

Style Sheet for Authors*

February 11, 2018

1 Submission of the manuscript

- Manuscripts can be submitted in \LaTeX and Word format. Please use the templates provided at the journal's home page (<http://wlg.univie.ac.at>).
- Ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps.
- Note that corrections made during the proof stage should be kept to an absolute minimum and should only include typesetting errors.
- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa. Do not list any works that are not cited.
- Please assure to obtain written permission for the use of material (e. g., maps, figures) for which the copyright is owned by others.

2 Headings

- All headings begin flush left and should follow the following numbering system:
 - 1 First-level heading
 - 1.1 Second-level heading
 - 1.1.1 Third-level heading
- Do *not* use headings below the third level (1.1.1.1 etc.).
- Never begin numbering sections with “0” (“0” should not be used anywhere in section numbering).
- Use sentence casing for English titles, i. e., capitalize only the first letter of the first word and of proper nouns and adjectives (“The capitalization of titles in English”, not “The Capitalization of Titles in English”).

*Adapted from the Mouton Journal Stylesheet (https://www.degruyter.com/staticfiles/pdfs/mouton_journal_stylesheet.pdf).

3 Quotations

- Short quotations (fewer than 40 words) should run-on in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- All quotations in languages other than English and German should be followed by a translation in square brackets.
- Always give the page number(s) for quotations.
- In English text, use “these double quotation marks” (not "straight ones") and ‘these single quotation marks’. In German text, use »guillemets« (with ›these single quotation marks‹).
- Omissions or additions in quotations should be indicated by square brackets: [...].

4 Citations

Brief citations are used within the text as follows:

- One author: (Bouissac 1985)
- Two authors: (Smith & Jones 1995)
- Three or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry
- Several works by one author: (Bouissac 1987a, 1987b, 1994)
- Works by different authors: (Bouissac 1985; Deakin 1993)
- Citation of an entire chapter: (Auer 2007: chap. 3)
- Reprints: (Dickens 1987 [1854]: 73)
- Page number ranges: (Hockett 1964: 140–145); please do *not* drop digits (e. g., 140–5)
- Page citations in a work being reviewed in a book review: (p. 36), (pp. 133–136)

Note:

- The date is always given in parentheses: “Bloomfield (1933: 123–125) introduced the term ...”; “In his (1922) article Sapir argued that ...”
- Always use the ampersand (&) to conjoin author names: “De Beaugrande & Dressler (1981) noted ...”
- Give page numbers in full: do not use “f.”, “ff.”
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”
- When citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: Smith (2004a, 2004b, 2004c).
- When citing edited works, do not include the abbreviation “ed.” or “eds.” in the citation.
- Name prefixes are spelled out: “van Leeuwen (2006)”; “de Certeau (1986)”.

5 Cross-references

- References to section/subsection numbers within the article should include the word “section” (or “Abschnitt” [not “Kapitel”!] in German text) followed by the section number: e. g., “see section 4.2”.
- References to tables or figures within the article should include the word “table” or “figure” followed by a number: e. g., “cf. table 3”.
- Do not cite page numbers within your own article or page numbers in other articles in the issue.

6 Typeface, emphasis, and punctuation

Italics should be used for:

- Words, phrases, and sentences treated as linguistic examples
- Foreign-language expressions
- Titles of books, published documents, newspapers, and journals
- Drawing attention to key terms in a discussion at *first* mention only.
- Emphasizing a word or phrase in a quotation indicating [emphasis mine]

Bold or underlining may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text).

Please keep the use of italics and boldface type to an absolute minimum.

CAPITAL LETTERS and SMALL CAPS should not be used for emphasis. SMALL CAPS can be used to mark (cognitive) concepts.

Quotation marks:

- Single quotation marks should be used to mark meaning, e. g., *cogito* ‘I think’ as well as for scare quotes.
- Double quotation marks should be used in all other cases, i. e., direct quotations in running text.
- Please always use typographic quotation marks (see section 3).

