

Camera-ready copy (CRC) style sheet

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1. **General points**

Your final CRC should resemble the formatting (headings, font, etc.) used in this style sheet.

The general instructions given below, especially those concerning type size and spacing, may need to be adapted to suit the facilities available to the author preparing camera-ready copy. It is therefore essential that *20–30 representative sample pages* are submitted for approval before the complete final version is printed. Please use a high-resolution laser printer (minimum 600 dpi) and hard, white paper without a water-mark. Please make sure that the toner cartridge is sufficiently filled.

The essence of the preparation of good camera-ready copy lies in attention to detail. Please check your material carefully, not only for the correct application of the instructions given here but also, for example, for consistency of American English or British English spelling, hyphenation with prefixes (e.g., “non-essential” versus “nonessential”), consistent capitalization of concepts (“the spatialization of form hypothesis” versus “the Spatialization of Form Hypothesis” versus “the Spatialization of Form hypothesis”), and consistent use of phrases (“in the twentieth century” versus “in the 20th century” – we prefer the former).

Note that authors are responsible for:

- the quality of camera-ready copy. We advise authors to have their material checked by a professional copy editor or other suitable person, who should also check that all works cited in the text are listed in the reference section.
- having their material carefully checked by a native speaker of English if they are not native speakers themselves.
- using the fonts necessary to print any special characters or phonetic symbols. Under no circumstances may these be drawn in by hand.
- obtaining written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

Final check of camera-ready copy:

Once you have printed out the whole camera-ready copy, please check the following before sending the final version:

- that no pages are missing.
- that all headings and page numbers as given in the Contents correspond exactly to those in the text.
- that the running head on each page is correct.
- that there are no bad breaks between pages (see Section 2).

- that the consecutive numbering of all sections, examples, tables, figures, and notes is correct and complete.
- that the print quality is even and satisfactory throughout.
- that any special characters have been correctly printed.

2. Type area, type sizes, and page breaks

- Font for the main text and page numbers: 11 pt Times/Times New Roman single-spaced. Note: the actual printed size can vary considerably depending on the printer used. If in doubt, use the type size that most nearly corresponds to that used in this style sheet.
- Target number of characters per printed page = 2,900 characters (including punctuation, spaces, etc.).
- The text should be justified. Please use a hyphenation program or hyphenate manually at the right-hand margin to avoid loose lines.
- Small type for block quotations, notes, references and index, in tables and figures, and for running heads: 10 pt Times/Times New Roman single-spaced.
- Width of type area: 118 mm (4.65 inches).
- Length of type area: approx. 180 mm (7.09 inches), approx. 40 lines excluding running heads.
- The type area should be the same for every page (as far as possible). If necessary, increase the space manually before headings, tables, or figures in order to fill the type area.
- Avoid leaving the first line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page.
- A section header should not be placed at the bottom of a page.

3. Page numbering and running heads

- The title pages (i–iv) will be typeset by the publisher.

Preface or Acknowledgements or Dedication	begins on page v
Contents	begins on page v if there is no preface, etc., otherwise on the next right-hand page
Main text (Chapter 1)	begins on page 1
All left-hand pages	have even numbers
All right-hand pages	have odd numbers
- In an authored work, begin each new chapter on a new page (right- or left-hand).

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- In an edited work, begin each new article on a new right-hand page.
- Please make sure that neither a running head nor a page number is printed on the first page of the Preface, Contents, Appendix, Notes, References, Index, or on the opening page of a new chapter or article.
- Place the page numbers at the outer margin, to the left or right.
- Position running heads so that (1) the vertical space between the baseline of the running head and the baseline of the first text line measures 10 mm (0.40 inches), and (2) the horizontal space between the page number and the running head measures 5 mm (0.20 inches). Set the font size for the running heads to 10 pt italic.
- Right-hand pages in an authored work: use the first-grade heading of the section that starts or continues on that page for the running head. If there is more than one first-grade heading on the page, use the last one for the running head.

