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Guidelines for authors and editors preparing manuscripts for typesetting

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1. General

The author/editor is responsible for converting the manuscript to a format that is suitable for typesetting by De Gruyter. There is no need for extensive formatting of the manuscript – please keep it simple.

In particular, you do not need to edit the format of the following parameters:

- type area, fonts, type sizes, and line spacing;
- page numbering and running heads;
- captions of tables, figures, etc.

⇒ Manuscripts may be written in American English, British English, or any other variety of English. However, please ensure that you use the same variety of English consistently a) across the entire manuscript in case of monographs, or b) within each chapter in case of edited works.

Once you have prepared your files in accordance with the following guidelines, please send us the final, edited version of the manuscript by email. For edited volumes, we prefer to receive individual files per chapter.

2. Obtaining permissions

⇒ It is the author's/editor's responsibility to request any permissions required for the use of material owned by others, especially figures, tables, and maps. Once permissions have been obtained, the author/editor should forward them to the publisher, including any special provisions regarding credit lines.

3. Technical issues

- All major word processing software (Mac and PC) is acceptable. Authors/editors using less well-known programs should contact the publisher beforehand and submit a sample file.
- Graphics may be submitted in all major graphic file formats, e.g., JPEG, TIFF, and EPS (minimum 300 dpi, ideally 600 dpi). Editable formats are preferred as they are easier to process during typesetting. Please contact the publisher if you are in doubt about whether a particular format is acceptable. Certain custom-written applications for the visualization of, e.g., statistical data use proprietary file formats and lack filters for the export of files into common file formats. The processing of data generated with such applications is not possible without the respective applications themselves.
- Authors/editors should ensure that all chapters are formatted in the same way. If multiple authors contribute to the same volume, then consistency must be ensured. Items to be checked for consistency include, for example, italicizing of words, placement of footnote numbers in the text, and spaces (or lack thereof) at either side of dashes.

4. Titles and headings

- The text should be divided into sections and, if relevant, subsections, with appropriate headings.
- All headings, including chapter titles and headings in the table of contents, begin flush left.
- For all headings, please use the following numbering system:

1 Main heading
1.1 Section heading
1.1.1 Subsection heading

- One level of unnumbered headings is acceptable. This should be the lowest level.
- Do not end a title or heading with a period.
- Capitalize only the first letter of the first word (plus any word that orthographically begins with a capital letter, e.g., proper nouns). This also applies to the table of contents.

5. Paragraphs

All paragraphs should start with a tabulator (→).

6. Quotations

- Short quotations (of less than 60 words) should be run on (i.e., be included within the text) and should be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a block, i.e., be separated from the text by at least two returns (¶¶). They should not be enclosed within quotation marks.
- All quotations must match the original text in wording, spelling, and punctuation. Any additions by the author must be indicated by square brackets, and any omissions by ellipsis points within brackets.
- All quotations in languages other than English should be followed by the translation in square brackets.
- Please provide the source and page number(s) for all quotations (see also paragraph 7. Citations).

7. Citations

Full bibliographical details should be provided in the reference section at the end of the book or article. Brief citations should be used in the text. Examples:

(Bouissac 1985)	one author
(Smith and Jones 1995)	two authors
(Uexküll, Geigges, and Host 1993)	three authors
(Smith et al. 1990: 38)	four or more authors (but include all authors in the reference section)
(Bouissac 1987a, 1987b, 1994)	multiple works by one author
(Bouissac 1985; Deakin 1993)	works by different authors
(Hockett 1964: 140–145)	no dropped digits in inclusive numbers
(Balat and Dove 1992, 1: 210)	volume number
(Dickens [1854] 1987: 73)	reprints: with original date at first mention (in all subsequent citations say “Dickens 1987: 73”)

- The date should always be shown in brackets: e.g., “Bloomfield (1933: 123–125) introduced the term ...”; “In his (1922) article Sapir argued that ...”.
- Please provide page numbers in full, and do not use “f.”, “ff.”.
- Please avoid referring to an entire book but provide page numbers instead, where possible. Always provide page numbers with quotations.
- Always provide the full author-date citation, and do not use “op. cit.”, “loc. cit.” or “ibid.”.

8. 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 periodicals.
- Italics may be used to:
 - draw attention to significant terms (at first mention only);
 - emphasize a word or phrase in a quotation, if indicated accordingly “[emphasis mine]”.
- Boldface type should be used sparingly, but it may be used to draw attention to a particular linguistic feature in numbered examples (not in running text).
- Please do not emphasize phrases or whole passages of running text. Underlining text and use of multi-color text and capital letters for emphasis should be avoided.
- Single quotation marks should be used only for the translation of non-English words, e.g., *cogito* ‘I think’.
- Double quotation marks should be used in all other cases, i.e., for:
 - direct quotations in running text;
 - “qualified” words or phrases.
- Use rounded quotation marks (“...”) not “straight” ones.

