

## Notes to Contributors

(Revised 1 June 2006)

### 1. General

Submission of an article implies that it has not previously been published, and is not currently under consideration for publication elsewhere. Only papers of no more than 65 pages formatted as specified in section 3, including references and footnotes, will normally be accepted.

### 2. Contact details

All correspondence concerning *Folia Linguistica* should be sent to:

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### 3. How to submit a paper for consideration for publication in *FoL* and *FoLH*

Authors submitting papers for consideration should send an anonymized electronic copy of the paper submitted as a pdf file and in a word-processor format compatible with PC/Windows XP/MS Word, both as e-mail attachments. Within forty-eight hours of submission authors will receive an acknowledgement of receipt via e-mail.

Author details should not be included in the electronic files: the name(s) and address(es) of the author(s) should appear in the body of the e-mail message accompanying the submission, together with the paper's title and the total number of words.

Texts should be in Times New Roman 12 pt., double-spaced, printed on one side of the page only, with all pages numbered consecutively.

Notes MUST appear as FOOTNOTES, not as endnotes. All figures, charts and tables MUST be left in the appropriate place in the manuscript rather than moved to the end.

An ABSTRACT OF ABOUT 100-200 WORDS IS REQUIRED ALREADY AT THIS STAGE. Do not duplicate the abstract in the introduction or the conclusions, and vice versa.

Contributors who write in a language other than their native tongue should have their manuscript carefully checked by a native speaker.

#### 4. Form of manuscripts accepted for publication

Authors whose manuscripts have been accepted for publication should send:

- a. one double-spaced, single-sided hard copy of the final version of the manuscript and
- b. an exact electronic copy of the article submitted as a pdf file and in a word-processor format compatible with PC/Windows XP/MS Word, both as e-mail attachments.

Concerning the overall form of the manuscript, authors are asked to keep formatting to a minimum; do NOT use right-justified margins and do NOT divide words at ends of lines.

The various components of the manuscript should follow the specifications below:

##### 4.1 Title page

The title page should include the title of the article, an abstract of about 100-200 words, suggested keywords (from four to six), author's name and affiliation, and full address, including e-mail and fax information, indicating –in case there is more than one author– who will be responsible for proofreading and correspondence.

An acknowledgements footnote should be marked with a superscript '1' (not an asterisk) at the end of the title.

##### 4.2 Sections and headings

Manuscripts should be divided into sections and subsections as needed, all with appropriate titles. All headings start at the left margin: level 1 is in **bold** face; level 2 in roman type; level 3 in *italics*. Please follow the typographic conventions and punctuation of the headings and subheadings in these *Notes to Contributors*; do not end a heading with a full stop and do not capitalize words other than the first words and proper names.

The first section of the paper is numbered section 1, i.e. **1. Introduction**, rather than **0. Introduction**.

##### 4.3 Illustrations and tables

These should be numbered consecutively and should stand at the appropriate place in the manuscript, not on separate pages at the end of the manuscript. All tables and figures should be labelled underneath as *Table 1* or *Figure 1* (in italics) and given a caption (in roman).

##### 4.4 Typeface

The generic font is Times New Roman 12 pt.

Meanings of forms or utterances are to be placed between single quotation marks. Cited forms or utterances, whether in the language of the contribution or in a different language, are to be given in *italics*. To avoid confusion, expressions of foreign origin but used as part of the text (such as in Engl. *mutatis mutandis*, *ad hoc*, etc.) should be in roman type, not in italics. To mark a technical term at its first use or definition, or to give emphasis to a word or phrase in the text, SMALL CAPITALS should be used.

Use double quotation marks for short direct quotations (except for quotes within quotes, which should appear between single quotation marks). Double quotation marks can also be used sparingly for terms used in a semi-technical sense or terms whose validity is questioned (“scare quotes”).

#### 4.5 Numbered examples

All examples should be numbered progressively (do NOT re-start in each subsection). Include all the example numbers in parentheses, i.e. (4), (5), etc. Example numbers are at the left margin.

