

**JOHN BENJAMINS PUBLISHING COMPANY
STYLESHEET FOR CONTRIBUTORS
to books in the series CILT, LISL or SiHoLS**

General

For the benefit of production efficiency and the production of texts of the highest quality and consistency, we urge you to follow these guidelines.

Contributions should be consistent in their use of language and spelling; for instance, an article in English should be in British English or American English consistently throughout. If the author is not a native speaker of the language used, it is advisable to have the text checked by a native speaker before submission.

When submitting the final manuscript please add a cover sheet with the full title of the work, the author's full name, affiliation, as well as current e-mail address and mailing address for proofs, and the language of the contribution (British English, American English, or other). Please provide a short abstract; this will not be included in the published volume, but may be used on the Benjamins website to allow people to get a good understanding of the contents of the volume.

Hard copy and electronic files

Hard copy: Please provide hard copy of your article in addition to the file(s). In case of any mismatch between the hard copy and the electronic file the typesetters regard the hard copy as the conclusive document. During the production process the hard copy is constantly referenced by the typesetter and is of great help when faced with problems in the files, such as conversion errors, distorted tables, lost graphs, etc.

Electronic files: Please make sure that you supply all text and graphic files of the *final* version of the manuscript. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.

Software: Files in Word or WordPerfect (PC or Mac) are preferred. If other word processing software is used let this software create a Word or WordPerfect conversion and submit these together with the original source files.

Graphic files: Please supply Figures and Plates as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the original creation files. All graphic files should be supplied as separate from the main text. For graphics that cannot be submitted in digital format, such as photographs, spectrographs, etc., please provide sharp and clear prints (*not* photocopies) in black & white. More information on submitting Figures and Plates can be found below.

Lay-out

Please use 12 pt Times New Roman, double line spacing, on a 13 x 22 cm (5" x 8.6") text area. With this setting the ratio manuscript to typeset pages is roughly 2:1.

Whatever formatting or style conventions are employed, please be consistent.

Abstract: Please provide an abstract at the beginning of your article. This abstract should not exceed 150 words. It should be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications of the article. The author should ensure that the abstract objectively reflects the purpose and content of the paper, for instance by following the paper's headings. It should report rather than evaluate, and be self-contained: non-standard abbreviations and unique terms should be briefly defined and names spelled out.

Page numbers and running heads: For ease of reference for our typesetters, please add page numbers in the upper right hand corner, and a running head consisting of the (first) author's name. This information is for internal use only. During typesetting, consecutive page numbering for the volume will be applied by our typesetters, and they will add the appropriate running heads. In case of a long title please suggest on the title page of your manuscript a shortened one (max. 55 characters) to be used as running head.

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface), unless this is a strict convention in your field of research.

Symbols and special characters: Please use the standard Unicode. In case you have no access to certain characters, we advise you to use a clear convention to mark these characters as this will facilitate automatic replacement during the formatting of the text. If you use any special characters, be sure to mark these with unique codes such as %%...%% or \$[...]. This will enable us to trace those characters in your document.

Chapters and headings: Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the hierarchy of subheadings as follows:

Heading A = bold italics, two lines space above and one line space below.

Heading B = italics, one line space above and one line space below.

Heading C = italics, one line space above, text on new line

Heading D = Italics, one line space above; period; run on text.

Numbering should be in arabic numerals; no italics; no dot after the last number, except for level A headings.

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source. For terms or expressions (e.g., ‘context of situation’) please use single quotes. For glosses of citation forms use double quotes.

Listings: Should not be indented. If numbered, please number as follows:

1. or a.

2. or b.

Listings that run on with the main text can be numbered in parentheses: (1)....., (2)....., etc.

Examples and glosses

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented.

Glosses: We suggest you use the Leipzig Glossing Rules (www.eva.mpg.de/lingua/) as a convention for the formatting of glosses. Examples of common types of morpheme-by-morpheme glossing are given here.

- | | | |
|--------|--|-----------|
| (1) a. | <i>My s Marko poexa-l-i avtobus-om v Peredelkino</i> | (Russian) |
| | we with Marko go-PST-PL bus-INSTR to Peredelkino | |
| | “Marko and I went to Peredelkino by bus.” | |
| b. | <i>unser-n Väter-n</i> | (German) |
| | our-DAT.PL father.PL-DAT.PL | |
| | “to our fathers” | |

CAPS can be used for abbreviations in the interlinear gloss: in the final formatting these will be converted into small caps. Please refrain from the use of lower case.

