

- Imperfective verbs: The [-pf] feature prevents the system from deriving a coherent semantics for [perfect].

Returning to the folklore mentioned in the introduction, aspect is a grammatical category in Russian: verbs in all contexts must be either perfective or imperfective (or in our terms, to occur in clauses where Asp is either [+pf] or [-pf]). But, according to this study, is not true that all lexemes have perfective and imperfective forms, since verbs with lexically marked aspect do not. As perfective aspect of verbs without lexical marking can only be derived on the basis of telic aspectuality, only verbs with internal arguments that can participate in the derivation of a value for aspectuality occur in such true aspectual pairs (whether the aspectual morphology is pre- or suffixal). Such verbs may be transitive or unaccusative, which, as Schoorlemmer indicates, in turn provides a very powerful diagnostic for unaccusativity in Russian: if an intransitive verb shows aspectual pairing it must have an internal argument at least in the perfective, and therefore it must be an unaccusative verb.

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Nine Elenbaas

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The arguments are based on analyses of the stress systems of Sentani and Finnish. Both languages have a basically binary stress system, in which ternary patterns appear frequently. The analysis of Sentani shows that the antilapse constraint, which plays an important role in the analysis of ternary stress systems, and which requires the avoidance of long sequences of unstressed syllables, must be interpreted as a rhythmic constraint, rather than as a parsing constraint. The analysis of Finnish gives independent evidence for this antilapse constraint, where it plays a crucial role in creating binary stress patterns.

This book is of interest to anyone with a special interest in metrical phonology and prosodic morphology.

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# COUNTING FOR LINGUISTS

By Andrew Carnie

*An explanation of Microsoft Word98's renumbering features*

A few months ago, I put the finishing touches on a manuscript I'd been revising. Previous to my revisions, it had sixty seven examples and four major section headings; once I was done, I had seventy three examples, and five major section headings. Further, I'd reversed the order of two of major sections. My final task then, before sending the paper off to a journal, of course, was to go through the whole document and renumber all the examples, all the references to those examples in the text and all the section headings. It took me the better part of a day to do this, and even then, I discovered that I'd made a mistake in renumbering around example (20), and had to do it all over again. Frustration reigned! Despite my general love for computers and all that they could do, and despite my strong views against sweatshop labor, I almost yearned for the days when academics regularly had assistants that they could assign such boring tasks to. I knew then that I had to finally take the plunge and invest in some software that could do the work for me.

This is not the first time I've toyed with automatic example-renumbering programs. Betsy Ritter introduced me to Jonathan Mead's RENUMBER program in 1995. This program serves as a filter on the output of word processors, and renumbers specially marked symbols. Each example is given a tag (e.g. \$N1) and each reference to that example is given an identical tag. Once you are finished editing the document, you save it in rich text format (RTF), run it through RENUMBER, then decode it back into normal format. I gave it a fair try, and for the most part it seemed to work well. It did have its down sides: I found the tags very distracting, especially if I was trying to put some finer touches on the formatting. I was also disappointed in the fact that if I wanted to continue to use the renumbering features, I always had to be certain that I was editing a version of the document with the tags, rather than the output of the renumber program. This meant I had to keep two copies of every document. More than once I made changes to the wrong version of documents, and had to go back and do them again. I was also, I admit, far too lazy to use this program consistently. The program is shareware, and in 1995 cost \$20 (I'm not sure if it is still available). After an initial flirtation, I quickly found myself back in the land of manual renumbering, and decided to spend my \$20 on books instead.

In 1992, 1994 and 1996, there was some discussion in the LINGUIST list as to various programs and scripts that people could run to renumber their examples. These discussions can be found at:

<http://linguistlist.org/issues/3/3-956.html#2>

<http://linguistlist.org/issues/5/5-637.html#1>

<http://linguistlist.org/issues/7/7-1675.html#1>

Suggestions ran from a number of scripts and applets which people had written to purchasing the language oriented word processor: Nisus Writer. Although I read the discussions with interest, inertia kept me from trying any of these options.

