

How to prepare a paper for conversion

General points

Most of the formatting will be done either by typesetters or by a template that converts your paper into the Mouton style (then the editor of the book will take care of this). Please support the editor(s) by considering the following guidelines while preparing your paper.

Type area & type sizes

You do not have to specify a type area. But please note that the final manuscript will be restricted to a

- Width of 118 mm (4.65 inches)
- Length of 180 mm (7.09 inches)

Please avoid illustrations, figures and examples that would exceed these measures (in Times, 10 Point).

You don't have to specify fonts and type sizes. Your document will later be converted to Times, 11 Point (and Times 10 Point for examples).

Headings and line spacing

- Do not give the academic affiliation of the author of an article.
- Do not put a period at the end of a heading.
- Capitalize only the first letter of the first word and of proper nouns and adjectives, e.g., "The capitalization of titles in English" not "The Capitalization of Titles in English". Please also capitalize the first letter of the first word after a colon.
- Aim to use no more than 3 levels of heading. However, if a fourth-grade heading is required, use the same format (i.e., 11 pt italic) as for the third-grade heading.

Orthography

- Both American and British English forms are acceptable, but spelling and punctuation must be consistent throughout.
- Please note that in British English the *-ize* ending should be used in preference to *-ise* where both spellings are in use (e.g., *criticize*, *recognize*).

Quotations

- Short quotations (fewer than 60 words) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block.
- All quotations in languages other than English should be followed by the translation in square brackets.
- Omissions are indicated by ellipsis points without brackets.
- Any insertions by the author are to be enclosed in square brackets: [emphasis mine].

Citations

- Full bibliographical details are given in the reference section at the end of the book or article.
- Brief citations are used within the text:

One author:	(Bouissac 1985)
Two authors:	(Smith and Jones 1995)
Three authors:	(Uexküll, Geigges, and Host 1993)
Four or more authors: (but list all authors in the reference entry)	(Smith et al. 1990: 38)
Works by one author:	(Bouissac 1987a, 1987b, 1994)
Works by different authors:	(Bouissac 1985; Deakin 1993)
No dropped digits in inclusive page numbers:	(Hockett 1964: 140–145)
Volume number:	(Balat and Dove 1992, 1: 210)
Reprints:	(Dickens [1854] 1987: 73)

Only give the original date at the first mention, in all subsequent citations give reprint date only: (Dickens

1987: 73). In citations of reprints of more recently published titles, only give the date of the reprint in the citation (full details should only be given in the reference section, see section 15).

- The date is always given in brackets: "Bloomfield (1933: 123–125) introduced the term . . ."; "In his (1922) article Sapir argued that . . ."
- Give page numbers in full: do not use "f.", "ff."
- Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page numbers for quotations.
- Always give the full author-date citation: do not use "op. cit.", "loc. cit." or "ibid."

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.

Italics may also be used for:

- drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum.
- emphasizing a word or phrase in a quotation indicating [emphasis mine].

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

Underlining or *capital letters* should not be used for emphasis.

Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., *cogito* 'I think'.
- Double quotation marks should be used in all other cases, i.e. direct quotations in running text.
- Use rounded quotation marks (" . . .") not "straight" ones.

Dashes:

- spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, "word – word". Do not use double hyphens. Standard WORD shortcut: CTRL + - (hyphen key).
- unspaced EN dashes should be used between inclusive page numbers, 153–159.
- please use EN dashes (not bullets) for lists without numbering.

Periods should be placed before superscript note numbers e.g., . . .word.⁷

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.

Abbreviations

- Use only the most common abbreviations.
- Periods should be used after abbreviations, but not in acronyms:
Common abbreviations: cf. Dr. ed. eds. e.g. et al. etc. i.e. no. trans. vol. vols.
Example acronyms: USA ICLA ELT
- Initials require periods and have a space between them, e.g. Ronald W. Langacker.
- Abbreviations common in linguistics (NP, V, ACC) may be used in numbered examples, but the terms should be written out in full in the text.
- Write out names of theories, titles of books or names of publishers: "the Spatialization of Form Hypothesis", not "the SFH"; "Oxford University Press", not "OUP."

Examples

- Number examples chapter by chapter in authored works, and article by article in edited works.
- Foreign-language examples should be presented as follows. Use tabs (not the space bar) to align examples and glosses. Please also use italics for examples in English, see (2b):

- (1) *Original language in italics.*
Word-for-word gloss in roman (plain) type with correct alignment.
'Idiomatic translation in single quotation marks.'
- (2) a. *Mampianatra anglisy an-d Rabe aho.*
Cause-learn English ACC-Rabe I
'I am teaching Rabe English.'
- b. *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form "see (1a) and (1b)" with both number and letter in brackets.