- Do not use double round brackets: brackets within parentheses should be square brackets.
- Full stops should be placed last, following any other punctuation, but before footnote numbers, e.g.,
 - ... word).
 - "... word".
 - ...word.⁷ (but ... word⁷ ... within a sentence).
- Parenthetical dashes are longer than hyphens. If you are unable to use dashes, please use two hyphens.
- An en-dash, “–”, is used to indicate continuing or inclusive numbers, such as “1965–1966” or pages “5–8”. If your software does not provide an en-dash, please use two hyphen characters.

9. Abbreviations

- Use only the most common abbreviations (i.e., etc., e.g., et al.).
- Do not use periods after acronyms (i.e., SFH, not S.F.H.).
- 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, where possible.
- Names of languages may be abbreviated when prefixed to words cited, as in “the meaning of OEngl. *guma*”, but not in running text, as in “the meaning of *guma* in Old English”.
- Names of theories or concepts may be abbreviated. The abbreviation must be introduced at first mention, e.g., “the Spatialization of Form Hypothesis (SFH)”.
- Do not use sequences of letters to represent titles of books or names of publishers: e.g., “Jackendoff 1993”, not “S&C” (Semantics and Cognition); “Oxford University Press”, not “OUP”.

10. Linguistic examples

- Number examples consecutively throughout a monograph (i.e., not chapter by chapter).
- Number examples article by article in an edited work.

Linguistic examples with interlinear glossing should follow the Leipzig Glossing Rules and should be presented as shown below (see also <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>).

⇒ Use the table function to align the glosses in invisible tables (remove table borders and use gridlines for orientation). This allows for the alignment to be retained when your manuscript is paginated during production. Please do not use blank spaces and/or multiple tabs to align the glosses. These are difficult to retain during typesetting, and unwanted shifting may thus occur.

(1)	Belarusian		
	<i>Maryjka</i>	<i>padnjala</i>	<i>ruku</i>
	Maryjka.NOM	raise.PST.F.SG	hand.ACC.SG
	‘Maryjka raised her hand’ [lit. ‘Maryjka raised hand’]		
	(Mazzitelli 2015: 36)		

(2)	Nanai (Tungusic)		
a.	<i>[mi</i>	<i>niru-gu-lu-xəm-bi]</i>	<i>daŋsa</i>
	1SG	write-REP-INCH-PTCP.PST-POSS.1SG	book
	‘the book that I started writing again’		
b.	<i>[dərə-č̣i</i>	<i>lakto-č̣a-xan]</i>	<i>xaosa</i>
	table-DIR	stick-RES-PTCP.PST	paper
	‘the paper that stuck to the table’		
	(Shagal 2019: 159)		

Examples in English should be set in italics:

(3)	<i>I sent the artefacts to an anthropologist.</i>
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References to examples in the text should take the form “see (2a) and (2b)” with both numbers and letters in brackets.

11. Tables, figures, and illustrations

Tables and figures should be given titles and numbered consecutively throughout a monograph and per chapter in an edited volume. The title of a table should appear above the table, the title of a figure below the figure.

Please send us high-resolution files of all your figures, illustrations and photographs. We accept TIFF, JPEG or EPS format (minimum 300 dpi, ideally 600 dpi; see also paragraph 3. Technical issues). Each figure should be saved separately. File names should reflect the numbering of the figures in the final product. Grayscale is the preferred option. Color images are possible in reasonable amounts or if color is required for legibility of the content. Please remember to obtain reprint permissions for any material owned by others.

12. Maps

If your book or article describes 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 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).
- All major oceans, lakes, rivers and towns shown should be labeled.
- An inset can be useful to help identify the location of the area in question.
- Please remember to obtain reprint permissions for any material owned by others.

13. Appendices and footnotes

- If you need to include additional materials, please do so in an appendix following the text.
- Please use footnotes, not endnotes. Footnotes should be numbered consecutively throughout a monograph and per chapter in an edited volume. Footnote numbers in the text should be superscript (small raised) numbers without parentheses.
- The number of the footnote should directly follow the word in question or a punctuation mark, with no blank space inserted.

14. References

- The format for reference entries should follow the “Unified style sheet for linguistics” (<https://www.linguisticsociety.org/sites/default/files/UnifiedStyleSheet.pdf>; examples given below).
- All works cited in the text must be listed in the reference section.
- The reference section should only include works that are cited in the text.
- Where possible, please provide the full first names of authors and editors.
- Initials require periods and should be spaced, e.g., Ronald W. Langacker, R. M. W. Dixon.
- Entries should show the full title and subtitle of each work.
- 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.
- translate titles in languages other than French, German, Italian and Spanish into English. The translation should be written in Roman alphabet, in lower case, and should be placed in square brackets directly after the italicized original title.
- abbreviate “edition” in reference entries as “edn.” (to set it apart 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 should be named.

- use EM-dashes to replace repeated author/editor names as each reference must be complete as a unit.
- use line returns within individual reference entries. The right- and left-hand margins will be set during technical production.

Sample reference entries

- **Book (authored work)**

Sposato, Adam. 2021. *A Grammar of Xong*. Berlin/Boston: De Gruyter Mouton.

- **Book (edited work)**

Fagard, Benjamin, José Pinto de Lima, Dejan Stosic & Elena Smirnova (eds.). 2020. *Complex Adpositions in European Languages: A Micro-Typological Approach to Complex Nominal Relators*. Berlin/Boston: De Gruyter Mouton.