When Microsoft announced that Word98 contained automatic list renumbering features, my heart skipped a beat. 'Finally', I thought, 'I can just get my word processor to do it for me.' I was initially not only disappointed with the results, but incredibly frustrated. Like most people, I had no desire to work my way through Word98's poorly

designed help features. So I just started in. Word automatically numbered for me, it is true, but it didn't do it in any coherent way that I saw. Regular text intervening between examples (as is standard in our discipline) seemed to throw the sequence off. Numbered section headers also seemed to throw a spanner in the works. Word kept trying to automatically renumber my section headings as part of my example numbers. Further, it isn't at all obvious how to make reference to these numbers in the body of the text. With one particular document I was working on, the sequence of numbers as automatically generated by Word98 was 1,2,3,47,48,32,33,34,4,5,6. Don't ask me how that happened, I'm still not sure. Much swearing resulted, and I turned the automatic numbering off (which in itself was not a task for the faint of heart). This said, these kinds of problems could easily have been resolved if I'd bothered to do a little more background research. In fact, renumbering and cross-referencing are incredibly easy, and work quite well. After some initial pain in setting it up, it will work for all your documents. Below, I've set out the steps for setting up Word98 to renumber and cross-reference a typical linguistics document. The initial task is rather long and daunting, but once it's done, you never have to do it again, and you'll be free and clear with renumbering.

The keys to making renumbering work correctly are three concepts from typesetting: **styles**, **templates** and **cross-referencing**. Styles are essentially prepackaged (or user defined) bundles of formatting features. They can also be used to mark off certain text (like examples or headings) so that functions like renumbering apply only to them and not to other parts of the document. Once you've defined certain styles, the renumbering feature works like a charm. The problem with styles is that, with the exception of a few ugly prepackaged ones, documents in Word98 don't have universal access to your user-defined styles. This is where a template comes in handy. Templates are user-definable groups of document formatting instructions. Templates include styles. Part of the initial set-up in getting renumbering to work is to create a template that you will use for all your documents. The third tool is cross-referencing. It is possible to refer to one part of the document in another part if you've set things up correctly. In particular you can cross reference example numbers, tables, section headers and even footnotes. I'll now go through the steps necessary to get you going in renumbering. What I'm describing here is primarily for Word98 for Macs. However, most of what I say should also be true of Word97 and Word98 for PCs.

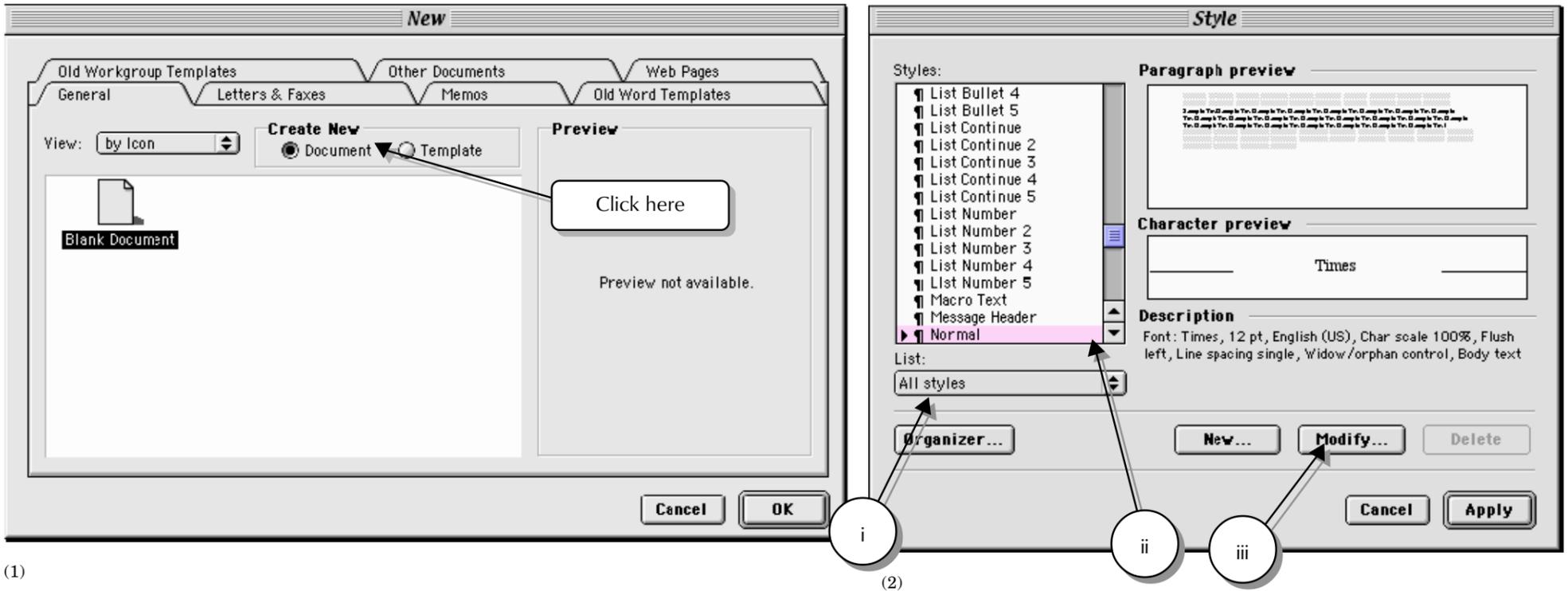
#### 1. Setting up a template

First, you need to create a template that you will use for all your documents. A stuffed example of such a template can be found at

<http://www.linguistlist.org/~carnie/papers/Word.template.sit>

Point at the **File** menu, and select **New...** A dialog box like (1) will appear on your screen.