	Left-hand page	Right-hand page
Authored work	<i>Chapter title</i>	<i>First-grade heading</i> (see Section 4)
Edited work	<i>Full name(s) of author(s)</i>	<i>Title of article</i>

- The running heads should not be longer than two-thirds of the width of the page. If necessary, use a shortened version of the title or heading.

4. Headings and line spacing

- Chapter heading or article title and author's name should be placed flush left (i.e., starting at the left-hand margin) at the top of the text area.
- Do not give the academic affiliation of the author of an article.
- All other headings flush left.
- 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.
- Headings of more than one line should be formatted with a hanging indent.

Headings and line spacing should be formatted as follows:

In an authored work:

Chapter 1	15 pt bold	followed on next line by title
Chapter title	15 pt bold	followed by 3 blank lines

In an edited work:

Article title 15 pt bold followed by 1 blank line
Author's name 15 pt italic followed by 3 blank lines

Section headings:

1. First-grade heading 11 pt bold
1.1. Second-grade heading 11 pt roman
1.1.1. *Third-grade heading* 11 pt italic

- Leave two blank lines before and one blank line after all section headings in the text.
- Leave one blank line before and after examples, lists, block quotations, tables, and figures.
- Aim to use no more than three 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.

5. Paragraphing

- The first paragraph after a heading is not indented.
- All other paragraphs begin with a 5 mm (0.20 inches) indent.
- Do not leave a blank line between paragraphs.

6. 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”).

7. 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.

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- Longer quotations should appear as a separate block; indented by 5 mm (0.20 inches) left and right; in small print: 10 pt Times/Times New Roman single-spaced (see Section 2). This also applies to lists.
- 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].

8. 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: (Smith et al. 1990: 38)
(but list all authors in the reference entry)
 - 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.”.

9. 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 on a PC: CTRL+- [hyphen key], on a Mac: Option+- [hyphen key].)
- unspaced EN dashes should be used between inclusive numbers, e.g., 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.

10. Abbreviations

- Use only the most common abbreviations.

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- 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: ELT ICLA USA.
- Initials require periods and have a space between them, e.g., Ronald W. Langacker.
- Acronyms 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”.

11. 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.

12. Tables, figures, and illustrations

- Font in tables and figures: 10 pt Times/Times New Roman (see Section 2).
- If possible, print out tables and figures at the appropriate places in the camera-ready pages; if not, leave sufficient space and submit them sep-

- arately, taking the page area into consideration, with clear indication of where they are to be inserted.
- If there are figures to be inserted which you cannot include in your CRC, 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 [Please note that captions of more than one line should be formatted with a hanging indent, as shown in this example.]

	<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

13. 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.

14. Appendixes and notes

- Font: 10 pt Times/Times New Roman (see Section 2).
- 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
- In the notes section, the notes should be printed with a hanging indent. The note number should not be raised and should be followed by a period, e.g.:

Notes

1. This is a superscript (raised) number directly following the word in question.
2. This is a superscript (raised) number directly following the punctuation character. The text of this note exemplifies the hanging indent of endnote material.

15. References

- Font: 10 pt Times/Times New Roman (see Section 2).
- 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, e.g., Ronald W. Langacker.
- Arrange all works under a particular author's name in chronological order. All authored works should be listed first under a name followed by any other categories arranged alphabetically (e.g., edited, translated).

- 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.

Example entries:

Book (authored work):

Chomsky, Noam

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

Book (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:

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

16. Index

Your publication contract will usually ask for the inclusion of a general *Subject index*. However, a separate *Author index* listing all authors cited can also be supplied. Please supply full first names for all authors/editors.

- Font: 10 pt Times/Times New Roman (see Section 2).
- Print in two columns with one blank line between the entries for each letter. Do not justify the text, but set flush left.
- The heading should be treated as a chapter or article title.
- It is important that the index is neither too long nor too short, e.g., a 300-page book could require an index/indexes of between 5–10 pages in total.
- All entries must be placed in alphabetical order.

Example entries:

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- curious mixture of Northern European languages, 133

17. How to do x?

The present style sheet does not provide an answer to all the questions that you may have during the production of your CRC. These questions will be dealt with once we receive your camera-ready *sample pages*. 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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