

GUIDELINES

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General

Please follow these guidelines closely.

Manuscripts should be in either British or American English consistently throughout; if you are not a native speaker of English, please have your text checked by a native speaker before submission.

When submitting the final manuscript please add a cover sheet with the title of the article, the author's full name, affiliation, current address and e-mail address.

Hard copy and electronic files

Hard copy: Please provide hard copy (= a print-out of your article) showing all the tables, aligned glosses, and special characters as they should be. This is an important reference for the typesetters. If you want, you can provide a PDF file to be used by way of hard copy; all fonts used should be embedded in this PDF. This PDF is in addition to the electronic file.

Electronic files: Please make sure that you supply the *final* version of the article. Please delete any personal comments/notes so that these cannot mistakenly be typeset, and check that all files are readable.

Please submit the electronic files to the volume editor by e-mail. If your file(s) are too large for e-mail transfer, consult with the volume editor on the best method of transfer.

File naming conventions: The file(s) should be labeled with the (first) author's last name. Do not use the three-letter extension for anything other than the file type (.doc, .eps, etc.) Please write the file names on the corresponding hard copy.

Software: Word (PC or Mac) is preferred. If other word processing software is used, let this software create a Word or RTF file, and submit these together with the original source files. LaTeX users are requested to send their original files and an RTF file.

Graphic files: Please supply Figures and Plates as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) format, in addition to the original creation files from the graphics software. All graphic files should be supplied as separate from the main text.

Lay-out

General: Please use 12 pt Times New Roman, double line spacing, on a 13 x 22 cm (5" x 8.6") text area.

Abstract: Please provide an abstract for your article. The abstract should not exceed 120 words. It should be self-contained, descriptive, and include the 4 or 5 most important key words, findings, or implications.

Running heads: In case of a long title please suggest a short one for the running head (max. 55 characters) on the cover sheet. In your article (also on the hard copy) add a temporary running head consisting of the author's last name and page numbers, for identification.

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining

(except for highlighting within examples, as an alternative for boldface). Unless, of course, it concerns a notational convention generally used in your field of research.

Symbols and special characters: Please use Unicode for any characters beyond the standard ASCII set. If you have no access to certain characters, please mark these in the electronic text with unique codes such as \$[...], and provide a list of conversion codes with the characters that they should become.

Section headings: Please mark the hierarchy of subheadings as follows:

- Heading level 1 = bold, two lines space above and one line space below.
- Heading level 1.1 = italics, one line space above and one line space below.
- Heading level 1.1.1 = italics, one line space above, text on new line
- Heading level 1.1.1.1 = italics, one line space above; period after heading, text following on the same line.

Quotations: Text quotations in the main text should be given in double quotation marks. Block quotations, longer than 3 lines, should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Listings: Should not be indented. If numbered, please number as follows:

- 1. or a.
- 2. or b.

Listings that run on in the main text can be numbered in parentheses: (1)....., (2)....., etc.

Examples: should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented:

- (1) John drank yet another glass of water

Every next level in the example (a), (b) gets one indent:

- (3) a. *Ed en Floor gaan samen-wonen*
Ed and Floor go together-live.INF
“Ed and Floor are going to live together”
- b. *Maarten en Stefanie zijn uit elkaar*
Maarten and Stefanie BE out RECP
“Maarten and Stefanie have split up”

Glosses: for conventions for interlinear morpheme-by-morpheme glosses, please refer to www.eva.mpg.de/lingua/files/morpheme.html. Line up glosses by using tabs, not spaces.

Notes: Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks. Please provide the notes as endnotes: our typesetters will change them into footnotes in the correct location. Do not use notes for bibliographic references.

References

It is essential that you format the references according to these instructions, as these cannot be formatted automatically.

References in the text: These should be as precise as possible, giving page references where necessary; for example (Clahsen 1991: 252) or: as in Brown et al. (1991: 252). All

references in the text should appear in the References section, and only references in the text should be included in the References section.

References section: The References section follows the Notes section. References should be listed first alphabetically and then chronologically.

We encourage the use of the *Unified Style Sheet for Linguistics* developed by the editors of a number of prominent journals, under the auspices of the Linguistic Society of America (<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>)

Examples

- Anttila, Raimo. 1989. *Historical and comparative linguistics*. Amsterdam & Philadelphia: John Benjamins.
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- Yu, Alan C. L. 2003. *The morphology and phonology of infixation*. Berkeley, CA: University of California dissertation.

Tables, Figures and Plates

General: Tables and Figures should each be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces).

Reference should be made in the main text, e.g., “(see Figure 5)”; please do not use absolute references, like “as shown in this table:”.

Indicate the preferred position of the Table or Figure in the text by inserting a line “Insert Figure XX here” at the appropriate position. The typesetters will place tables/figures either at the top or the bottom of the page on which they are mentioned, or on the facing page.

Carefully check all graphics for errors before submission.

Black & white: The book will be printed in black & white, so all graphics should be meaningful without color.

Size: All Tables, Plates, and Figures have to fit the following text area, either portrait or landscape, and still be meaningful at that size: 11.5 cm (= 4.5”) x 19 cm (= 7.5”). Font setting: Times New Roman 9pts (absolute minimum: 8pts).

Notes: Notes in Tables and Figures should not be regular end notes. Standard note indicators in tables/figures are *, **, †, ‡. The note itself is then inserted directly below the table/figure.

Appendixes

Appendixes should follow the References section. Please make sure you refer to the appendix in the main text.