

## **8. Style Sheet for Authors and Editors Preparing Conversion Copy**

### ***8.1. The manuscript preparation on disk***

The volume editor informs the authors of the programs to be used in preparing the disks, ensures that they are in possession of this style sheet, and distributes to them the publisher's most recent technical instructions on disk preparation. The author sends to the volume editor a copy of his or her text on disk, together with the corresponding printout. The volume editor submits the material for the volume to Mouton de Gruyter, preferably all on one disk. The publisher has the disk or disks checked for their convertibility and also checks the texts to make sure that there are no deviations from the style sheet. The publisher will inform the volume editor of any departures from the style sheet that need to be rectified and of any further requirements for the formatting of the disks.

The editor sends the final edited version on disk, together with the corresponding printout, to the publisher. This version must be complete and correct in every way, since corrections made later on are extremely costly and must be kept to an absolute minimum. The publisher now prepares the publication schedule.

The authors receive the galley proofs of their own articles so that they can check that no parts of the text have become lost during the conversion process, that the figures have been correctly mounted, and that everything is in order. The authors select the keywords to appear in the index, compile a list of these words, and mark in the proofs (for example, with a coloured highlighter pen) each occurrence to be indexed. The author then returns the corrected galley proofs to the volume editor, who collates the corrections with his or her own and returns them to the publishers.

The page proofs are sent to the volume editor only, for final approval. He or she prepares the manuscript for the index, using the lists of keywords provided by the authors and entering the corresponding page numbers. It will save time at the page proof stage if the "skeleton" of the index has been prepared beforehand and only the page numbers remain to be added.

### ***8.2. Ensuring consistency***

Editors must make sure that every disk is prepared identically as to format. If different people are handling the input, consistency must be guaranteed.

Items to be checked for consistency throughout the printout include the use of italic typeface for words to appear in italics, superscript figures for note numbers in the text, the correct representation of hyphens and dashes (see 8.7f), one line-space before and after block quotations, etc.

### ***8.3. The manuscripts***

a) In general, the text begins flush left throughout. Exceptions are the beginning of each paragraph except those immediately after headings, and block quotations.

- b) Do not use right-margin justification.
- c) Do not break words at the ends of lines.
- d) The text must be run on. This means that there are no "hard" carriage returns except at the ends of paragraphs.
- e) Lists should not be indented.
- f) Never use the space bar to indicate indentation for extracts, examples, etc. Always use tabs or a paragraph code. (While the numbers of the examples should always appear flush left, you will need to use the tab to line up the texts of the examples themselves.)

#### **8.4. Titles and headings**

a) The text should be divided into numbered sections and, if necessary, subsections, with appropriate headings. For all headings please use the following numbering system:

- 1. Main heading
- 1.1. Section heading
- 1.1.1. Subsection heading

- b) All headings, including chapter titles in the text and in the table of contents, begin flush left.
- c) Do not italicize titles or headings with the exception of words or phrases in them which are to be printed in italics (see section 8.6).
- d) Do not end a title or heading with a period when it is to be set on a line separate from the text.
- e) The first line of text following a heading or subheading should start flush left (not indented); all subsequent new paragraphs should be indented with the tab. Do not put a blank line between paragraphs in the same section.
- f) Capitalize only the first letter of the first word and of other words which the orthography of the languages requires to begin with a capital letter (e.g., proper nouns). This also applies to the table of contents, and to titles of books or articles cited in the text.

#### **8.5. Quotations**

- a) Short quotations (no more than sixty words) should be run on (i.e., included within the text) and enclosed within double quotation marks.
- b) Longer quotations (more than sixty words) should appear as a separate block, indented left and right, and separated from the text by an extra line space above and below. They are not to be enclosed within quotation marks. Use generic codes to mark the beginning and end of indentations for block quotes.
- c) All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points without brackets.

d) Material quoted from works in languages other than English should be given first in the original language, followed by the translation enclosed in square brackets. (Please see section 8.9 for treatment of examples in languages other than English.)

### **8.6. Italics and emphasis**

a) Foreign-language expressions that have not become standard in English should be italicized.

b) Italicize the titles of books, essays, pamphlets, published documents, newspapers, periodicals, but not the titles of articles, which should be placed in double quotation marks.

c) Boldface type may be used to highlight important terms when they are first introduced and defined.

d) Italics, boldface type and upper-case letters (full capitals) should not be used to emphasize words or sentences. For boldface in particular see item c).

e) In some exceptional cases, underlining may be required in the final printed text. For example, underlining is acceptable in textual analysis to show high pitch and/or volume. Please use underlining only in this case and not in order to designate italics.

f) Small capitals are used for two purposes:

- for elements of semantic representations, acronyms and other words that appear in small capitals at every occurrence;
- to designate phonological/phonetic stress.

