

## PREPARING ELAN FILES

Production of online materials requires time-aligned transcripts in .eaf file format prepared using ELAN as well as the associated files in .wav audio format. The transcripts in the ELAN files should include the morphological analysis. The transcript should be time-aligned to the first line of the four-line interlinear gloss (that is, time intervals should correspond to what will be presented as numbered lines in the text) and only one tier should be time-aligned. The remaining tiers should be ordered children of the time-aligned tier or of each other. Tier structure should reflect the structure of a standard interlinearized text, with individual annotations on the parsing and glossing lines corresponding to words (rather than having separate annotations for each morpheme). Please give the tiers transparent names so that it is obvious what each tier represents in the analysis.

As part of the production of online materials, editors will also be asked to provide a list of abbreviations used throughout the volume as a plain text (UTF-8) file. The file must:

- 1) List each abbreviation on a separate line. Do not include definitions. Give abbreviations in ALL CAPS if that is how they appear in the ELAN file;
- 2) List each part of an abbreviation that comes separated by punctuation on a separate line (e.g., if you have “PL.POSS” and “PFV:PAST”, list “PL”, “POSS”, “PFV”, “PAST” separately);
- 3) Don’t include numbers for grammatical person—if you have things like “3A” or “1PL”, include “A” and “PL” in your list, but not “3A”, “1PL” or “1”, “2”, “3”;
- 4) Abbreviations that include subparts in superscript or subscript should be included in the list along with HTML tags for super/subscripting—for example, “PL<sub>EXCL</sub>” would be listed as “PL<sub>EXCL</sub>”. Use “<sup></sup>” tags for superscripting in the same way.

Super/subscripting applied to lexical items rather than grammatical abbreviations may have to be applied manually. Consult with the editors if there are any uncertainties.