To all authors interested in publishing their manuscript in the series TRENDS IN LINGUISTICS. STUDIES AND MONOGRAPHS (TiLSM) and TRENDS IN LINGUISTICS. Documentation (TiLDOC)

Before your manuscript can be evaluated, you must submit a proposal containing the following information:

a) title
b) brief explanation of what the book is about
c) brief explanation of why it is important
d) proposed structure of the book and rationale for that structure
e) brief narrative CV of authors or editors who are submitting manuscripts to Mouton de Gruyter for the first time
f) description of target audience / proposed market
g) description of any similar publications on the market which might be considered competitive with the proposed book (please mention publisher and, if possible, price)
h) approximate length (manuscripts containing between 300-350 pages are preferred).

The proposal should comprise approximately 3 pages. The proposal should be submitted directly to Mouton de Gruyter, preferably via e-mail.

The editors will review your proposal. If it appears to be appropriate for the series, the editor responsible will send a letter of recommendation to Mouton de Gruyter. If the project is accepted by the publisher, you will receive a letter of intent inviting you to submit a full manuscript. Subsequent publication of the manuscript depends on its positive evaluation.

When submitting your manuscript, please send three copies to the managing editor at Mouton de Gruyter, who will send it on for review. The manuscript will be reviewed by the series editors or by external reviewers before it is recommended to Mouton de Gruyter. You will receive feedback about the outcome of the evaluation and will be informed in case any revisions to the manuscript are necessary. Once the revised manuscript has been checked again by the responsible series editor and he confirms that the revisions have been carried out satisfactorily, the series editor will recommend to the publisher that a contract be offered for publication of your book.

Mouton de Gruyter will calculate the costs and present the project to the directors of its parent company, Walter de Gruyter. If the directors accept the project, Mouton de Gruyter will issue a contract. Please note that the revised manuscript must be in accordance with the style sheet of Mouton de Gruyter, which you should receive shortly after receipt of the contract and which will also be available on our web site in due course. In most cases, you will be expected to prepare a camera-ready copy. You will then be asked to send sample pages to Mouton de Gruyter so that the technical and managing editors can assist you in optimally formatting your manuscript.
The author/editor will also provide both a short and a longer promotional text. Our author’s questionnaire, which you will receive after the contract has been issued, provides details as to what the promotional texts should contain. Appropriate marketing for your manuscript will be discussed with you in detail at a later date.

**Special notes for edited works:**

In thematic volumes, there should be subsections focusing on a certain topic; an introduction by the volume editor(s) should emphasize features connecting individual contributions.

In the case of a volume with a selection of papers emanating from a conference, volume editors are encouraged to solicit additional papers. Volume editors are also responsible for: a consistent overall structure, compliance with the style sheet and the preparation of indices.

Volume editors should pay particular attention to the English used by contributors with a different mother tongue. The language of the manuscript should be reviewed by a competent English native speaker to ensure that it meets the requirements of a scholarly article.

**Summary of procedure:**

proposal ► letter of intent ► submission of manuscript ► reviewing ► revisions ► contract ► preparation of camera-ready copy* ► comments on sample pages* ► publication

* where applicable.