

## *Dictionaries: Journal of the Dictionary Society of North America* Style Sheet

### General

Other than as specified below, please do not style your submission using automated headings or other styling devices as provided in word processing suites. Straightforward text as spelled out below is expected.

A Microsoft Word template for *Dictionaries* style is available on the DSNA Website or via the editor.

### Type and Layout

- All text in all submissions to *Dictionaries* should be **Times New Roman 12 pt** throughout: titles, text, footnotes, extracted quotations, tables, and references.
- All elements of the article manuscript should be **double-spaced**, unless in a table double-spacing makes the result unreadable.
- **Indent** with a TAB character the first line of each new paragraph except the first paragraph after a heading. Do not use extra spacing between paragraphs.
- **Left-align all text.** Do not use full justification.
- **Title** of article should be in bold face, centered. Use title capitalization.
- **Headings:** *Dictionaries* tries to keep headings to two levels.
  - A primary-level heading should be flush left, bold face, ALL CAPS, on its own line.
  - A secondary-level heading should be boldface, sentence capitalization, followed by a period and run in with the following paragraph (i.e., no line break after heading)Examples of both:

#### **PRIMARY LEVEL HEADING**

Note the title capitalization. Text goes directly below, first paragraph not indented.

**Secondary level heading.** Note the sentence capitalization. Text starts immediately after heading, separated by only one space. Heading/paragraph not indented.

### Acronyms and Initialisms

- When you use an initialism, introduce it with the full name of the title or organization being referred to at first mention; use the initialism thereafter, as in this example:

The EcoLexicon corpus (EEC) is a 23.1-million-word corpus of contemporary environmental texts. The LexiCon research group compiled the EEC for the development of EcoLexicon.

- Acronyms and initialisms for publications that would be italicized if spelled out should be italicized and introduced into the text after the first fully spelled out reference: *OED*, *DARE*, *W3*, *COD*, *OALD3*.

## Style Sheet, *Dictionaries*

- Preferred *Oxford English Dictionary* acronyms:
  - use *OED* when referring to the project in general and to the editorial offices and staff
  - First edition, preferably abbreviated as *OED1* but if no other editions are mentioned in the article, *OED* is acceptable
  - Second edition preferably abbreviated as *OED2*
  - Online edition preferably referred to as *OED Online*, but
  - When referring to an entry that is noted in *OED Online* as having been updated to the third edition, then refer to that entry as being in *OED3*.
- If you refer to a dictionary that has been published in different editions, specify the edition to which you refer in a clear and consistent way.

### Dates

- Date spans should include all digits for both ends of the span, with an en dash (not a hyphen) separating the numerals: 1850–1875.
- Dates in the text should appear in MONTH DAY, YEAR format (e.g., January 7, 1858).

### Figures

- Each figure must have a number and a title.
- If you do not know how to place illustrations in the body of your article in Word, you may append them to the end of your document, with clear callouts in the body of your review (e.g., **[PLACE FIGURE 2 NEAR HERE]**). Take care within the text to refer to every table and figure: “as in Figure 3”; “see Table 2.” Avoid references to “below” or the like, as figures may be positioned differently in the printed version.

### Glosses

- Glosses for non-English words that may not be familiar to an educated reader should be enclosed in single quotation marks, with any ending punctuation (comma, period, etc.) *outside* the closing quote mark.

### Numbers

- Spell out numbers through one hundred and round multiples over one hundred (three hundred, but 301). Use numerals for any number above one hundred that is not a round multiple. When a paragraph contains several numbers, some smaller than one hundred and others greater than one hundred, generally use numerals, with an aim toward consistency of treatment within a category. For example
  - The 25 works published on the topic in the twentieth century surpassed in quality the 117 that had been published across the preceding two hundred years.
  - Note that centuries are always designated by a word, not a numeral.
- Use comma to separate hundreds in numerals with 4+ digits
- Spans of numbers, with the exception of dates (see section on **Dates** above), should repeat a minimum of two digits after, with further digits repeated only as necessary to avoid confusion or to avoid starting the repeated digits with a zero. Use an en dash rather than a hyphen for a range of digits. Thus,
  - pages 100–104, 107–10, 1314–22.

## Style Sheet, *Dictionaries*

### Punctuation

- *Dictionaries* follows the spelling and usage conventions of American English.
- For punctuation in conjunction with quotation marks:
  - With double quotation marks, periods and commas appear inside the closing double quotation marks.
  - With single quotation marks (used primarily for glosses), periods and commas appear outside the marks.
- Dashes are styled as em dashes with no spaces on either side, as in He was—alas!—too tired to sleep.
- Ellipses should be periods with spaces between them and not the auto-character created by Word. If the elided text is preceded and followed by quoted text, use square brackets around the ellipsis. For example,
  - Fourscore and seven years ago, our fathers brought forth [. . .] a new nation [. . .] dedicated to the proposition that all men are created equal.

