

## Notes to contributors

**Contributions** should be in English, French, Spanish, or German, although in some cases Italian may also be accepted. Authors who are not writing in their native language should have their contribution carefully checked by a native speaker before submission. All manuscripts must be submitted to the Issue Editor responsible for a particular thematic issue, unless otherwise indicated.

**Manuscript length.** The **complete issue manuscript** should have a **maximum of 494,100 characters** (including empty spaces). Character counts can be assessed automatically e.g. using the special function in MS Word, located under FILE > PROPERTIES > STATISTICS. Issue editors are requested to ensure that their manuscript does not exceed this character count before submitting their manuscript for editorial board review, as well as before the accepted manuscript goes into production.

**Manuscripts** must be submitted in duplicate and as **electronic files**. The manuscript for each special issue should include a **book review** that is related to the theme of the issue. The manuscript for each article must include the following: 1) **short title** of the article (for running head); 2) **abstract** of no more than 200 words, summarizing the whole article; 3) list of 3–5 **keywords** describing the contents of the article; and 4) **character count** (including empty spaces) for the article. Articles should be double-spaced with wide margins on one side of A4 or letter-size paper, and should be divided into sections, and if necessary subsections, with numbered headings. Contributors are requested to submit the final version **on disk** as well as a hard copy. If possible, a common PC word processing program such as MS Word should be used. Font files should be provided for any special character fonts used.

**Review articles.** Treat review articles as articles; give them an appropriate title that is different from the title of the work(s) under review. The title should be followed by the bibliographic details of the work(s) being reviewed.

**Line drawings and photographs** (called “Figures” in the text) must be reproducible originals and should be submitted on separate pages, carefully numbered and labeled, placed at the end of the manuscript. Photographs and scanned images should have a minimum resolution of 300 dpi; line drawings should have a minimum resolution 1200 dpi. Figures prepared in electronic form should be placed in separate files to the text files and clearly labeled. A note should be placed in the text to indicate the approximate position. Captions should be typed on a separate sheet placed at the end of the article.

**Style guidelines.** When preparing a manuscript, authors should refer to the Mouton de Gruyter **style sheet** available on the IJSL homepage ([http://www.degruyter.com/files/down/mouton\\_journal\\_stylesheet.pdf](http://www.degruyter.com/files/down/mouton_journal_stylesheet.pdf)), especially regarding the proper format for citations and reference entries.

**Corrections.** Authors are asked to check their manuscripts very carefully before submitting them in order to prevent delays and extra costs at the proof stage. Especially check in-text citations against listings in the References section, to be sure that publication dates and the spelling of names match, and that all works cited are listed, and vice versa.

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

**Offprints.** Upon publication, authors will receive electronic offprints (in PDF format) of their contribution. Guest editors of special issues will receive complimentary print copies of the issue.