

GUIDELINES FOR CAMERA-READY SUBMISSION

for editors of collective volumes in the

Amsterdam Studies in the Theory and History of Linguistic Science *

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- **Please follow these Guidelines closely in formatting the texts from the contributors.**
 - Contributions should be consistent in their use of language and spelling; for instance, an article in English should be in British English or American English consistently throughout. If the author is not a native speaker of the language used, it is advisable to have the text checked by a native speaker before formatting.
 - Before formatting or printing out all the pages of the volume, please send us one entire contribution and any additional pages that you would like us to take a look at, as a sample. This way we can, if necessary, provide you with further instructions on the formatting.
 - After formatting the articles, please send proofs to the contributors to make sure that no errors have been introduced by the formatting.
 - When the contents have been finalized, please inform us of the total number of pages and provide us with a short promotional text (ca. 150 words) and the table of contents on disk or as an e-mail attachment.
 - Please print the pages one-sided, on a quality laser printer (600 DPI or higher) and on quality paper (white, at least 80 grams, and of a smooth texture).
 - **With the camera-ready pages please also supply the following:**
 - a complete set of signed copyright assignment forms;
 - a list of current contributors' addresses;
 - a short promotional text (“blurb”) of approx. 150 words, describing the volume.
 - When the camera-ready pages have been received, we will check them for consistency of formatting and possible problems in printing. If necessary you will be asked to supply replacement pages.
 - Once the camera-ready materials are in their final form (after checking and replacements, and with index added), please supply additionally an electronic version of the final manuscript in PDF or PostScript, with all fonts embedded, and printed on the same – PostScript – printer that was used to print the hard copy. This file will be used only to make the book available through electronic channels, not for printing.

1. Typeface and font sizes

Recommended typeface: Times Roman

	<i>font size</i>	<i>line spacing</i>
Main text	12 point	14 point
Block quotations	10 point	12 point
References	12 point	single
Tables, Appendices, Figures	10 point	10 (or 12) point
Notes	10 point	single
Index	10 point	single
Running heads	10 point capitals	
Page numbers	12 point	
Contribution title	12 point capitals, bold	
Contribution subtitle	10 point capitals, bold	
Author's name	12 point capitals	
Author's affiliation	12 point italics	

2. The title pages (pp. i-iv) will be prepared by the Publisher. Please begin with the (table of) **Contents** on page v (roman). Furthermore the front matter can consist of an Editor's Foreword, Acknowledgments and an Introduction. These are all numbered in roman numerals. The first article begins on page 1 (arabic). **NB.** A 1-2 page Foreword/Acknowledgment can precede the Contents; an extensive Intro-duction can start on page 1 (arabic). Please start each contribution on a recto (= odd numbered, right-hand) page.

* Comprising: *Current Issues in Linguistic Theory* (CILT), *Library and Information Sources in Linguistics* (LISL), and *Studies in the History of the Language Sciences* (SiHoLS).

→ 3. **Text area**
Width 13.5 cm (= 5.3") x Length 21 cm (= 8.3"), **including the running heads.**
Note: The camera-ready pages will be reduced to 85% later, to render a sharper image.

→ 4. **Justification**
The text should be justified left and right. In principle no hyphenation should be used, but in order to avoid ugly and irregular word spacing (gaps between words on a line) as a result of full justification, an occasional forced word break may be necessary. Please do **not** solve this problem by increasing or reducing the character spacing within words!

5. **(Table of) Contents**

Part I. Title of Part One

Title of Contribution xxxxxxx: Xxxxxx xxxxx xxx 1

Name of Author

Title of Contribution xxxxxx xxxxxxxxxxx xxxxxxxxxxxx53

xxxxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxx

Name of Author & Name of Author

→ 6. **Chapter title page**
The first page of each article begins on a recto (uneven) page with the title, author(s) name(s) and affiliations, all centered. No running head and page number on this first page.
Chapter title / Title of contribution: On 6th text line in 12 point Times capitals, bold. No full stop or colon.