### **8.7. Punctuation**

a) Single quotation marks are used only for the translation of words or phrases from languages other than English (for example, *cogito* 'I think').

b) Use double quotation marks for direct quotations.

c) Use double quotation marks for "qualified" words or phrases.

d) Quotation marks should be placed inside punctuation when a word or part of a sentence is quoted, or when the title of an article, a contribution to a book, a poem, etc., is quoted. They are placed outside punctuation when complete sentences are cited.

e) Words containing prefixes are written solid, without hyphens, when no misreading will result: "antimentalism", "subdialect". The prefix is followed by a hyphen when the next element begins with a capital letter: "proto-Germanic".

f) Use hyphens only in words that require a hyphen no matter where they appear on the line, and place no spaces before or after the hyphen: "a deep-green sea".

In the printed material a dash that is longer than a hyphen ("en" dash) will be used between continuing or inclusive dates and numbers: "1965-1966", pages "5-8".

However, since not all software has an "en" dash please do not use it even if it is available to you. Instead, use a single hyphen with one space on either side of it: "1965 - 1966".

Similarly, the longer parenthetical dash ("em" dash) should be represented by a double hyphen with no space before or after it--as shown here.

g) When referring to a book with more than one author, use the "&", as in "Dale & Werner" or "Smith, Brown & Jones". In the case of more than three authors use "et al.": "Smith et al."

### **8.8. Abbreviations**

a) Avoid abbreviations; they often pose severe problems to readers not completely familiar with the language of a text. Please limit your use of abbreviations to the few extremely common ones, such as "i.e., e.g., et al., etc."

b) In general, language names must not be abbreviated except when prefixed to linguistic forms cited; thus "the meaning of OEngl. *guma*" is acceptable but "the meaning of *guma* in OEngl." is not. The latter must be rendered as "the meaning of *guma* in Old English".

c) Abbreviations ending in a small letter have a period following them (OFr., Gk., Lat.); those ending in a capital letter do not (MHG, OCS, OE).

d) If more than one abbreviation is acceptable, select one and use it consistently throughout the text.

### **8.9. Examples and foreign words**

a) A letter, word, phrase, or sentence cited as a linguistic example or as the subject of discussion appears in italics; do not use quotation marks for this purpose.

b) Cited forms in a foreign language should be followed at least at first occurrence by a gloss in single quotation marks. No comma follows the gloss unless it is required by the sentence as a whole, e.g., "Lat. *ovis* `sheep', *equus* `horse', and *canis* `dog' are nouns." (Note that the commas follow the closing quotation mark.)

c) Special (e.g., phonetic or phonemic) symbols and other characters which cannot be produced by your software should be drawn in by hand on the hard copy. They need to be coded generically on the disk, and you must provide a list of the codes with the symbols they represent clearly drawn and identified by name.

d) Displayed examples should begin flush left. They should be separated from the preceding and the following text by one line of space and numbered consecutively throughout an article or, in the case of a monograph, throughout the whole text. Place the number in brackets, but not the letter following it. A period is used after the letter and at the end of an example, if it is a sentence.

- (1) a. I sent the artifacts to an anthropologist.  
b. I sent to an anthropologist the artifacts that had been in the attic.
- (2) ?? I sent to an anthropologist the artifacts.

Examples from languages other than English must have interlinear glosses below them and, in addition, a full free translation:

Original language in plain script  
Gloss in smaller typeface  
'Translation in single quotation marks'

(3) mampianatra angilisy an-d aho  
Rabe  
Cause-learn English ACC-Rabe I  
'I am teaching Rabe English.'

Type the glosses in exact alignment with the words in the example, just as they are to appear in the final version. Be sure to use tabs to align the examples and glosses. Do not use the space bar.

e) Take care not to overrun the line, and indicate a suitable line-break where necessary, either through a code on the disk or by marking the printout.

f) References to examples in the text should take the form "see, for example, (1a) and (1b)", with both number and letter in parentheses.

### **8.10. Transliteration**

Examples from languages that do not use the Latin script should be presented in an accepted transliteration. In case of doubt, the editors should be consulted in advance.

