De Gruyter Mouton

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Guidelines for authors and editors preparing document files to be submitted for disk conversion

Content

1. General

All document files will be converted to a format suited to processing in a typesetting system. Accordingly, there is no need for extensive formatting on the part of the author or editor. In particular, there is no need to define or adjust any of the following features:

- o type area, fonts, and type sizes
- o page numbering and running heads
- o headings, paragraphing, and line spacing
- o indentation of quotations, tables, figures, etc.
- o captions of tables, figures, etc.
- o format of notes
- o format of reference section(s)

Once you have edited your manuscript and prepared your files in accordance to these guidelines, please send us the final edited version of the files together with the corresponding printout.

2. Obtaining permissions

It is the author's responsibility to request any permission required for the use of material owned by others. When all permissioms have been received, the author should send them, or copies of them, to the publisher, who will note, or comply with, any special provisions regarding credit lines contained in them.

3. Technical issues

– All major word processors (Mac and/or PC) are acceptable. Authors using less well-known programs should contact the publisher beforehand and/or submit a sample file, preferably both in the respective native format and in Rich Text Format (RTF). In almost all cases it will be possible to convert the files but this has to be checked prior to submission of the final document file.

– Graphics may be submitted in all major graphic file formats, e.g., TIFF, EPS, etc. Please contact the publisher if you are in doubt whether a particular format will be acceptable. Please note that it is difficult to edit eps-files. Occasionally, graphic files will have to be reprocessed; it is therefore preferable if all graphic files are submitted in a format amenable to further editing. Certain custom-written applications for the visualization of, for instance, statistical data use proprietary file formats and lack filters for the export of files into common file formats. The processing of data generated with such applications is not possible without the respective applications themselves. In such (rare) cases you are asked to contact the publisher beforehand (cf. section 2, *Obtaining permissions*, if you make use of copyrighted graphics).

– Authors must make sure that every disk is prepared identically as to format. lf different people are handling the input, consistency must be guaranteed. Items to be checked for consistency throughout the printout include italicizing of words, placement of footnote numbers in the text, spaces or lack of spaces at either side of dashes etc.

4. Titles and headings

– The text should be divided into sections and, if necessary, subsections, with appropriate headings.
– All headings, including chapter titles as well as in the table of contents, begin flush left.
– For all headings in the file, please do not use generic codes but the following numbering system:

> 1. Main heading
> 1.1. Section heading
> 1.1.1. Subsection heading

– Do not end a title or heading with a period when it is to appear on a line separate from the text.
– Capitalize only the first letter of the first word and of those words which the orthography of the languages requires to begin with a capital letter (e.g., proper nouns). This also applies to the table of contents.

5. Paragraphs

All paragraphs should start with a tabulator (→). There is no need to set the tab to a particular position.

6. Quotations

– Short quotations (fewer than 60 words) should be run on (i.e., included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
– Longer quotations should appear as a block; separated from the text by at least two carriage returns (¶¶). They are not to be enclosed within quotation marks.
– All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points within brackets.
– All quotations in languages other than English are to be followed by the translation in square brackets.

7. Citations

Full bibliographical details are given in the reference section at the end of the book or article.
Brief citations are used in the text. Examples:

(Bouissac 1985)	one author
(Smith and Jones 1995)	two authors
(Uexküll, Geigges, and Host 1993)	three authors
(Smith et al. 1990: 38)	four or more authors (but give all the authors in the reference entry)
(Bouissac 1987a, 1987b, 1994)	works by one author
(Bouissac 1985; Deakin 1993)	works by different authors
(Hockett 1964: 140–145)	no dropped digits in inclusive numbers
(Balat and Dove 1992, 1: 210)	volume number
(Dickens [1854] 1987: 73)	reprints: with original date at first mention; in all subsequent citations "Dickens 1987: 73"

– The date is always given in brackets: "Bloomfield (1933: 123–125) introduced the term"; "In his (1922) article Sapir argued that ...".
– Give page numbers in full: do not use "f.", "ff.".
– Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page number with quotations.
– Always give the full author-date citation: do not use "op. cit.", "loc. cit." or "ibid.'.

