

# Pacific Linguistics page layout

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This is a very basic guide to the page layout for Pacific Linguistics. The typesetter will decide the final layout of the book so that it mostly conforms to the look and design of Pacific Linguistics books. Generally, when setting out a manuscript keep it simple. The simpler the formatting, the less time the typesetter has to spend undoing odd layouts and bizarre formatting. What looks good on one computer can often go horribly wrong on another. This is the reason we need a hard copy with the electronic files.

**Font:** Times New Roman, DoulosSil, SilDoulos preferably (but there are others). Fonts should be postscript fonts that can be embedded into Adobe PDF files. If not, the fonts must be with the files. Styles are not necessarily strictly adhered to, and as long as they are consistent within the manuscript that is OK. Fonts are general set at 12 points, with footnotes set at 10 points. The final Word files are converted PDF files which are then reduced by approximately 88 per cent, so fonts smaller than 10 points are too small to read.

**Note:** the first four pages of the book are done by PL. These contain the title pages, ISBN and Catalogue in Publication information. The Table of Contents usually starts on page v. If there is a dedication etc that will be page v, then a blank page, and the TOC will begin on page vii. The TOC always begins on an odd page. Only in collections of papers does each chapter start on a new page. In monographs the chapters run on with no blank pages in between, except for the end of the roman numerals section and page 1 which must start on the right hand side.

**Interlinear examples:** should preferably be done in tables. If not, then they should have their own tab stops in each example.

## **Please make sure that your manuscript does not have the following formatting problems:**

Do NOT use tabs at the beginning or end of any paragraph.

Do NOT use a soft return at the end of a paragraph. It is easier to fix the odd paragraph where that may be necessary than take them out of a whole manuscript.

Do NOT insert a blank line between any paragraphs.

Do NOT use a generic tab stops for interlinear examples.

These problems make it impossible to format the manuscript using PL styles and is extremely time-consuming to fix.

## **General formatting:**

### **Under ‘Format’ – ‘Paragraph’:**

Line spacing: 14 pt exactly in normal text paragraphs and justified  
Set to ‘at least’ to show larger fonts or graphics

### **Under ‘Tools’ – ‘Options’ – ‘General’**

Set unit of measurement to centimetres.

**Under ‘Tools’ – ‘Language’ – ‘Hyphenation’**

Tick the second box, Hyphenate words in CAPS

Set the Hyphenation zone to 0.25 cms

Set the Limit consecutive hyphens to ‘no limit’

Hyphenation is not used in Pacific Linguistics books.

**Set the following style which you will find in Word under Page Setup:**

(File – Page Setup – then you will see a box with three layers: Margins, Paper and Layout)

**Under ‘Margins’:**

Top	2.5 cm	Bottom	3.0 cm
Left	2.5 cm	Right	2.5 cm
Gutter margin:	0.5 cm	Gutter position:	Left

‘Orientation’ is set to Portrait

‘Pages’ (multiple pages) set to Mirror margins

**Under ‘Paper’:**

Make sure the paper size is set to A4. The default is American letter size which is wider and shorter than A4.

**Under ‘Layout’:**

‘Headers and Footers’: tick both boxes as they are different for the first page and they are different for odd and even pages.

Set the Header 1.25 cm

Set the Footer 3.0 cm

On page 1 and subsequent chapter headings the page number is centred at the bottom of the page. The odd and even pages should look like this:

**Left hand side, even page number:**

16 *Chapter 1*

**Right hand side, odd page number:**

*Chapter title* 17

If you are not confident with headers and footers it doesn’t matter, just insert a page number anywhere.

**Books that are collections of papers:** each paper starts on an odd page number, i.e. the right hand side.

**Books that are monographs** run on, with the exception of the front matter and roman numeral page numbers at the beginning, after which there may or may not be a blank page. Page 1 ALWAYS starts on the right hand side as an odd page.

**Heading Styles in the text:**

Headings should be done with a style so that if changes are necessary they can be all done at once. The generic Word style headings are fine.