### Quoted Material

- Quotation of text that will exceed two lines when typeset should be extracted as a block quotation. Block quotations should be indented 0.5 inches from both left and right margins. They appear as their own paragraph with no indentation of the first line. The first line of text following a block quotation should not be indented if it is a continuation of the paragraph that preceded the block quotation.
- Replication of all or part of **an entry from a published dictionary** should replicate, within reason, the typography of the original (*italics*, **boldface**, ALL CAPS, punctuation). These should be styled as extracted quotations.

### Special Characters (including IPA)

- If special characters are required that are not part of the standard Microsoft Word symbol set, please give the ASCII or Unicode for the symbol(s), and if there is a possibility of misinterpretation, please enclose a pdf version of your file as well as a doc or docx version.

### Tables

- Each table must have a number and a title.
- If the table contains more than one column, each column should have a unique header (in some case the stub, or leftmost column, can appear without a heading).
- Text contents of each column should be left-justified within the column; numerals should be aligned on the (real or assumed) decimal point; if both numerals and text appear in a column left-justification or centering should be used.
- Tables should be placed within the text at approximately the point where they should appear in the printed journal (although the exact placement of a table will vary according to the needs of page layout). If you do not know how to place tables in the body of your article in Word, then you may append them to the end of your document, with clear callouts (e.g., “[PLACE TABLE 2 ABOUT HERE]”) in the body of your review.

## Style Sheet, *Dictionaries*

### Titles

- Full titles of works are in italics, as are their initialisms, for example, *The Dictionary of American Regional English (DARE)*. The titles of television shows, movies, operas, ballets, etc., are also in italics.
- Chapter titles, article titles, titles of elements within larger works, episode titles, and the like appear in double quotation marks.
- Acronyms and initialisms for publications that would be italicized if spelled out should be italicized (e.g., *OED2, DARE*).

### Words as Words

- References to words themselves are italicized; references to an entry word in a dictionary are in boldface:

The expression *running go* illustrates the challenge of lemmatizing folk vocabulary. The dictionary enters it as **running go**.

### References

- *Dictionaries* uses the author-date system of citation to other works. References within the text and footnotes should give in parentheses the author last name and publication year, separated by a space, and if needed page numbers following a comma, as in this example:

The founders and charter members (see Adams 2014, 23–26) included many librarians.

- If the author's name is given in the text itself, only the date (and page numbers if needed) should be included in the parenthetical reference:

A copy of Bohn's 1848 title page can be found in Micklethwait (2000, 329).

- Please ensure that each in-text citation matches its corresponding reference list entry at the end of your submission. Please also ensure that all in-text references have a corresponding reference list entry, and vice-versa.
- Use a hanging indent of .25" in reference list entries. Use the following formats for bibliographic entries:

#### Article in journal:

Smith, Robert, James Knight, and Mary Martin. 2013. The newest word: A historical study. *Lexical Studies* 23: 119.

#### Book:

Andrews, Ellen. 2009. *The Work of the Dictionary*. New York: Lexo Press.

#### Edited collection:

Vincent, Charlotte P., ed. 2004. *Words and Sounds: A Festschrift for A. A. Mitchell*. Cambridge, MA: University of the Northeast Press.

#### Article or chapter in collection:

Mervin, William, and Jane Johnson. 2005. A matter of minutes. In *The Dictionary as Wikipedia*, Vol. 1, edited by Martin Mulhern, 225–31. Philadelphia: Colonial Press.

## Style Sheet, *Dictionaries*

### Dictionary:

*Vanguard Dictionary of Vehicle Terms*. 2003. 11th edn. Francis Moto et al. Los Angeles: Autokineton Press.

### Doctoral, MPhil, or Master's/Bachelor's/Honors Thesis:

Davis, Miriam. 2007. The phonetics of neology. Ph.D. diss., Windswept University, Helena, Montana.

### Conference paper:

Splitter, Harry. 2005. Semi-colon or slash? Paper presented at the Fifth Annual Conference on Lexicographical Punctuation, University of the City, London.

### Paper from the Web:

Loud, John. 2006. What I think. <http://www.uls.com/paper/~lexicog.htm> (accessed June 26, 2006).

- Repeated authors: Even when two or more works by *exactly* the same author appear in your reference list, spell out the author's or authors' name(s) fully for each entry. For example:

Buendía, Miriam. 2012. Verb dynamics. *Terminology. International Journal of Theoretical and Applied Issues in Specialized Communication* 18: 149–66.

Buendía, Miriam. 2013. Phraseology in specialized language and its representation in environmental knowledge resources. Ph.D. diss., University of Granada.

Buendia, Miriam, Silvia Montero Martinez, and Pamela Faber. 2014. Verb collocations and phraseology in EcoLexicon. *Yearbook of Phraseology* 5.1.