8. Typeface, emphasis, and punctuation

– Italics should be used for:
  o words, phrases, and sentences treated as linguistic examples;
  o foreign-language expressions;
  o the titles of books, published documents, newspapers, and periodicals.
– Italics may be used to:
  o draw attention to significant terms at first mention only;
  o emphasize a word or phrase in a quotation, if so indicated "[emphasis mine]".
– Boldface type may be used sparingly to draw attention to a particular linguistic feature in numbered examples (not in running text).
– Please do not use any other kind of emphasis; italics, boldface type, underlining or capital letters used for emphasis are undesirable.
– Single quotation marks should be used only for the translation of non-English words, e.g., *cogito* 'I think'.
– Double quotation marks should be used in all other cases, i.e. for:
  o direct quotations in running text;
  o "qualified" words or phrases.
– Use rounded quotation marks ("...") not "straight" ones.
– Do not use double round brackets: brackets within parentheses should be square brackets.
– Full stops should be placed last, following any other punctuation, e.g., "... word).": "... word".": "...word." (but "...word'" within a sentence).
– Parenthetical dashes are longer than hyphens. If you cannot print dashes, use double hyphens.
– An "en"-dash, "–", is used to indicate continuing or inclusive numbers, such as "1965–1966", or pages "5–8". If your word processor has no en-dash, use two hyphens characters.

9. Abbreviations

– Use only the simplest and most common abbreviations (i.e., etc., e.g., et al.).
– Do not use periods after acronyms.
– Abbreviations common in linguistics (NP, V, ACC) may be used in numbered examples but the terms should be written out in full in the text wherever possible.
– Language names may be abbreviated when prefixed to words cited: "the meaning of OEngl. *guma*" but not in running text: "the meaning of *guma* in Old English".
– Do not use sequences of letters to represent names of theories, titles of books or names of publishers; thus: "the Spatialization of Form Hypothesis", not "the SFH"; "Jackendoff 1993", not "S&C" (Semantics and Cognition), "Oxford University Press", not "OUP".

10. Examples

– Number examples consecutively throughout a monograph (i.e., not chapter by chapter).
– Number examples article by article in an edited work.

Linguistic examples with interlinear glossing should follow the Leipzig Glossing Rules (http://www.eva.mpg.de/lingua/resources/glossing-rules.php) and should be presented as shown below. Use tables (no tabs or the space bar) to align the glosses. Examples in English should be set in italics, see (3):

(1) | *qwél-em* | | *te* | *Strang* | *te* | *sth'óqwi.* |
| barbecue-INTR | | DET | Strang | DET | fish |
'Strang barbecues the fish.'
(Wiltschko 2006: 202)

(2) a. | *bawiä* | *lagahk* | *loä.* |
| I.saw | SELF | me |
'I saw myself.'
(Gast and Siemund 2006: 355)

b. | *lagahk* | *Juan* | *kayuhn-ni* | *rolihdʐ-ni.* |
| SELF | Juan | is.building-3SG | house-3SG.POSS |
'Juan himself is building his house.'
(Gast and Siemund 2006: 355)

c. | *Juan* | *ensilaani* | *kayuhn-ni* | *rolihdʐ-ni.* |
| Juan | SELF.AO | is.building-3SG | house-3SG.POSS |
'Juan is building his house himself.'
(Gast and Siemund 2006: 355)

(3) *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form "see (2a) and (2b)" with both number and letter in brackets.

11. Tables, figures, and illustrations

Tables and figures should be numbered consecutively throughout a monograph and be given titles. The title of a table should appear above the table, the title of a figure below the figure.
If there are figures to be included, please send us the originals, not photocopies.
If photographs are to be inserted, good quality prints and, when in doubt, the negatives or slides should be provided.

12. Maps

If your book or article treats a language that is little known, or if it will help the reader to identify geographic locations, it may be useful to include a map. Please bear in mind the following:
– All national boundaries in the area shown on the map must be drawn in and countries, counties or federal states bordering on the area of main interest must be named, i.e., a land-locked area should not be represented as if it were an island.
– All oceans, lakes, rivers and towns shown should be labelled.
– An inset that shows at a glance the location of the area in question is often useful.
– If possible, please send us an original, not a photocopy.

13. Appendices and notes

– An appendix is placed at the end of the text, before the notes.
– Notes should be numbered consecutively throughout the text. If Endnotes are used (depending on the style of the book series in question), these should be placed at the end of an article in an edited work or at the end of a monograph, before the reference section.
– Note numbers in the text should be superscript (small raised) numbers without parentheses.
– The note number should directly follow the word in question or a punctuation mark, with no blank space.

14. References

– The format for reference entries should follow the "Unified style sheet for linguistics" (http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf) (see below for examples).
– All works cited in the running text must be listed in the reference section.
– The reference section should include only those works that were cited in the text.
– Whenever possible, please give the full first names of authors and editors.
– Initials require periods and should be spaced, e.g., Ronald W. Langacker, R. M. W. Dixon.
– Entries should show the full title and subtitle of each work.
– Page numbers of articles in journals or edited works should be inclusive.
– Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
– The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately.

Please do
– provide both the place of publication and the name of the publisher.
– translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the italicized original title.
– abbreviate "edition" in reference entries as "edn." (to differentiate from "ed." for "editor").