Subtitle directly below in 10 point Times capitals, bold.

Author's name: 12 point Times capitals, two lines below the (sub)title.

Author's affiliation: 12 point Times italics directly below the Author's name. Followed by two lines of space and the main text.

→ 7. **Running heads**
Space between the running head and the text should be 2 (12 pts) lines.
Recto page (= right, odd numbers):
(Short) article title in 10 point Times capitals, centered; page number in 12 pts flush right.
Verso page (= left, even numbers):
Author(s) name(s) in 10 point Times capitals, centered; page number in 12 pts flush left.
If more than two authors, please print last names only.

→ 8. **Section headings**
Section headings show a hierarchy which can be expressed in the following way:
Level 1 = bold italics, 1 line space before, section number flush left, section title aligned with paragraph indent. Text immediately below with paragraph indent.
Level 2 = italics, 1 lines space before, section number flush left, section title aligned with paragraph indent. Text immediately below with paragraph indent.
Level 3ff = italics, 1 line space before, section number flush left, full stop and text following on the same line.
Numbering should be in arabic numerals, no italics, no dot after the last number, except for level 1 headings. Please note that the lines of space before a heading should be dropped if the heading is at the top of a page, or directly following another heading.

→ 9. **Quotations**
Please use smart quotes (‘ ’ and “ ”).
Short quotations should be integrated in the text, enclosed in double quotation marks.
Quotations longer than three lines should appear as block quotations, with hanging indent left and right, in 10 pts Times with 1 (10 pts) line space above and below. In these instances no quotations marks should be used.
For terms or expressions (e.g., ‘context of situation’) please use single quotes.

→ 10. **Emphasis, foreign expressions and citation forms** should appear in italics. For terms or expressions (e.g., ‘context of situation’) please use single quotes. For glosses of citation forms use double quotes.

→ 11. **Example sentences**

One line space before and after. Numbers in parentheses.

Examples in languages other than English should appear in italics with the approximate meaning under-neath in roman type in double quotation marks.

Glosses. Between the original and the translation a morpheme-by-morpheme gloss can be added. We suggest you use the Leipzig Glossing Rules (www.eva.mpg.de/lingua/) as a convention for the formatting of glosses. Examples of common types of morpheme-by-morpheme glossing are given here. Please align the left boundaries of corresponding morphs, using tabs.

- (1) a. *My s Marko poexa-l-i avtobus-om v Peredelkino* (Russian)
we with Marko go-PST-PL bus-INSTR to Peredelkino
“Marko and I went to Peredelkino by bus.”
- b. *unser-n Väter-n* (German)
our-DAT.PL father.PL-DAT.PL
“to our fathers”

→ 12. **Footnotes**

Authors are asked to keep footnotes to a minimum and at a reasonable length. Notes should never be used to supply full references: these should be placed in the **References** section.

Note number in 9 pts superscript, followed by one space, and text in 10 pts Times. No hanging indent.

→ 13. **References**

References in the main text and in the Notes

Examples:

Hymes (1955, 1956) has argued that ...

... study of Basque and Caucasian (Tovar et al. 1961:112-114) ...

... (Karttinen & Mustanoja 1958; cf. also Ohlander 1941:23-24)...

References section

Please note the use of capitals, italics and punctuation. Authors' names should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials.

a. **Book (monograph)**

Kess, Joseph F. 1992. *Psycholinguistics: Psychology, linguistics and the study of natural language*. Amsterdam & Philadelphia: John Benjamins.

