

Folia Linguistica

Acta Societatis Linguisticae Europaeae

Information for Authors

1. Contact details

All correspondence concerning *Folia Linguistica* should be sent to the Editor and Editorial Assistant.

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Editorial Assistant Irene De Felice

2. How to submit a paper for consideration for publication in *FoL/FoLH*

Normally at least one author of any article PUBLISHED in *Folia Linguistica* or *Folia Linguistica Historica* must be a member of the Societas Linguistica Europaea (SLE). However, NON-MEMBERS MAY ALSO SUBMIT MANUSCRIPTS FOR CONSIDERATION. Once the review process has been completed, if their papers are accepted for publication they will be required to join SLE.

Contributions are to be in the English language only. Spelling should be British English or American English and should be consistent throughout the paper. Contributors whose native language is not English should have their manuscripts carefully checked by a native speaker.

Submission of an article implies that it has not previously been published, and is not currently under consideration for publication elsewhere. Regular research articles should not exceed 12,000 words.

Authors submitting papers for consideration should send an **anonymized** electronic copy of the paper in PDF **and** Word format, both as e-mail attachments. Upon acceptance of your paper, the final version may be submitted in LaTeX. After producing the PDF file, check it to make sure that figures appear as intended and that the correct fonts have been used for special characters such as phonetic symbols.

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

Texts should be 1.5-SPACED with all pages numbered consecutively. Times New Roman point 12 should be used for the main text, and Times New Roman point 10 for the footnotes.

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. Please remember also that an abstract merely

states what the article is about: it is not a summary. Do not argue any points, and do not give references unless the article is about someone else's work.

Within forty-eight hours of submission authors will receive an acknowledgement of receipt via e-mail.

3. The reviewing process

Submitted articles are sent to two qualified reviewers for peer review. *FoL* and *FoLH* seek to conduct the review process and respond to authors regarding the outcome of the review within 8 weeks of receipt.

4. Form of manuscripts accepted for publication

Authors whose manuscripts have been accepted for publication should send a re-formatted version of the paper, including a title page, to the editor(s).

Authors should observe the **De Gruyter Mouton journal style sheet** closely when formatting the revised version of their paper. Authors are asked to keep formatting to a minimum; please do not use right-justified margins, and do not divide words at ends of lines.

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, address, and e-mail address. In case there is more than one author, please indicate who will be responsible for proofreading and correspondence.

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

All correspondence concerning book reviews in *Folia Linguistica* should be sent to the Review Editor:

Prof. Dr. Javier Pérez-Guerra

Department of English, French and German
Universidad de Vigo
Campus Universitario
36310 Vigo
Spain

All correspondence concerning book reviews in *Folia Linguistica Historica* should be sent to the Review Editor:

Dr. Lars Erik Zeige

Humboldt University of Berlin
10099 Berlin
Germany

Authors of book reviews should follow the guidelines provided above and pay special attention to the following additional specifications:

1. **Length** Reviews in *FoL/ 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 rightaligned. 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:

Name

Department

University

Postal address

E-mail address