- **Contribution in an edited work**

Koch, Harold. 2021. Associated motion in the Pama-Nyungan languages of Australia. In Antoine Guillaume & Harold Koch (eds.), *Associated Motion*, 231–324. Berlin/Boston: De Gruyter Mouton.

Roever, Carsten & Naoki Ikeda. 2020. Testing pragmatic competence in a second language. In Klaus P. Schneider & Elly Ifantidou (eds.), *Developmental and Clinical Pragmatics*, 475–496. (Handbooks of Pragmatics 13). Berlin/Boston: De Gruyter Mouton.

⇒ Entries for contributions in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here with “In Guillaume & Koch, 231–324”) is not acceptable.

⇒ If a contribution in an edited work is cited in the article text, a separate, additional entry for the edited work should not be included in the References unless the edited work is cited directly and as a whole.

- **New edition**

Plag, Ingo, Sabine Arndt-Lappe, Maria Braun & Mareile Schramm. 2015 [2007]. *Introduction to English Linguistics*, 3rd edn. Berlin/Boston: Mouton De Gruyter.

- **Translation**

Lagopoulos, Alexandros Ph. & Karin Boklund-Lagopoulou. 2016. *Θεωρία σημειωτικής: Η παράδοση του Ferdinand de Saussure* [Semiotic theory: the tradition of Ferdinand de Saussure]. Athens: Patakis Publishers.

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

- **Journal article**

van de Weijer, Jeroen, Weiyun Wei, Yumeng Wang, Guangyuan Ren & Yunyun Ran. 2020. Words are constructions, too: A construction-based approach to English ablaut reduplication. *Linguistics* 58(6). 1701–1735.

- **Journal article (online)**

Peters, Arne & Susan Coetzee-Van Rooy. 2020. Exploring the interplay of language and body in South African youth: A portrait-corpus study. *Cognitive Linguistics* 31(4). <https://doi.org/10.1515/cog-2019-0101>

⇒ Publication date = year of online publication or year of the latest update. If neither is available, please provide the access date in parentheses at the end of the entry.

- **Special issue of a journal (cited as a whole)**

van Krieken, Kobie, José Sanders & Eve Sweetser (eds.). 2019. Time and Viewpoint in Narrative Discourse. [Special issue]. *Cognitive Linguistics* 30(2).

- **Thesis/dissertation**

De Clercq, Karen. 2013. *A unified syntax of negation*. Ghent: Ghent University dissertation.

- **Article in conference proceedings**

Rao, A. Giridhar. 2017. English in multilingual India: Promise and illusion. In Hywel Coleman (ed.), *Multilingualism and development: Selected proceedings of the 11th Language & Development Conference, New Delhi, India, 2015*, 281–288. London: British Council.

- **Talk or poster presented at a conference or other event**

Buckley, Eugene. 2013. Prosodic structure in Southeastern Pomo stress. Paper presented at the annual meeting of the Society for the Study of the Indigenous Languages of the Americas (SSILA), Boston, 3–6 January, 2013.

- **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. *Italian Journal of Linguistics/Rivista di Linguistica* 12(1). 251–282.

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

- **Website content**

Google. 2020. “Privacy Policy.” Privacy & Terms. <https://www.google.com/policies/privacy/> (last modified 30 September 2020)

De Gruyter. n.d. „The Joshua A. Fishman Award presented by Mouton“.

<https://cloud.newsletter.degruyter.com/fishmanaward> (accessed 15 January 2021)

⇒ Publication date = year of online publication or year of the latest update. If neither is available, please provide the access date in parentheses at the end of the entry.

- **Newspaper article**

Lohr, Steve. 2018. March 8. It’s true: False News Spreads Faster and Wider. And Humans Are to Blame. *New York Times*. <https://www.nytimes.com/2018/03/08/technology/twitter-fake-news-research.html>

15. Index

Typically, we kindly ask you to provide an index to your volume. You are free to choose what kind(s) of index you want to use in the publication (subject index, language index, author index).

There are two options for preparing the index: You can either use the MS Word index function (preferred) or prepare your index manually. For manual preparation, the indices will be typeset on the basis of a file provided by the author/editor, listing all entries and the corresponding page numbers. This file must be based on the *final set of proofs*.

The quality of the index critically depends on the careful selection of keywords:

- Use only a *small* number of keywords that best capture the essence of your work.
- Index only the most central occurrences of a keyword and not every single occurrence of the keyword.
- Index the main body of the text and do not tag keywords in chapter titles, references, and footnotes.
- When indexing phrases rather than individual words, please choose an appropriate keyword under which the phrase is to be sorted. For example, you need to decide whether *conceptual structure* is to be indexed under *conceptual* or under *structure, conceptual*.
- In some instances, you may want to index a passage with a particular keyword that is not directly used in the passage. You are welcome to do this.
- If you want to index a passage that extends across several pages, please add the keyword and the page range, e.g., *conceptual structure, 130–142*.

In case of questions, please email us at mouton.editorial@degruyter.com or contact your responsible editor.