Notes

Notes should be kept to a minimum. Notes should never be used to supply full references: these should be placed in the **References** section. Note indicators in the text should appear at the end of sentences and follow punctuation marks.

References

It is *essential* that the references are formatted according to the specifications given in these guidelines as this cannot be done automatically afterwards. Please study the examples carefully, taking note of the use of capitals, italics and punctuation, and format your references consistently. Please make sure that all references in the text appear in the reference section.

References in the text

Hymes (1955, 1956) has argued that ...

... study of Basque and Caucasian (Tovar et al. 1961:112-114) ...

... (Kartinen & Mustanoja 1958; cf. also Ohlander 1941:23-24)...

Examples of references in the References section

References should be listed first alphabetically and then chronologically.

Authors' names should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials. For the first author, first names and/or initials follow the surname (after a comma). In case of an edited volume, add ‘ed.’ or ‘eds’.

Year of publication. Please double check references that are *in press*, *in preparation*, *forthcoming* and update when they are published.

Journal titles should be given in full. The issue number can be omitted when the page numbering is consecutive throughout the volume.

Page range: Please make sure *all* articles are listed with a page range.

Book publisher: Please omit additions such as *Publishing Company, Ltd., Inc.* etc. For states in the USA, please use standard abbreviations such as Calif., Mass. (and not postal codes such as CA, MA).

a. Book (monograph)

Halle, Morris. 1959. *The Sound Pattern of Russian: Description and analysis of contemporary standard Russian*. The Hague: Mouton.

Halle, Morris & Jean-Roger Vergnaud. 1987. *An Essay on Stress*. (= *Current Studies in Linguistics*, 15.) Cambridge, Mass.: MIT Press.

b. Book (edited volume)

Cowan, William, Michael K. Foster & Konrad Koerner, eds. 1986. *New Perspectives in Language, Culture and Personality: Proceedings of the Edward Sapir Centenary Conference (Ottawa, 1-3 October 1984)*. (= *Studies in the History of the Language Sciences*, 41.) Amsterdam & Philadelphia: John Benjamins.

c. Articles in books

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences". *History and Historiography of Linguistics: Proceedings of the Fourth International Conference on the History of the Language Sciences (ICHoLS IV), Trier, 24-28 August 1987* ed. by Hans-Josef Niederehe & E. F. Konrad Koerner, vol. II, 97-110. Amsterdam & Philadelphia: John Benjamins.

or, if the source volume is also in the references:

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences". Niederehe & Koerner 1990. 97-110.

d. Articles in journals

Joseph, John E. 1995. "The Structure of Linguistic Revolutions". *Historiographia Linguistica* 22.379-399.

Koerner, E.F. Konrad 1992. "Vil'hel'm fon Gumbol'dt i etnolingvistika v Severnoj Amerike: Ot Boasa do Xajmsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas to Hymes]". *Voprosy Jazykoznanija* 41:1.105-113.

e. Unpublished materials (dissertations, papers)

Müller, Gereon. 1993. *On Deriving Movement Type Asymmetries*. Ph.D. dissertation, University of Tübingen.

Riad, Tomas. 1990. "Vowel Shortening and Vowel Deletion in Old English". Ms., Stockholm University.

Winford, Donald. 1992. "The Forms and Functions of do in Caribbean English Creoles". Paper presented at the conference of the Society for Caribbean Linguistics, Barbados, August 1992.

Appendixes

Appendixes should follow the References section. Please make sure you refer to the appendix in the main text.

Tables, Figures and Plates

General

1. Tables and Figures should be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces). Reference should be made in the main text, e.g., (see Figure 5). Please indicate the preferred position of the Table or Figure in the text by inserting a line "@@ Insert Figure XX here" at the appropriate position. It will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.
2. All Tables, Plates, and Figures eventually have to fit the following text area, either portrait or landscape: **11.5 cm (= 4.5") x 19 cm (= 7.5")**.
Font setting: Times New Roman 9pts (absolute minimum: 8pts).
3. Notes in Tables and Figures should not be regular notes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.
4. The book will be printed in black & white, so make sure all graphics are meaningful without color.
5. Please supply hard copy of each graphic, to show how it is intended to look. Supply electronic files saved in a standard graphical format and in the native format of the software that was used to create the graphic.
6. Carefully check all graphics for errors before submission as may not be able to make corrections in these electronic files.

Author's corrections

You will receive proofs of your article for correction and will be requested to return your corrections to the volume editor(s).