Examples in footnotes should be numbered with small roman numerals, also in parentheses, i.e. (i), (ii), etc.

All forms in languages not normally written in the Roman alphabet, including Greek and Russian, need to be transcribed or transliterated, unless the focus is on specific aspects of the original orthography. In the case of languages (such as Greek, Russian or Hebrew) or subfields (such as comparative-historical linguistics) for which there is an established transliteration system, that system should be employed. Elsewhere, IPA symbols are to be employed.

Sentences, phrases and words in languages other than modern English which are set out as numbered examples are followed by a line of word-for-word (or morpheme-for-morpheme) gloss and a line of idiomatic translation, all double-spaced. Glosses are left-aligned with the appropriate words or morphemes of the original. The translation is included in single quotation marks and the original data are *italicized*. Linguistic category labels appearing in the gloss are in SMALL CAPITALS. Note also the use of small letters to identify sub-examples.

For instance:

- (2) a. *xinär-en ek'a-a uk-sa?*  
girl-ERG what:ABS-3SG:Q eat-PRES  
'What does the girl eat?'
- b. *aram w=a:*  
person M=come.PAST  
'A person came.'

For fuller details and a list of standard abbreviations for category labels see C. Lehmann's (2004) "Interlinear morphemic glossing" [[http://www.uni-erfurt.de/sprachwissenschaft/personal/lehmann/d\\_lehmann.html](http://www.uni-erfurt.de/sprachwissenschaft/personal/lehmann/d_lehmann.html)] or any other conventions for interlinear glosses, such as *The Leipzig Glossing Rules* [<http://www.eva.mpg.de/lingua/files/morpheme.html>].

#### 4.6 References in the body of the text

In the body of the text, use author(s) last name(s) plus year, plus page numbers if required. E.g. "Malkiel (1959: 126-128) has observed..." or "As argued in Malkiel (1959: 126-128)..."

With more than one work listed, references are ordered chronologically, not alphabetically, unless two or more works by different authors have the same year of publication. E.g. "... have semantic import (see also Rohdenburg 1996, Nevalainen & Raumolin-Brunberg 2000, Mair 2002)". Note especially the ampersand (&) immediately preceding the surname of the second (or last) co-author.

Give page numbers in full, as in Malkiel (1959: 126-128); do not use f. or ff. (as in Malkiel 1959: 126 ff.).

#### 4.7 Quotations in the body of the text

Short quotations (2-3 lines) are placed in the text between double quotation marks. Longer quotations should be indented and set off from the regular text, with the source of the quotation added at the end. These extracts are not enclosed in quotation marks.

#### 4.8 Footnotes

All material which is to appear as footnotes in print should be gathered as endnotes in the manuscript, NOT presented as footnotes at the bottom of relevant manuscript pages. Endnotes should be numbered consecutively, starting from number 1. Place note numbers AFTER all punctuation marks.

#### 4.9 References in the bibliography

Bibliographical references are listed alphabetically at the end of the contribution. References should be as complete and informative as possible.

Do not use lines or blank spaces for repeated names of authors or editors – always type the names as in the first entry. Each entry is formatted as a hanging paragraph. Note especially the following:

- a. in the case of joint authors or editors use the ampersand (&), not the word *and*;
- b. names of periodicals should not be abbreviated;
- c. the first names of authors and editors must be given in full (unless they themselves regularly abbreviate their names);
- d. in titles of books and articles, capitalize only the first word of the title, the first word after a colon, and those words which would normally require capitalization in the language in question; see, for instance, the Brinton entry below;
- e. if an edition other than the original is quoted from, this should be reflected in the bibliographical entry, as in the Hopper & Traugott entry given below.

Examples:

##### 4.9.1 *Books, dissertations and edited volumes*

Brinton, Laurel J. 1988. *The development of English aspectual systems: Aspectualizers and post-verbal particles*. Cambridge: Cambridge University Press.