Tables, figures, and illustrations

- If there are figures to be inserted, please have them professionally drawn and send us the originals, not photocopies.
- If photographs are to be inserted, the prints must be provided.
- Tables and figures should be numbered consecutively throughout an authored work (only number article by article in an edited work).
- Title of a table is to be placed flush left above the table.
- Title of a figure is to be placed flush left below the figure.
- In tables use the full width of the type area and a minimum of two fine horizontal lines (no vertical lines).
- Avoid using tints as this can affect legibility.

Example table:

Table 1. Infinitive suffixes [Captions of more than one line will later automatically be formatted with a hanging indent.]

<i>for to</i>	<i>to</i>	<i>a</i>	<i>to</i> -forms in %	other forms in %
Rolls 2	3	12	80	20
Rolls 3	2	4	1 57	43
Rolls 4a	2	30	94	6
Rolls 4b	2	12	86	14

Maps

If your book or article treats a language that is little known, or if it will help the reader to identify geographic locations, it may be useful to include a map. Please bear in mind the following:

- All maps should be enclosed in an outer frame.
- All labels must remain legible when the maps are reduced to fit the page.
- Avoid using tints as this can affect legibility.
- All national boundaries in the area shown on the map must be drawn in and countries, counties or federal states bordering on the area of main interest must be named, i.e., a land-locked area should not be represented as if it were an island.

Appendixes and notes

- Location: an appendix is placed at the end of the text, before the notes. The notes section should be placed at the end of an article in an edited work or at the end of an authored work, before the reference section.
- In an authored work, appendixes and notes both start on a new page (right- or left-hand). The heading should be treated as a chapter title. In an article in an edited work, the notes follow directly at the end of the article before the references, with a first-grade heading.

- Notes should be numbered consecutively throughout the text.
- Note numbers in the text should be superscript (small raised) numbers¹ without punctuation or brackets.
- The note number should directly follow the word in question or a punctuation mark, with no blank space.²

References

- The reference section immediately follows the notes. In an authored work (but not in an article in an edited work) the section starts on a new page (right- or left-hand).
- The reference section should contain all works cited and only those.
- All works must be listed in alphabetical order.
- Whenever possible give the full first names of authors and editors.
- Initials require periods and have a space between them: Ronald W. Langacker.
- Arrange all works under a particular author's/editor's name in chronological order.
- Give the full title and subtitle of each work.
- Titles of published books and journals are capitalized and italicized. Unpublished works, such as Ph.D. dissertations, and the titles of articles in journals or edited works are neither capitalized nor italicized.
- Give the inclusive page numbers of articles in journals or edited works. Do not drop digits in inclusive page numbers.
- Give both the place of publication and the name of the publisher.
- Do not use abbreviations for names of journals, book series, publishers or conferences.
- Do not use "et al." but list all author/editor names.
- Translate titles in languages other than French, German, Spanish and Italian into English. The translation should be set in roman and placed in square brackets following the italicized original title.
- Use tabs, not the space bar, to position dates of publication and titles.

The References do not have to be formatted – just use tabs so that there are three fields:

Name → Year → Title etc

and make use of italics as shown in the example entries below

Example entries:

Book (authored work):

Chomsky, Noam 1986 *Knowledge of Language: Its Nature, Origin, and Use*. New York: Praeger Publishers.

Edited work:

Preston, Dennis R. (ed.) 1999 *Handbook of Perceptual Dialectology*. Vol. 1. Amsterdam/Philadelphia: Benjamins.

Article in an edited work:

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

Journal article:

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

Reprint:

Jakobson, Roman, and Morris Halle 2002 Reprint. *Fundamentals of Language*. 2d ed. Berlin/New York: Mouton de Gruyter. Original edition, The Hague: Mouton, 1956.

Unpublished dissertation:

Kim, Yong-Jin 1990 Register variation in Korean: A corpus-based study. Ph.D. diss., Department of Linguistics, University of Southern Carolina.

Translated title:

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

Several works by one author/editor:

Vennemann, Theo (ed.) 1989 *The New Sound of Indo-European: Essays in Phonological Reconstruction*. (Trends in Linguistics: Studies and Monographs 41.) Berlin/New York: Mouton de Gruyter.

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

2000b Triple-cluster reduction in Germanic: Etymology without sound laws? *Historische Sprachwissenschaft* [Historical linguistics] 113: 239–258.

Index

The index should be compiled by the volume editors. Contributors should provide them with a list of index entries for their paper.

How to do x?

Please do not spend too much time trying to find a solution which may be unacceptable either from a typographic point of view, or because of particular formal requirements of the series your book will be published in. Please feel free to contact us at any time, and we will be more than happy to advise you.

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