

## GUIDELINES FOR SUBMISSION OF A BOOK PROPOSAL FOR CLR OR ACL

To all authors interested in publishing their manuscript in either of the two series

### COGNITIVE LINGUISTICS RESEARCH (CLR) APPLICATIONS OF COGNITIVE LINGUISTICS (ACL)

Both series welcome high quality research applying the theoretical framework developed in Cognitive Linguistics to a wide range of fields. Research with a high degree of theoretical or methodological impact or innovation will be best suited for the *Cognitive Linguistics Research* series. Research in descriptivelinguistics, developmental linguistics (language acquisition), cultural linguistics, literary linguistics(cognitive poetics), computational linguistics is particularly well suited to *Applications of CognitiveLinguistics*, but other relevant areas of investigation are also encouraged.

If a book proposal is judged by the series editors to be better suited for the other series, the author may be advised to transfer the project.

#### Stage 1: Proposal

Submit your book proposal formally to the managing editors, Gitte Kristiansen and Dirk Geeraerts in an electronic version.

The **proposal** (of approximately six pages) should contain the following:

- a. the title of your book
- b. a brief explanation of what the book is about
- c. a brief explanation of why it is important (theoretically, methodologically, or descriptively, etc.)
- d. the proposed structure of the book (with table of contents) and rationale for that structure a fully updated reference section (i.e. the literature that your work will cover)
- e. a brief narrative CV of author or editors submitting manuscripts to De Gruyter Mouton for the first time
- f. a description of the target audience and the proposed market
- g. a description of any similar publications on the market which might cause competition (please mention
- h. publisher and, if possible, price)
- i. the approximate length (we have a strong preference for manuscripts between 300–350 pages. An average page amounts to approximately 400 words or 2,700 characters)

If a full manuscript already exists, you must forward it, too. In this case skip point d) and e) in the list above.

For edited volumes, the following specific instructions apply. In addition to the information required for an authored volume (cf. above), the volume editor should also submit a short abstract and a bibliography for each of the intended contributions, plus biographical information about the contributors. If the series editors decide that the volume fits the series, the editor will be encouraged to submit a full manuscript for formal reviewing. In case of doubt, the volume editor may be asked for additional information, such as extended abstracts for all contributions. Often, the decision to consider a volume for the series will be

accompanied by serious suggestions and advice from the series editors. At least a quarter of the papers (e.g., 3 out of 12) should be “defining papers”, i.e. papers which could be expected to have a significant impact over a longer period of time, and which define thematic areas within the volume itself. Ideally there will be subsections within a volume clustering around a certain topic, with an introduction by the volume editor(s) showing common threads. In the case of selected papers from a conference, volume editors are encouraged to solicit additional papers if the theme warrants it. Most, if not all papers should embed empirical data within a larger theoretical framework.

The series editors will examine your book proposal. Often, the decision to consider the proposal for the series will be accompanied by serious suggestions and advice from the series editors. If the proposal appears promising for the series, De Gruyter Mouton will send you a **letter of intent** indicating interest in receiving a full draft manuscript, which will be published pending positive evaluation after external refereeing. Once you receive the letter of intent, you commit yourself to the series and do not submit your proposal elsewhere.

At this point please contact Mouton to settle on the **mode of production** and receive the relevant style sheet. (Usually, you will already think about formatting while you are still working on the content of your manuscript). There is a choice between (i) data conversion and (ii) camera-ready copy preparation. Both modes imply the use of different **style sheets** which will be sent to you by the Mouton staff. As a rule of thumb, collective volumes are produced as conversions, authored volumes as camera ready copies. However, the decision is taken on a case-by-case basis. Please contact De Gruyter Mouton to discuss options and to seek guidance.

## Stage 2: Review and revision

When your manuscript is ready for **review**, submit two copies (single sided, unbound) to De Gruyter Mouton, together with a digital version of your text. In cooperation with the series editors, Mouton will send the manuscript out for external refereeing. One of the series editors will act as “responsible editor” for your project; s/he will inform you about the results of the external evaluation process and give you directions as to how to revise your text.

In the case of collective volumes, all papers should be of top quality and rigorously selected, ideally with the assistance of outside reviewers. If external reviewing has been implemented by the volume editors, please provide an overview of the refereeing process. This could take the form, for instance, of the referee reports with regard to the individual chapters and a report of the changes applied by the authors. High quality initial refereeing by the volume editors will speed up the final refereeing by the series editors.

After **revisions**, please return the revised manuscript to the responsible editor, together with an overview of the way in which you have dealt with the referees’ comments. Once the revised manuscript has been checked again by the responsible series editor and s/he finds that revisions have been completed satisfactorily, the file will be forwarded to the board for final acceptance, upon which the managing editor will inform De Gruyter Mouton requesting that a contract be offered for publication of your book.

### Stage 3: Production

Based on the mode of production, De Gruyter Mouton will calculate the costs and present the project to the directors of its parent company, De Gruyter. If the directors accept the project, De Gruyter Mouton will issue a contract. After official acceptance, the **production process** can properly start in close cooperation with your production editor at the Mouton office. Your production editor will assist you in the final process of optimal formatting in accordance with the style sheet. If you prepare a camera ready copy you will be asked to send sample pages to your production editor. If your book is produced as conversion, you will receive first and second proofs for checking. In both cases, you will be asked to prepare an index. Guidelines for index preparation will be provided.

Volume authors (or editors) should furthermore ensure that the English used in the papers is inspected by a **native speaker** such that it meets the requirements of a scholarly article published in a distinguished series.

The author/volume editor will also provide

- a. a brief description of the book for the back of the cover.
- b. a longer promotional text for catalogues and flyers.

Mouton's **author's questionnaire** gives details as to what the texts should contain. You will receive the questionnaire from the Mouton offices once your project has been recommended by the series editors for publication.

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