### **8.11. Notes**

a) Format notes using your program, with note numbers as superscripts in your text. Use the program to number notes automatically.

b) Note numbers in the text are indicated by a raised superscript devoid of punctuation or parentheses.

c) All punctuation marks, including closing parentheses, precede note numbers in the text.

d) In a work by a single author, notes are numbered serially throughout the text and should be placed in a separate section at the end of the text, before the references section.

e) For a work consisting of articles by several authors, notes are numbered serially throughout each article and should be placed at the end of each article, before the references.

### **8.12. Notes sheet**

Numbers should appear left, followed by a period; the text is indented:

1. Text  
Text
2. Text  
Text

Be sure to use the tab or hanging indent to align the notes, not the space bar.

### **8.13. Citations**

a) Full references for the literature cited are given in the references at the end of the manuscript.

b) In the text itself, only brief citations are included. These take the form "Hockett 1964: 240 - 241". Note that the page number or numbers given are those of the passage in an article or book to which reference is actually made, not to the entire work. Avoid global references such as "Chomsky 1965".

c) When reference is made to inclusive page numbers no digits are dropped, i.e.: "240 - 241", not "240 - 41" or "240 - 1". Do not use "f." or "ff." to indicate page numbers. The exact page numbers must be given in full.

d) Citations of books by more than one author take the form "Bartsch & Vennemann 1982: 1", "Smith, Brown & Jones 1989: 2". The names are separated by "&". For books with more than three authors "et al." is used in the text; the names of all the authors are given in the references.

e) When listing several authors, separate them with semi-colons; commas separate the dates of works by one author, as in "Smith 1984: 56, 1985a: 25; Brown 1977: 249; Jones 1990: 332".

f) When a citation refers to a work consisting of more than one volume, the form "1976, 1: 210" is used.

g) Reprint editions are cited as follows: "Gabelentz [1972]: 70" or, if it is important that the original date of publication be included in the text, "1901 [1972]: 70".

h) For brief citations, use initials or first names only when it is necessary to distinguish two or more authors with identical surnames.

i) If an author's name is part of the running text, use the form: "Bloomfield (1933: 264) introduced the term ...."

j) Do not use "ibid." and "op. cit.". Instead, repeat the brief citation.

### **8.14. Tables, figures, and illustrations**

Submit all tables, figures, and captions in computer files that are separate from the main text, with notes indicating where each table or figure is to be placed. For example, in the text, "Table 1 about here", and in the table file, "Table 1 in section 1.1.3". As a rule, the typesetters will set your tables conventionally and insert them in the text, because conversion of tables is technically not usually feasible.

#### **8.14.1. Tables**

a) Leave ample space between columns, and double space all entries. Please do not use vertical lines.

b) Column headings should be short, so as to stand clearly above the columns. If you need longer headings, represent them by roman numbers and explain these in the text

pertaining to the table.

c) If two or more tables appear, number them and refer to them by number. Do not speak of the "preceding" or the "following" table, or "Table 3 below", since positioning of the tables may be affected by the page breaks in the final printed version. This also applies to figures and illustrations.

d) Each table should have a legend above it. The legend should contain the table number and a concise title in the form:

Table 1. Caption in roman type

If a (brief) explanation or comment is required, give it under the table.

e) Notes in tables are indicated by raised lower-case letters or numbers in superscript, the notes appearing below the table.

### **8.14.2. Figures**

a) All figures must be provided in reproducible form. If your figures are not computer-generated, draw them with India ink on tracing paper; only one figure should appear on each sheet. All figures should be drawn to the same scale in such a way that the reduction (if necessary) can be the same for all drawings.

b) All figures should be numbered consecutively with arabic numerals:

Figure 1. Caption in roman type

Use simply "Figure 1, Figure 2, Figure 3", rather than a numbering system relating to the subsections of your work, such as "Figure 1.1", etc.

c) Type the captions underneath the figures; captions for all figures should also be listed on a separate sheet of paper.

### **8.14.3. Illustrations**

If photographs have to be inserted, the print and the negative (or microfilm) should be provided. Do not send photocopies.

### **8.15. Orthography**

Both American English and British English forms are acceptable, but spelling must be consistent throughout. In the case of manuscripts consisting of contributions by a number of authors, the volume editor must decide in favor of American or British English and edit the entire manuscript accordingly.

### **8.16. Obtaining permissions**

It is the author's responsibility to request any permission required for the use of material owned by others. When all permissions have been received, the author should send them, or copies of them, to the publisher, who will note and comply with any special provisions regarding credit lines contained in them.

