
Typesetting phonology papers

1 Choosing your font

Most modern fonts conform to [Unicode](#) specifications, which means that they can be used for a very wide variety of alphabets, including IPA. Most fonts, however, only cover some of Unicode, so it's important to choose a font that has good IPA coverage.

Here are some fonts with fairly good IPA coverage (look out for quirks and missing characters in some of them, though). They are all free, and work on OS X, Windows, and Linux. There is rarely any reason to use more than one font in any given paper, so just choose one font and go with it.

	Bold	<i>Italics</i>	<i>Bold italics</i>	SMALL CAPS
Linux Libertine	yes	yes	yes	yes
Junicode	yes	yes	yes	yes
Times New Roman	yes	yes	yes	yes ¹
DejaVu Serif	yes	yes	yes	no
Cardo	yes	yes	no	yes
Charis SIL	yes	yes	yes	yes
Doulos SIL	no	no	no	yes
Gentium	no	yes	no	no

Bold and italics are good for the usual reasons. Small Caps are needed for the names of constraints in constraint-based theories. Note that Microsoft Word will fake missing features from fonts that lack them; the result is usually less than aesthetically pleasing.

¹Times New Roman doesn't actually have small caps, but if you are using X_YTeX, there is a trick. First, download *TeX Gyre Termes*, which looks a lot like Times New Roman, and has small caps, but doesn't have good IPA support. Then pair the two fonts: `\setromanfont[SmallCapsFont={TeX Gyre Termes},SmallCapsFeatures={Letters=SmallCaps}]{Times New Roman}`.

Charis SIL, Gentium, and Doulos SIL are offered by the [Summer Institute of Linguistics](#), which is a Christian organization. Their fonts are very popular, mostly for historical reasons. Doulos SIL is particularly popular because it matches Times quite well.

2 Inserting IPA characters into your document

All platforms: Here's an [online keyboard](#) that is very simple to use. Or save the [chart](#) for offline use. Here are some other options:

- OS X: Use the Character Viewer ([instructions](#)).
- Microsoft Word on Windows: Insert → Symbol... ([more instructions](#)).
- All platforms: Download and install an [IPA keyboard layout](#).

3 Choosing a typesetting system

You are probably familiar with Microsoft Word (or one of its free alternatives, such as [Open Office](#)). Word is perfectly adequate for producing short stories, poems, and other casual documents. Sophisticated users can coax Word into producing academic documents that are downright acceptable. As a linguistics student, you have two options:

- Become a sophisticated user of Word. At the very least, this includes mastering Word's styles, automatic numbering of sections, and using a system for automatically numbered examples and cross-references ([instructions](#), [more instructions](#), and some [more](#)). You will also need to acquire and master [EndNote](#) for managing bibliographies.

or

- Learn to use \LaTeX , a superb typesetting system that makes beautiful academic documents (OS X download: [MacTeX](#), Windows download: [MikTeX](#)). In plain \LaTeX , phonetic symbols are accessible via the [tipa](#) package. To use one of the fonts from §1, use [Xe \$\text{\LaTeX}\$](#) , which now comes standard with \LaTeX and makes your system fonts accessible. To make OT tableaux, use [OTtblx](#). Other things: [more info](#).

Both options require some learning. \LaTeX is better than Word for several reasons: It makes nicer documents, it is free and open-source, it was made specifically with academics in mind, and it's essentially completely reliable and bug-free.

Syntacticians love \LaTeX because it makes beautiful trees.

4 Style

If you are expecting comments on a document you are writing (such as a term paper), you should make the document easy to read, and leave room for comments. It's usually a good idea to use wide margins (1.25" all around is good), double-space, and use a 12pt size font. It's also a good idea to leave some space between the sections of your paper. Don't try to save trees.

Always number your pages. When you send your paper out to someone, keep a copy of the page-numbered PDF. This way, when they send you back comments, you know what page numbers they're referring to.

5 Backup

With an abundance of free, reliable online backup services, there is no excuse for not having your work backed up. The service I use is Dropbox (<http://www.getdropbox.com>), which I find to work extremely well. It not only keeps my files backed up off-site, it also synchronizes them across my computers.

With cheap hard drives available, you should keep a backup of your entire system. This speeds up your recovery from inevitable system failures. Know that your hard drive will crash; be prepared. Each of my computers has an external hard drive with Time Machine. I also use the reasonably priced [SuperDuper!](#) to make a daily system image. Similar solutions exist for Linux and Windows.

6 Your wisdom here

Write to me (michael.becker@phonologist.org) to tell me what else should go in this document.