Please do not
– drop digits in inclusive page numbers.
– abbreviate the names of journals, book series, publishers or conferences.
– use "et al." in reference entries; all author/editor names should be listed.
– use EM-dashes to replace repeated author/editor names.
– use line returns within individual reference entries. The right- and left-hand margins will be set during technical production.

Sample reference entries (following the "Unified style sheet for linguistics")

Book (authored work):
Chomsky, Noam. 1986. *Knowledge of language: Its nature, origin, and use*. New York: Praeger.

Book (edited work):
Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. *Essentials of language documentation* (Trends in Linguistics, Studies and Monographs 178). Berlin & New York: Mouton de Gruyter.

Contribution in an edited work:
Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller & Marya Teutsch-Dwyer (eds.), *Multilingualism, second language learning, and gender* (Language, Power and Social Process 6), 257–282. Berlin & New York: Mouton de Gruyter.
→ Note: Entries for contributions in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e.g., with "In Pavelenko et al., 257–282") is not acceptable.
→ Note: If a contribution in an edited work is cited in the article text, a separate, additional entry for the edited work should not be included in the References unless the edited work is cited directly and as a whole.

Book also published electronically:

Jefferson, Gail. 2004. Glossary of transcript symbols with an introduction. In Gene H. Lerner (ed.), *Conversation analysis: Studies from the first generation*, 13–23. Amsterdam & Philadelphia: John Benjamins. http://www.liso.ucsb.edu/Jefferson/Transcript.pdf (accessed 24 June 2008).

→ **Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.**

Journal article:

Neuman, Yair, Yotam Lurie & Michele Rosenthal. 2001. A watermelon without seeds: A case study in rhetorical rationality. *Text* 21(4). 543–565.

Journal article also published electronically:

Inkelas, Sharon. 2008. The dual theory of reduplication. *Linguistics* 46(2). http://www.reference-global.com/doi/pdf/10.1515/LING.2008.013 (accessed 10 June 2008).

→ **Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.**

Special issue of a journal (cited as a whole):

Majid, Asifa & Melissa Bowerman (eds.). 2007. Cutting and breaking events: A crosslinguistic perspective. [Special issue]. *Cognitive Linguistics* 18(2).

Reprint:

Jakobson, Roman & Morris Halle. 2002 [1956]. *Fundamentals of language*, 2nd edn. Berlin & New York: Mouton de Gruyter.

Thesis/dissertation:

Jacq, Pascale. 2001. *A description of Jruq (Loven): A Mon-Khmer language of the Lao PDR*. Canberra: Australian National University MA thesis.

Kim, Yong-Jin. 1990. *Register variation in Korean: A corpus-based study*. Columbia, SC: University of South Carolina dissertation.

Translated title:

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

→ **Note: The English translation of the title should not be capitalized.**

Paper presented at a meeting or conference:

Sarangi, Srikant & Celia Roberts. 2000. Uptake of discourse research in inter-professional settings: Reporting from medical consultancy. Paper presented at the International Conference on Text and Talk at Work, University of Gent, 16–19 August.

Several works by one author/editor with the same publication date:

Vennemann, Theo. 2000a. From quantity to syllable cuts: On so-called lengthening in the Germanic languages. *Journal of Italian Linguistics/Rivista di Linguistica* 12. 251–282.

Vennemann, Theo. 2000b. Triple-cluster reduction in Germanic: Etymology without sound laws? *Historische Sprachwissenschaft* 113. 239–258.

15. Index

Your publication contract will normally provide for the inclusion of a subject index and, possibly, a language and author index.

Subject and language indices will be typeset on the basis of a file provided by the author or editor, listing all entries and the corresponding page numbers. This file must be based on the *final* set of proofs. An author index will be typeset either in the same way or automatically compiled by the typesetter from a submitted list of names.

Please bear in mind that both the quality and the usability of the index depend crucially on the careful selection of keywords.

– Use a *small* number of keywords: your contribution deals with a particular topic, and this should be reflected in the

selection of the keywords.

– Index only central occurrences of the keywords. Do not, by all means, index each and every occurrence of a keyword. Please do not index keywords in the reference section(s).

– When indexing phrases, please chose an appropriate keyword under which the phrase is to be sorted, i.e.., you have to decide whether *conceptual structure* is to be sorted under *conceptual* or under *structure, conceptual.*

– In some instances, you will want to index a passage with a particular keyword which is not directly used in this passage. In this case, please add the respective keyword and the page number(s) to your list of entries.

– Similarly, if you want to index a passage which extends over several pages, just add the keyword and the page range, e.g., *conceptual structure, 130–142.*

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