Dashes:

- Spaced EN-dashes are used as parenthetical dashes (“text – text”). Please do not use hyphens (“text - text”).
- Unspaced EN-dashes should be used between inclusive numbers, e. g., 153–159, 1975–1979.
- Please use EN-dashes (not bullets) for any unnumbered lists.

Spacing: Type one space (not two) after periods, commas, and colons.

Brackets: Do not use double round brackets: brackets within brackets should be square brackets, e. g. “(as introduced by Bloomfield [1933: 123–125])”.

Ellipses: Use a real ellipsis character, not three consecutive dots (“...”, not “...”).

7 Linguistic examples

Linguistic examples with interlinear glossing should follow the “Leipzig glossing rules” (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>) and should be presented as shown below. Use tabs (not the space bar) to align the glosses. Examples in the article’s language should be set in italics, see (3):

- (1) *qwél-em te Strang te sth’óqwi.*
barbecue-INTR DET Strang DET fish
‘Strang barbecues the fish.’
(Wiltschko 2006: 202)

- (2) (a) *bawiä lagahk loä.*
I.saw SELF me
‘I saw myself.’
(Gast and Siemund 2006: 355)

(b) *lagahk Juan kayuhn-ni rolihdz-ni.*
SELF Juan is.building-3SG house-3SG.POSS
'Juan himself is building his house.'

(Gast and Siemund 2006: 355)

(c) *Juan ensilaani kayuhn-ni rolihdz-ni.*
Juan SELF.AO is.building-3SG house-3SG.POSS
'Juan is building his house himself.'

(Gast and Siemund 2006: 355)

(3) *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form "see (2a) and (2b)" with both number and letter in brackets.

8 Tables, figures, and illustrations

- Information presented together in rows and columns should be labelled as "Tables".
- Graphs, line drawings, photographs and the like should be labelled as "Figures".
- Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
- Since the journal is published online in PDF form, colors can be used in graphics.
- If figures are embedded within the text, please also supply figures as separate files for typesetting.
- Tables and figures should be numbered consecutively throughout the text.
- Table captions should appear above the table; figure captions should appear below the figure.
- Do not end the text immediately preceding the insertion point for a table/figure with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.

9 Appendices and notes

- Appendices should be placed at the end of the article.
- Notes appear as footnotes at the bottom of the respective page.
- Notes should be numbered consecutively throughout the text.
- Note numbers in the running text should be Arabic numbers set superscript and should directly follow punctuation marks (where applicable), with no blank space: e. g., "text text text.⁷".

10 References

- The format for reference entries should follow the "Unified style sheet for linguistics" (<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>) (see below for examples).
- All works cited in the running text must be listed in the reference section.
- The reference section should include only those works that were cited in the text.
- Whenever possible, please give the full first names of authors and editors.
- Initials require periods and should be spaced, e. g., Ronald W. Langacker, R. M. W. Dixon.
- Names with *lower-cased* prefixes (such as "von", "van", "de", etc.) are sorted by the first upper-case element: "Leeuwen, Theo van", but "De Fina, Anna", "D'hondt, Sigurd".

- Entries should show the full title and subtitle of each work; titles and subtitles are divided by colon.
- English book, chapter and article titles use sentence casing; journal and series titles use title casing.
- Page numbers of articles in journals or edited works should be inclusive.
- Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately.

Please do

- provide both the place of publication and the name of the publisher; two locations or publishers are conjoined by the ampersand (“Berlin & Boston: De Gruyter”). If there are more than two locations or publishers, please use “et al.” (“Frankfurt a. M. et al.: Lang”).
- translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the italicized original title.
- abbreviate “edition” in reference entries as “edn.” (to differentiate from “ed.” for “editor”).

Please do *not*

- drop digits in inclusive page numbers.
- abbreviate the names of journals, book series, publishers or conferences.
- use “et al.” in reference entries; all author/editor names should be listed.
- use EM-dashes to replace repeated author/editor names.
- use line returns within individual reference entries. The right- and left-hand margins will be set during technical production.

Sample reference entries (following the “Unified style sheet for linguistics”)

Book (authored work)

Chomsky, Noam. 1986. *Knowledge of language: Its nature, origin, and use*. New York: Praeger.