### **Sample references**

- Anttila, Raimo (1972). *An introduction to historical and comparative linguistics*. New York: Macmillan.
- Bartsch, Renate & Theo Vennemann (1982). *Grundzüge der Sprachtheorie: Eine linguistische Einführung*. Tübingen: Niemeyer.
- Eaton, Roger, Olga Fischer, Willem Koopman & Frederike van der Leek (eds.) (1985). *Papers from the fourth international conference on English Historical Linguistics*. (Current Issues in Linguistic Theory 41.) Amsterdam: Benjamins.
- Fisiak, Jacek (1980). "Some notes concerning contrastive linguistics", *Association Internationale de Linguistique Appliquée Bulletin* 27: 1 - 17.
- Fisiak, Jacek (1983). "Present trends in contrastive linguistics", in: Kari Sajavaara (ed.), 9 - 38.
- Fisiak, Jacek (ed.) (1984). *Historical syntax*. (Trends in Linguistics: Studies and Monographs 23.) Berlin: Mouton de Gruyter.
- Gabelentz, Georg von der (1901). *Die Sprachwissenschaft: Ihre Aufgaben, Methoden und bisherigen Ergebnisse*. (2nd edition.) Leipzig: Tauchnitz. Reprinted Tübingen: Narr (1972).
- Goddard, Ives (1975). "Algonquian, Wiyot, and Yurok: Proving a distant genetic relationship", in: M. Dale Kinkade & Oswald Werner (eds.), 249 - 262.
- Golla, Victor (1987). Review of Greenberg 1987a. *Current Anthropology* 28: 657 - 659.
- Greenberg, Joseph H. (1987a). *Language in the Americas*. Stanford: Stanford University Press.
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- Greenberg, Joseph H. (ed.) (1978). *Universals of language*. Cambridge, Mass.: The MIT Press.
- Hashimoto, Mantaro (1987). "Kokusaigo toshite no kango to kanji" [Chinese characters and Chinese words as internationalisms], in: M. Hashimoto & T. Suzuki & H. Yamada, *Kanji minzoku no ketsudan* [Assessing the Kanji race]. Tokyo: Taishukan, 327 - 360.
- Heath, Shirley Brice (in press). "The essay in English: Readers and writers in dialogue", in: M. Macovski (ed.), *Textual voices, vocative texts*. New York: Oxford University Press.
- Hoenigswald, Henry M. (1978). "Are there universals of linguistic change?" in: Joseph H. Greenberg (ed.), 30 - 52.
- Jespersen, Otto (1927). *A modern English grammar, Part III: Syntax*. London: Allen and Unwin.
- Jones, Daniel (1950). *An English pronouncing dictionary*. (11th edition.) London: Dent.



- Kinkade, M. Dale & Oswald Werner (eds.) (1975). *Linguistics and anthropology: In honor of C.F. Voegelin*. Lisse: de Ridder.
- Lunt, Horace G. (1952). *A grammar of the Macedonian literary language*. Skopje [No indication of publisher.]
- Meier, Hans Heinrich (1967). "The lag of relative *who* in the nominative", *Neophilologus* 51: 277 - 286.
- Meillet, Antoine (1926 & 1936). *Linguistique historique et linguistique générale*. Vols. 1 -2. Paris: Champion/Klincksieck.
- Parret, Herman (ed.) (1976). *History of linguistic thought and contemporary linguistics*. Berlin & New York: Walter de Gruyter.
- Pott, August Friedrich (1833 & 1836). *Etymologische Forschungen auf dem Gebiet der indogermanischen Sprachen*. 2 vols. Lemgo: Meyer.
- Romaine, Suzanne (1984). "Towards a typology of relative clause formation strategies in Germanic", in: Jacek Fisiak (ed.), 437 - 470.
- Sajavaara, Kari (ed.) (1983). *Cross-language analysis and second language acquisition* 1. (Jyväskylä Cross-Language Studies 9.) Jyväskylä: University of Jyväskylä.
- Sajavaara, Kari (ed.) (forthcoming). "Psycholinguistic testing of transfer in foreignlanguage speech processing".
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- Sapir, Edward (1937). "The contribution of psychiatry to an understanding of behavior in society", *American Journal of Sociology* 42: 862 - 870.
- Senn, Alfred (1966). *Handbuch der litauischen Sprache* 1. Heidelberg: Winter.
- Silver, Shirley (1966). The Shasta language. [Unpublished Ph.D. dissertation, University of California at Berkeley.]
- A supplement to the Oxford English dictionary*. Ed. R. W. Burchfield. Vols. 1 & 4. Oxford: Clarendon Press.
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