Hopper, Paul J. & Elizabeth Closs Traugott. 2003 [1993]. *Grammaticalization*. Cambridge: Cambridge University Press.

Li, Charles N., ed. 1977. *Mechanisms of syntactic change*. Austin & London: University of Texas Press.

Vosberg, Uwe. 2004. *Determinanten grammatischer Variation: Verschiebungsprozesse bei satzwertigen Komplementstrukturen im Neuenglischen*. Unpublished Doctoral Dissertation, Universität Paderborn.

##### 4.9.2 *Contributions to collective volumes*

When more than one of the contributions is cited from a single collection, then the reference to the volume constitutes a bibliographical entry of itself, and a short reference to the volume appears in the article entry (as in the Langacker example below).

Biber, Douglas, Edward Finegan & Dwight Atkinson. 1994. "ARCHER and its challenges: Compiling and exploring 'A Representative Corpus of Historical English Registers'". In: Udo Fries, Gunnel Tottie & Peter Schneider, eds. *Creating and using English language corpora*. Amsterdam: Rodopi, 1-14.

Langacker, Ronald W. 1977. "Syntactic reanalysis". In: Li, ed. 57-139.

Lehmann, Christian. 2004. "Interlinear morphemic glossing". In: Geert Booij, Christian Lehmann, Joachim Mugdan & Stavros Skopeteas, eds. *Morphologie / Morphology. Ein internationales Handbuch zur Flexion und Wortbildung / An International Handbook on Inflection and Word-Formation. 2. Halbband*. Berlin: Mouton de Gruyter, 1834-1857.

#### 4.9.3 Articles in journals

Iwakura, Kunihiro. 1992. "On the domain of Head". *Linguistic Analysis* 22: 78-95.

Langacker, Ronald W. 1992. "Prepositions as grammatical(izing) elements". *Leuvense Bijdragen* 81: 287-309.

### 5. Proofs

Authors will receive proofs for correction, which must be returned by dates determined by the publication schedule.

### 6. Offprints

On publication, an electronic offprint (a PDF file) will be sent free of charge to each author.

## Book Review Information

Authors of book reviews should follow the guidelines in the Notes to Contributors and pay special attention to these additional specifications:

### 1. Length

Reviews in *FoL* and *FoLH* are generally between 1,500 and 3,000 words in length, as commissioned by the Editor.

### 2. Style and formatting

Reviews are headed by the details of the book under review and the reviewer's name and affiliation. The latter must be right-aligned. Note the typographic conventions, punctuation and order of information in the following example:

**Frits Beukema & Marcel den Dikken, eds.** 2000. *Clitic phenomena in European languages* (Linguistics Today 30.) Amsterdam & Philadelphia: John Benjamins. Pp. ix + 320. ISBN 90-272-2751-9.

Reviewed by Juan Pérez, University of Santiago de Compostela

Review texts are usually NOT divided into sections and subsections.

All the pages must be numbered continuously throughout, starting from the main text, then the bibliographical references, then the reviewer's address, and finally footnotes, if any.

References should be kept to a minimum. As a rule of thumb there should be no more than twelve references in a 3,000 word review and no more than nine in a shorter review.

When referring to chapter titles or the titles of individual papers in a collective volume, the following format should be used:

In Chapter 8, "The changing status of infinitival *to*", Los explores the implications of the analysis of the *to*-infinitive as a subjunctive equivalent...

The seventh paper in the volume is by Volkmar Lehmann, entitled “Grammaticalization via extending derivation”...

The author’s or editor’s name, and the names of the authors of individual papers in an edited volume should be given in full at first mention, that is, by first name and surname, and referred to by surname alone subsequently, as in the above examples.

Page references to passages in the book under review are given in parentheses and preceded by the abbreviations p. or pp., as appropriate. E.g. (p. 24), not just (24).

Review author’s full postal and e-mail addresses immediately follow the bibliographical references. The following exact format should be used:

*Reviewer’s address*

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