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Stylesheet

1 Manuscript Submission
Please submit your contribution (Word and PDF files, finalized both in terms of content and style) to the editorial office.

When preparing your manuscript, please bear in mind the following:

- Use a font that is commonly available (e.g. Arial or Times New Roman). Should you need to use special fonts (e.g. for transcriptions), please inform us which font(s) you used and ideally submit them with your manuscript.
- Deactivate automatic hyphenation.
- It is important that the typesetter can easily identify specific text sections such as headings, indented quotations etc. Please format these consistently and clearly differentiate between different sections of your text (ideally using the available Word styles).
- In case you wish to use illustrations, we kindly ask you to submit them separately (as .jpeg or .tif files) and make sure that they are in a high enough resolution (at least 300 dpi). Please only use images that are not copyrighted or where the copyright is your own. If this is not the case, please make sure you obtain the necessary printing permission both for the print and online publication of your article.

2 Stylistic Guidelines

2.1 Abstract, Keywords and Address Information
Please submit an English abstract with your article (200 words max.) as well as five to ten keywords (both in English and in the language of your article). Please make sure that the English text you submit is correct, i.e. checked by a native speaker if necessary.

When submitting your manuscript, please share your contact information (email address + address (work or private) + academic title(s)). This information will be printed on the first page of your article.
2.2 Structure and Headings

Please number your headings with Arabic numerals:

1 Main Heading
   1.1 Subheading 1
      1.1.1 Subheading 2

Hierarchies should be formatted consistently and should be easy to identify.

2.3 Highlighting

Highlighting should be used as follows:

- **italics** for titles of books, journal articles and contributions from collected volumes (however do not italicize journal titles) as well as for word examples, foreign-language expressions and emphases (please use italics for emphases only where needed)

- **SMALL CAPS** for etyma

- **smaller font size** for longer quotations (more than five lines of your text), verses etc. (indented)

- **bold/semibold** should be avoided

2.4 Indentations

In order to indent parts of your text, please use tabs rather than spaces.

2.5 Quotations Marks, Punctuation Marks, Dashes

In articles written in German or a Romance language, quotation marks should be used as follows:

- «...» for quotations within the text as well as for words, terms, expressions and phrases used in a specific, context-dependent sense (e.g. ...la cosiddetta «Questione della lingua»...)

- ‹...› for quotations and emphases within quotations

- ‘...’ for meanings of words (translations), paraphrases and definitions

If your article is written in French, please make sure to use the standard non-breaking spaces before and after quotation and punctuation marks.

In English articles, English double quotation marks (“...”) and English single quotations marks (‘...’) should be used.

For dashes, please generally use en dashes (–) with a space before and after. In Spanish articles, please use the em dash commonly used in Spanish (—) with no spaces before and after the embedded passage.

2.6 Footnotes

Please use the footnote function in Word. Number your footnotes consecutively, starting from 1 in each main chapter. Note reference numbers must appear in superscript and should follow any punctuation:

According to Chomsky, there is no evidence for this. (not: According to Chomsky, there is no evidence for this.)

Footnotes start with a capital letter and close with a full stop. Avoid abbreviated references such as a.a.O., ebd., op. cit.
2.7 Numbers and Dates

Volume numbers should be indicated with Arabic rather than Roman numerals: vol. 2 (not: vol. II).
No spaces must be used in information such as §3 or 50%.
For larger figures, please use the format 34,000 / 500,000 (or 34.000/500.000 in non-English texts).

2.8 Accents

When using capital letters, we recommend considering standard accents (Moyen Âge rather than Moyen Age).

2.9 Abbreviations

For references and bibliographical entries, please use standard Latin abbreviations (cf. appended list, 5). In your text, we recommend that you use the standard abbreviations commonly used in the language you are writing in (such as, in French: par ex.; in English: i.e., in German: d.h.).

2.10 Quotes

Longer quotes (comprising more than five lines in your manuscript) must be indented. Please use a smaller font size.
Indented quotes appear in «...» (please use “…” in English articles).
Please conclude the indentation with a full stop (following any reference).
In reviews please use square brackets to indicate page numbers of the book under review (without “p.”). When quoting other sources, the page information must appear in round brackets (again without “p.”).
In reviews devoted to collected volumes please indicate the full page range of the articles under discussion as well as the full name of the contributors. Ideally mention the full title of a contribution (e.g.: In his contribution The Friulian subject clitics. Realisation and paradigmatic structure [83–118], Sascha Gaglia discusses...).

