g., statistical information, stimuli presentation, etc.) and ensure that the data presented in them do not duplicate results that are already described elsewhere in the manuscript.

2.3 Acknowledgements
Provide acknowledgements at the end of the article before the references.

2.4 Data reporting
Please be consistent in the reporting of results throughout the paper. In highlighting results, please italicize the expressions \( p, r \), etc., and ensure that there is one space between them and the signs \( =, > \) and \( < \). Please follow APA guidelines for reports of statistical significance (see *Publication Manual of the American Psychological Association* (6th edition), chapter 4).

3. References and typographic conventions

3.1 Citation in text
Citations within the text should contain the author’s or authors’ last name(s) followed by year of publication in parenthesis, e.g., Newman (1989) claimed this and that (Newman & Bold, 1990). The first citation of a work with three or more authors should give all authors’ names (e.g., Catman, Newman & Dogman, 2000), but subsequently only the first author’s name, followed by “et al.,” (e.g., Catman et al., 2000). Works by the same author(s) in the same year should be distinguished by a,b,c, etc. The ampersand (\&) should be used before the last author’s name when the citation is within brackets. If not within brackets, “and” should be used instead, e.g., Catman and Newman (1990). Page number citations, if given, should follow the year of publication, separated by a comma, e.g., (Catman, 1990, p. 45). The abbreviations “e.g.,” and “i.e.,” should be followed by a period and a comma.

Every reference cited in the text must also be present in the full reference list (and vice versa). It is not recommended to cite unpublished results or personal communications in the reference list, but the authors may mention them if essential. Work in preparation or under review should be cited and referenced as an unpublished manuscript. Works published online and awaiting print should be cited as, e.g., Newman (published online January 2018) and references as indicated below, including the DOI number. It is not essential to add the DOI numbers for work that has already been published, as these will be added during production.

3.1.1 Double quotation marks
When directly quoting a text, please use double quotation marks. The use of single quotation marks is generally restricted to terms with specific meanings that are unique to a particular field.

If the direct quote is more than 40 words, please include the quote as an indented block of text without quotation marks. Be sure to include the authors’ names, year, and page number in parentheses at the end of the quote. For example:

The Leipzig Glossing Rules have been developed jointly by the Department of Linguistics of the Max Planck Institute for Evolutionary Anthropology (Bernard Comrie, Martin Haspelmath) and by the Department of Linguistics of the University of Leipzig (Balthasar Bickel). They consist of ten rules for the "syntax" and "semantics"
of interlinear glosses, and an appendix with a proposed "lexicon" of abbreviated category labels (Leipzig, 2015. p. 1).

3.1.2 Single quotation marks
Terms that are used in a semi-technical sense or whose validity is questioned may be placed in single quotes (1). Single quotes may also be used for quotations within quotations (2) and translations from another language (3):

(1) The term ‘processing’ refers to the computational process of language comprehension/production as it unfolds in real-time.
(2) “They stated that the participant told them she was ‘as proficient as a native speaker.’”
(3) La casa es roja, ‘the house is red’

3.2 Web references
When citing web references, you should minimally cite the full URL and the date when the reference was most recently accessed. Any further information, if existent (e.g., DOI, author names, dates, etc.) should be provided. Web references can be listed within the main reference list in alphabetical order.

3.3 Typographic conventions
3.3.1 Small caps
Small caps can be used in lieu of italics throughout the main body of text when boldface is not appropriate. Small caps are generally used as a form of emphasis and/or to introduce technical terms at first mention. For example, one might use small caps to begin a new subsection within a primary section:
“LINGUISTIC PROCESSING is the computational process of language comprehension/production as it unfolds in real-time.”

3.3.2 Italics
Italics are used to (a) introduce new linguistic examples, (b) a key or technical term, (c) scientific names, (d) letters in statistical symbols/variables or (e) to convey intended emphasis, (f) for titles of books and journals:

(a) We use the word proficient here to refer highly advanced learners.
(b) The term heritage speaker refers to a native speaker of a minority language in a majority language context, such as Spanish in the US.
(c) Universal Grammar has evolved since its advent in the late 1950s.
(d) n = 25; p < .001
(e) Here we distinguish between learning and acquisition.
(f) Linguistic Approaches to Bilingualism

4. Glossing and phonetic transcription

4.1 Glossing
Please the Leipzig Glossing Rules (available online).

4.2 Transcription
Please make sure that all International Phonetic Alphabet (IPA) symbols are set in a Unicode font. You may use, e.g., Duolos SIL, Charis SIL, Gentium SIL (all available online).
5. Reference list

5.1 List of references
The references list should be sorted alphabetically at the end of the paper. If you have more than one reference from the same author(s) in the same year, they must be identified by the letters 'a', 'b', 'c', etc., positioned after the year of publication (see above). Please note that, unlike in the main text, the ampersand is preceded by a comma. APA Style is followed throughout, but this section serves as an example.

Examples:

References to a journal publication:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a website:

Reference to a conference paper or poster presentation:

Reference to a paper that has been published online and awaiting print:

6. Submission
When using our online submission system (https://www.editorialmanager.com/lab/default.aspx), you will be guided through the submission process step-by-step. We ask that you submit an editable file (e.g., Word, LaTeX) so as to properly typeset your manuscript for final publication and an identical PDF. All correspondence, including notification of the Editor's decision and requests for revision, will be by e-mail.