Book (edited work)

Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. *Essentials of language documentation* (Trends in Linguistics, Studies and Monographs 178). Berlin & New York: Mouton de Gruyter.

Contribution in an edited work

Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller & Marya Teutsch-Dwyer (eds.), *Multilingualism, second language learning, and gender* (Language, Power and Social Process 6), 257–282. Berlin & New York: Mouton de Gruyter.

⇒ Note: Entries for articles in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e. g., with “In Pavlenko et al., 257–282”) is not acceptable.

Book also published electronically

Jefferson, Gail. 2004. Glossary of transcript symbols with an introduction. In Gene H. Lerner (ed.), *Conversation analysis: Studies from the first generation*, 13–23. Amsterdam & Philadelphia: John Benjamins. <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (accessed 24 June 2008).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry (in German texts, use “Abruf”).

Journal article

Neuman, Yair, Yotam Lurie & Michele Rosenthal. 2001. A watermelon without seeds: A case study in rhetorical rationality. *Text* 21(4). 543–565.

Journal article also published electronically

Inkelas, Sharon. 2008. The dual theory of reduplication. *Linguistics* 46(2). <http://www.referenceglobal.com/doi/pdf/10.1515/LING.2008.013> (accessed 10 June 2008).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry (in German texts, use “Abruf”).

Special issue of a journal (cited as a whole)

Majid, Asifa & Melissa Bowerman (eds.). 2007. Cutting and breaking events: A crosslinguistic perspective. [Special issue]. *Cognitive Linguistics* 18(2).

Reprint

Jakobson, Roman & Morris Halle. 2002 [1956]. *Fundamentals of language*, 2nd edn. Berlin & New York: Mouton de Gruyter.

Thesis/dissertation

Jacq, Pascale. 2001. A description of Jruq (Loven): *A Mon-Khmer language of the Lao PDR*. Canberra: Australian National University MA thesis.

Kim, Yong-Jin. 1990. *Register variation in Korean: A corpus-based study*. Columbia, SC: University of South Carolina dissertation.

Translated title

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

⇒ Note: The English translation of the title should not be capitalized.

Paper presented at a meeting or conference

Sarangi, Srikant & Celia Roberts. 2000. Uptake of discourse research in inter-professional settings: Reporting from medical consultancy. Paper presented at the International Conference on Text and Talk at Work, University of Gent, 16–19 August.

Several works by one author/editor with the same publication date

Vennemann, Theo. 2000a. From quantity to syllable cuts: On so-called lengthening in the Germanic languages. *Journal of Italian Linguistics/Rivista di Linguistica* 12. 251–282.

Vennemann, Theo. 2000b. Triple-cluster reduction in Germanic: Etymology without sound laws? *Historische Sprachwissenschaft* 113. 239–258.

Newspaper articles

Traynor, Ian. 1998. Sprechen Sie German? Not on one of our Handies. *The Guardian* (5 February). 2.

AP. 2013. Hawaiian linguists document distinct sign language. *The New York Times* (30 July). 34–35.

⇒ Note: If there is no named author, use author or press agency shorthand.

Online newspaper articles

Cloake, Felicity. 2014. How to make the perfect wiener schnitzel. *TheGuardian.com* (28 May). <https://www.theguardian.com/lifeandstyle/wordofmouth/2014/may/28/how-to-make-the-perfect-wiener-schnitzel> (accessed 11 February 2018).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry (in German texts, use “Abruf”).

Forum posts

G.J. 2017. Usage of the ur- prefix. *StackExchange German Language* (1. Februar). <https://german.stackexchange.com/q/34669> (accessed 11 February 2018).

Fuzzywuzzy2. 2014. [Forum post on: Felicity Cloake. 2014. How to make the perfect wiener schnitzel]. *TheGuardian.com* (28 May). <https://discussion.theguardian.com/comment-permalink/36257023> (accessed 11 February 2018).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry (in German texts, use “Abruf”).

11 Contact

In case of questions, please do not hesitate to contact us via wlg@univie.ac.at.