2.11 References

References must comprise the name(s) of the author(s)/editor(s) (up to three names can be listed, separated by forward slash without spaces; if there are more than three authors, only the first name should appear followed by: et al.), the year of publication and, following a comma, the page number(s), e.g.:

Pérez (1979) a bien analysé cet aspect…
Comme nous avons déjà vu (cf. Althaus/Henne/Wiegand 1980, 24)…

Several titles should be separated by means of a semicolon:


The abbreviations “ed.” and “edd.” for editor(s) and superscript numbers indicating the edition of a title must not be used in references.
2.12 Bibliography

Each article (and review, where needed) is concluded with a bibliography in alphabetical order. It must list all titles that you refer to in your text.

Do not abbreviate first names, and provide information on the publisher, together with the place and year of publication.

Do not use short references within the bibliography (in: Holtus 1994), but give the full details of every title (even if the name of an author appears more than once), including titles of journals.

Monographs / Collected volumes

Appel, Carl, Provenzalische Chrestomathie mit Abriss der Formenlehre und Glossar, Leipzig, Reisland. 61930 (Nachdruck Hildesheim/New York, Olms, 1974).

Martínez, Juan (ed.), The Spanish Language in the World, 3 vol., Frankfurt, Lang, 2010. [= one editor]

Beck, Hans-Georg/Manoussacas, Manoussos/Pertusi, Agostino (edd.), Venezia centro di mediazione tra Oriente e Occidente (secoli XV–XVI), Firenze, Olschki, 1977. [= several editors]

When referring to a title with more than three authors/editors, only use the first name, followed by: et al.:


Articles in collected volumes


Journal articles (please always provide the full title of the journal)


It normally suffices to indicate the volume and year. Individual issues must figure only if pagination starts from scratch for each individual issue. Please separate volume and issue numbers with a colon: 34:3 (2011).

Please provide the DOI (= Digital Object Identifier) for online journals.

Editions


Dictionaries (can be used with abbreviations)


Online sources

Please provide the complete information (including DOIs for journals) and indicate the date of your last access as follows: [last access: 04.10.2011].

Should you quote more than one title by the same author(s) of the same year, please differentiate as follows:


If you quote several titles by the same author published in different years, please arrange them proceeding from “old” to “new” (e.g. first 1978, then 1987, then 1999, then 2001).
3 Correction of Galley Proofs

You will receive your galley proofs as PDFs. Please mark your corrections in the PDF document itself or in a paper copy and send the proofs back to the editorial office. Later changes and amendments (compared with the submitted manuscript) will be carried out at the expense of the author. This means that the manuscript you submit must be finalized in terms of content, language and style.

4 List of Latin Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
<th>Abbreviation</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>adj.</td>
<td>adjective</td>
<td>pers.</td>
<td>person</td>
</tr>
<tr>
<td>adv.</td>
<td>adverb</td>
<td>pl.</td>
<td>plural</td>
</tr>
<tr>
<td>anon.</td>
<td>anonymous</td>
<td>r°</td>
<td>recto</td>
</tr>
<tr>
<td>ca.</td>
<td>approximately</td>
<td>s. / ss.</td>
<td>sequens / sequentes (with page numbers: 75s. / 143ss.)</td>
</tr>
<tr>
<td>cap.</td>
<td>chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cf.</td>
<td>see / compare</td>
<td>s.a.</td>
<td>without a year</td>
</tr>
<tr>
<td>ed. / edd.</td>
<td>editor(s)</td>
<td>sg.</td>
<td>singular</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
<td>s.l.</td>
<td>without a place</td>
</tr>
<tr>
<td>etc.</td>
<td>and so forth</td>
<td>subst.</td>
<td>noun</td>
</tr>
<tr>
<td>f. / ff.</td>
<td>folium / folia</td>
<td>s.v.</td>
<td>under the word / heading</td>
</tr>
<tr>
<td>fasc.</td>
<td>fascicle</td>
<td>v°</td>
<td>verso</td>
</tr>
<tr>
<td>i.e.</td>
<td>that is</td>
<td>vol.</td>
<td>volume(s)</td>
</tr>
</tbody>
</table>

Submitted manuscripts that are not adjusted to these guidelines may be handed back to their authors for revision.