

Style sheet for Disc Conversion at Mouton de Gruyter

1. General points

We will have your manuscript converted at Mouton.

Please help us making this procedure as simple and fast as possible by sticking to the following guidelines.

Thank you for your cooperation.

Submission of the manuscript:

Please submit your paper as a printout plus a disk containing the file to the editor of the book. Editors (and authors) will send all printouts plus one disk containing all papers / chapters to Mouton.

Please do not send unannounced large email attachments.

Please do not submit drafts. After our typesetters have converted your file, it will be in a special layout, not accessible for the normal WORD user.

Changes made to these files by the typesetters are expensive. We will of course pay for all mistakes that occurred during the conversion but we ask you to keep other changes to an absolute minimum.

We will not:

- correct the use of English in your document. If you are not a native speaker of English you should have your material carefully checked by a native speaker of English (or get in touch with us).
- systematically check the references. Please have your manuscript checked by a suitable person, who should also check that all works cited in the text are listed in the reference section.
- obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others. Please ask us for draft letters and help obtaining the permissions.

1. Type area, type sizes, and page breaks

For a rough estimation of the length of a paper: a text page in the Mouton style consists of approx. 3.000 characters (including spaces).

For the main text please use: 11 pt Times/Times New Roman, singlespaced.

For block quotations, notes, references and index, in tables and figures, and for running heads: 10 pt Times/Times New Roman single-spaced.

The final width of the type area will only be: 118mm (4.65 inches) and the final length of type area approx. 180mm (7.09 inches), excluding running heads.

Please help us by restricting your tables and illustrations to that size (it is the size of the Style sheet you are holding in your hands).

2. Running heads and headings

During typesetting we will insert page numbers and running heads in your manuscript. The chapter titles will be on the left-hand pages and the Second-degree headings (i.e. 2.1, 2.2 etc) will be on the right-hand pages (Author name and paper title in edited works).

– 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.

3. 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.

4. 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)
- Volume number: (Balat and Dove 1992, 1: 210)
- Reprints: (Dickens [1854] 1987: 73)
- Please note: no dropped digits: (Hockett 1964: 140–145)

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.

- 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.”.

5. 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.

6. 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.

7. Tables, figures, and illustrations

- Please take the page area into consideration (see 1)
- 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).
 - In tables use the full width of the type area and a minimum of two fine horizontal lines (no vertical lines).

8. 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. Please get in touch with us (or the editor of the book in case you are a contributor) if you prefer footnotes!
- 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.

9. References

- Font: 10 pt Times/Times New Roman (see Section 2).
 - 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.
- 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.
- Please 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.

Example entries:

Book series, if any, is given in brackets

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: Aneta Pavlenko, Adrian Blackledge, Ingrid Piller, and Marya Teutsch-Dwyer (eds.), *Multilingualism, Second Language Learning, and Gender*, 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. 12 Camera-ready copy (CRC) style sheet

Unpublished dissertation (no italics)

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.

10. Index

The publication contract will usually ask for the inclusion of a general Subject index. However, a separate Author index and/or language index may in some cases be more appropriate. Please supply full first names for all authors/editors. Contributors to edited works may be asked by the editors to provide a list of index items (the number of items will be determined by the editor).

Example entries:

Canadian raising, 236

case system, breakdown of the, 122