

Style sheet for your publication

1. Basic features

a) Papers: At the beginning of the paper please give your name (first name + last name), the title of your paper, and two abstracts in English (1. max. 350 characters (including spaces), 2. max. 1.000 characters (including spaces) + 5-7 key words).

At the end of the paper please give your name, affiliation and e-mail address, e.g.:

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On average your paper should comprise 15 to 17 pages. The margins should be 2.5 cm all around, for page header or footer use 1.5 cm. All text should be left justified. For footnotes, quotations, references, and the abstract please use font size 10 pt and a line spacing of 1. For all other text please use Times New Roman, font size 12 pt and a line spacing of 1.5.

Please send a word and a pdf file.

b) Reviews: At the beginning of the paper please give your name (first name + last name), the name of the author(s)/editor(s) of the reviewed book and its title.

At the end of the paper please give your name, affiliation and e-mail address, e.g.:

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On average your review should comprise about 5-8 pages. The margins should be 2.5 cm all around, for page header or footer use 1.5 cm. All text should be left justified. For footnotes, quotations, references, and the abstract please use font size 10 pt and a line spacing of 1. For all other text please use Times New Roman, font size 12 pt and a line spacing of 1.5.

Please send a word and a pdf file.

2. 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.

3. Examples

Number examples consecutively throughout a paper (i.e., not section by section).

Linguistic examples with interlinear glossing should follow the Leipzig Glossing Rules

(<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>). Use tables (no tabs or the space bar) to align the glosses.

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

4. Tables, figures, and illustrations

Tables and figures should be numbered consecutively throughout a paper and be given titles. The title of a table should appear above the table, the title of a figure below the figure.

5. Citation systems

Square brackets should be used in citations to mark: omissions, alterations or remarks. Since **round brackets** frequently already feature in cited text, they should not be used in secondary text sections. **Paraphrases** are not separately highlighted in body text, but – as with citations – their source must be indicated.

Shorter citations of no more than three lines are incorporated into the body text and uniformly enclosed in the double quotation marks typically used in the dominant language. **Closing punctuation** is included with the citation if quoted from the original. Otherwise, the correct sequence is: quotation mark – punctuation – reference: “[...]” (Bouissac 1985: 35) or “[...]”. (Bouissac 1985: 55) The **reference** follows the final quotation mark and is enclosed in round brackets.

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.”.

Longer citations that take up three or more lines of body text are processed as a separate paragraph. In this case, the quotation marks are omitted. References as for shorter citations.

When **referring to sections of own text**, only refer to the relevant chapter, not the page.

6. 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.

Examples 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 Pavlenko 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.