Next, click on the **Template** toggle switch under **Create New**, then click on the **OK** button. This will bring up a window that looks suspiciously like a blank document. Don't be fooled, however, this is not a document, but a template. At this stage you can do all sorts of magical things, like typing in



(1)

(2)

text that you want to appear in every document (like a consistent running header or footer), or change the margins. I found Gookin and Sydow's (1998) *Word 98 for Macs for Dummies* (Foster City, CA: IDG books, US\$20.00) an excellent introduction to playing with templates. What is most important for renumbering, however, is the defining of styles.

**2. Defining Styles**

In order to do a standard linguistics document, you'll need at least 3 styles:

- a normal style for regular text,
- a style for examples,
- at least one style for headings.

Personally, I use three different heading styles, which allows me to use different levels of subsections (e.g. 3., 3.1, and 3.1.1) with different formatings. To define a style, with your blank template document open, go to the **Format** menu, and pull down and select **Styles**. The style dialog box will pop up as in (2).

(i) Start by clicking on the list bar and select **All styles**. This will bring up a list of all the predefined styles. First we're going to edit the 'Normal' style. (ii) Make sure that the 'Normal' item is highlighted in the style list. (iii) Next click on the **Modify** button. A new dialog box will now pop up (3).

At this stage you can do all sorts of fancy things,

such as changing the default font for the main body of the text, changing your margins etc. This is all done via the **Format** button (i) at the bottom of the window. One crucial point to remember is to make sure that the **Add to template** (ii) box is clicked and that the **Style for following paragraph** (iii) is set to 'Normal'. I personally find it easiest to manipulate styles if I have a keyboard shortcut defined. You can assign a keyboard shortcut by clicking on the **Shortcut Key** button (iv). Once you have completely formatted the style as you want it, you click on **OK**, to edit the next style.

Next, we set up the headers. The basics are the same: click on 'Header 1' in the styles window, then click the **Modify** button. Again you can set up the formatting exactly as you want it. To get Word98 to renumber your section headers, you have to add one important step here. Click on the **Format** button, and pull down until you select **Numbering**. A new dialog box will pop up (4). Click on the tab that says **Outline Numbered** (4i). Be sure to use 'outline numbering' and not 'numbering'.

Select the format of header numbering you want (or if you are really adventurous, click on customize and make your own!). I recommend the un-indented 1, 1.1, 1.1.1 sequence (ii). Then click on **OK** (iii). This is the function that will automatically number your headers. You will now be back in the modify style box. Other important parameters

include making sure that the **Add to template** box is clicked, and that the **Style to follow** is set to 'Normal'. Again, at this stage, you may want to set up a shortcut key. When all this is done click on **OK**, which will take you back to the **Styles** box.

It is possible to have more than one heading style (e.g., **1. MAIN HEADING**, **1.1 Sub-heading** etc.) and yet keep the numbering sequential. To do this, you simply modify the prepackaged styles 'Heading 1', 'Heading 2', 'Heading 3' etc. These form a *style family*. The numbering will be consistent throughout the family, but the actual formatting of individual styles may differ. 'Heading 1' is for main section divisions (whole numbers: 1, 2, 3), 'heading 2' for subsections (1.1,1.2,1.3 etc) and 'heading 3' for sub-sub-sections (1.1.1, 1.1.2, 1.1.3 etc.) For more on styles and style families, see any decent book on Word98 (e.g. Gookin and Sydow).

Finally, now that we're experts in defining styles, we need to define a style for numbered examples. To define a new style, start by clicking on the **New** button in the main **Styles** dialog box. Up comes the **New style** dialog box. It looks suspiciously like the **Modify style** box (3). Again, you can format this as you like, by clicking on the **Format** button. Also, once again, the **Add to template** button should be clicked, the following style should be 'normal' and you can set up a shortcut key. The most important step here is to set up the numbering. Again, this is reached by clicking on **Format** and selecting **Numbering**,

(3)

(4)

