**Lexicographica (LEX) and Lexicographica Series Maior (LEXSM)**

**Stylistic Guidelines**

**1 Languages**

Articles submitted for publication in **LEX** can be written in either German, French or English. Manuscripts submitted for publication in **LEXSM** can be written in German or English (ideally choose one of these publication languages for the entire volume).

**2 File preparation**

If possible please use Word (for Windows or MAC). Otherwise please use a text processing programme that enables you to export your data in Word format. Additionally, we ask you to submit a PDF version with embedded fonts.

**3 Preparation of manuscripts**

- **LEX + LEXSM (edited volume)**: Footnotes in each chapter should be numbered consecutively. Note reference numbers must appear in superscript (without brackets) and should follow any punctuation. Footnotes should contain more than short references.
- **LEXSM (monograph)**: In each main chapter the numbering of footnotes must start with 1.

**3.1 General mark-ups**

Please use the following mark-ups:

*italics*

- for linguistic examples

*SMALL CAPS*

- for etyma

*smaller font size*

- for longer quotations, verses, etc. (indented)

**3.2 Inverted commas**

Please use inverted commas for:

- quotations within the text
- terms and expressions used in a specific, context-dependent sense or that you wish to emphasise.

Depending on the language of your text, please use the following types of inverted commas:

- in German texts: „…..“ („..“ within quotations)
- in English texts: “…” (‘…’ within quotations)
- in French texts: « . . . » (‹ . . . › within quotations; please remember to use no-break spaces)

For meanings of words and definitions, please always use the following:

- ‘...’
3.3 Titles in English-language contributions

In LEX and LEXSM, the titles of English contributions should follow the ‘normal’ English spelling. This means that you should use capital letters only in the beginning of a sentence and for proper names (NO capitalization for other important words as required in the MLA style guidelines).

4 Chapter structure

- **LEX + LEXSM (edited volume):** Each chapter must be structured using chapter headings and, where needed, subheadings (1, 2, 3, etc., plus possibly 1.1, 1.2, 1.3, etc.). The bibliography must also carry a chapter heading and number.
- **LEXSM (monograph):** Each book chapter must be numbered, including introduction and bibliography.

5 Images/Illustrations

- The following graphic formats can be used: *.TIF, *.PCX, *.PNG, *.GIF, *.JPEG and *.BMP (preferably uncompressed images).
- The images must be submitted as separate files. Please do not integrate them into the text itself (exception: line drawings and diagrams generated in Word).
- Please name the image files in accordance with the pertaining text files (e.g. Title_AuthorName_Ill.1.png).
- Please make sure that all images used come in printable quality, i.e. a resolution of at least 300 dpi in final print size for images (colour/greyscale) without text, at least 600 dpi in final print size for images (colour/greyscale) with text, at least 1200 dpi for monochrome line drawings.
- All images must be numbered and have an image caption.
- Please mark the position in your manuscript where the image must be inserted, indicating the exact file name and caption.
- Please only use illustrations/images for which you own the copyright, that are not copyright-reserved or for which you have acquired the right of reproduction. This means that all authors must acquire the right of reproduction for all previously published material they wish to use, including illustrations, tables and charts, before the manuscript is submitted.

6 Author name, abstract and keywords

- **LEX and LEXSM (edited volume):** In articles and reports, the main text is preceded by the name of the author (first name and last name) as well as his or her contact details including name, affiliation, postal address and email address.
- **LEX:** In addition to name and contact details, each article must be preceded by a short English abstract (between 100 and 150 words) and approximately five keywords. The keywords must be listed in both the publication language of the article and in English.

7 Bibliographical references in the text

In the text and footnotes, please use short references:

- …Wiegand (2007) has demonstrated ...
- … (Berger 1980, vol. 2: 112–123) ...
8 Bibliography

- The standard chapter title for bibliographies is “Literatur” (in German manuscripts), “Bibliography” (in English manuscripts) or “Références bibliographiques” (in French manuscripts).
- The titles cited in the bibliography must be listed in alphabetical order.
- In contributions from edited volumes, the name(s) of the volume editor(s) are given in the order “last name, first name”.
- Several works by the same author must be listed chronologically.
- If you include more than one title by the same author(s) of the same year, please differentiate by adding a small letter to the year of publication (1999a), (1999b).
- When referring to a title by more than three authors/editors, only use the first name, followed by: et al. Up to three authors/editors are listed by name, their names must be separated by slashes.
- Do not list the titles of book series.
- The titles of independent publications (monographs, edited volumes, journals, etc.) must be italicized. Do not italicize the titles of articles, contributions or chapters.
- If needed, you may differentiate between, e.g., “7.1 Monographs and articles” and “7.2 Dictionaries”. When quoting dictionaries that are commonly abbreviated, please start the entry with the abbreviation, followed by the equal sign and the dictionary title. The abbreviation must be used in the text. In case a dictionary title is not commonly abbreviated, please place “Last name Year” before the equal sign.

Additional guidelines

- Please list all titles quoted in the text. No further works should be listed.
- First names must not be abbreviated.
- Please give the full name information for each title.
- Please provide information concerning the edition (after the title, before the publication), and use abbreviations.
- Please provide the name of the publisher.
- When indicating page ranges, please use en-dashes (–):77–79 [not 77-79]. In Word, the en-dash can be generated by pressing [CTRL]+[-] on the number pad.
- Please provide the full page numbers, avoiding f. and ff.
- Do not abbreviate numbers in page ranges: 3421–3426 [not 3421–6].
- When quoting online publications, please provide the URL and the date of last access, using the following format: Author, Title, etc. Place. [<URL>; last access: Month DD, YYYY]. Example: Trissler, Susanne (2000): Syntaktische Bedingungen für w-Merkmale: Zur Bildung interrogativer w-Phrasen im Deutschen. Tübingen. [<http://w210.ub.uni-tuebingen.de/dbt/volltexte/2001/216/>; last access: January 24, 2007].

Citation style in bibliographies

a) Monographs, edited volumes and articles in edited volumes or journals


b) Dictionaries


DÉRom = Dictionnaire Étymologique Roman. Ed. by Buchi, Eva/Schweickard, Wolfgang. Publication électronique. [http://www.atilf.fr/DERom>; last access: January 24, 2007].

9 Abbreviations

Abbreviations either follow the language of the individual article/book, e.g. “(Hrsg.)”, “Hrsg. v.”, “vgl.”,”
“ebd.”, “Bd.”, etc. in German texts; “(ed.)”/“(eds.)”, “ed. by”, “cf.”, “ibid.”, “vol.”, etc. in English texts;
“(éd.)”/“(éds.)”, “éd. par”, “cf.”, “ibid.”, “vol.”, etc. in French texts; or use Latin abbreviations throughout (ed. = edidit, edd. = ediderunt, cf. = confer, ead. = eadem, ib. = ibidem, id. = idem). It is important that one of these styles is applied consistently.

10 Preparation of a camera-ready copy (LEXSM only)

All LEXSM manuscripts have to be in line with these guidelines. Should you have agreed to submit a camera-ready copy, there will be further formal aspects to consider. You will receive all necessary information from De Gruyter publishers.