——— & Ronald A. Hoppe. 1981. *Ambiguity in Psycholinguistics*. Amsterdam & Philadelphia: John Benjamins.

b. **Book (edited volume)**

Cowan, William, Michael K. Foster & Konrad Koerner, eds. 1986. *New Perspectives in Language, Culture and Personality: Proceedings of the Edward Sapir Centenary Conference (Ottawa, 1-3 October 1984)*. (= *Studies in the History of the Language Sciences*, 41.) Amsterdam & Philadelphia: John Benjamins.

c. **Articles in books**

MacMahon, William E. 1990. “Some Formal Aspects of Aristotelian Componential Sentences”. *History and Historiography of Linguistics: Proceedings of the Fourth International Conference on the History of the Language Sciences (ICHoLS IV), Trier, 24-28 August 1987* ed. by Hans-Josef Nederehe & E. F. Konrad Koerner, vol. II, 97-110. Amsterdam & Philadelphia: John Benjamins.

or, if the source volume is also in the references:

MacMahon, William E. 1990. “Some Formal Aspects of Aristotelian Componential Sentences”. Nederehe & Koerner 1990. 97-110.

d. **Articles in journals**

- Joseph, John E. 1995. "The Structure of Linguistic Revolutions". *Historiographia Linguistica* 22.379-399.
- Koerner, E.F. Konrad. 1992. "Vilhelm fon Gumbol'dt i etnolingvistika v Severnoj Amerike: Ot Boasa do Xajmsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas to Hymes]". *Voprosy Jazykoznanija* 41:1.105-113.

→ 14. Tables and Figures

- Tables and Figures should be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces). Reference should be made in the main text, but in such a manner that the exact location of the table or figure is not absolutely fixed. E.g., "as in Table 1.", but not "as in the table below: ". Try to place tables and figures at the top or bottom of a page if possible, or on a facing page if necessary to avoid a large gap at the bottom of a page.
- All Tables, Plates, and Figures must fit within the 13.5 cm (= 5.3") x 21 cm (= 8.3") area, either portrait or landscape, and still be readable after reduction to 85%. The font size within the table or figure should never be smaller than Times New Roman 10pts, for readability. Figures or plates that you cannot reduce to fit the printed area without loss of quality (such as photographs) may be reduced and inserted in the printing process. In those cases, please consult the publisher, leave open sufficient space and provide a caption, and supply the original (black & white) photograph or plate.
- Notes in Tables and Figures should not be regular notes. Please use a table note or a figure note as in the example below. The note itself is then inserted directly below the table/figure.
- The book will be printed in black & white, so any colors in the supplied graphics will appear in shades of gray. The best results are obtained when the tables and figures are supplied in black and white. Keep shading of cells in tables to a functional minimum: the shading should be done in grey (30%).
- Each Table/Figure should have one line of space before and after. Captions appear below the Table/Figure in italics. Please center the Table/Figure and its caption. (NB. Within a table, columns of text should be left aligned, columns of numbers should be right aligned or aligned on the decimal.). In tables, please avoid the use of vertical lines and keep horizontal lines to a minimum.

	Jamaican		Trinidadian	
	Rate %	Tokens	Rate %	Tokens
Non-syllabic (CD)	19	380	26	551
Non-syllabic (VD)	49	135	49	160
Irregular	31	624	55	1,207*

* The large number of Trinidadian tokens is due to the...etc.

Table 5: *Past-inflection rates in Jamaican and Trinidadian Creoles*

→ 15. Index

It may be helpful for you to ask the contributors to mark in their contributions names, terms, and possibly languages for inclusion, so that you can use these to generate an Index to the Volume. A General or Subject Index is required, separate indexes of Names or Languages can be added if useful.

Refer only to pages where an item is discussed, not just mentioned. Cross-references (*see also*), should be considered only if they actually lead to additional information, not just the same information indexed under different headings. In case of headings referring to the same information include one heading with page numbers and others referring with *see* (*see reference*).

The index should be printed in two columns, ending on equal length. Example:

<p>A. Adjunction <i>see</i> IP adjunction Anaphora 42ff Backward anaphora 44 Long Distance anaphora 47</p>	<p>B. Benefactive 135, 144-146, 170-173</p> <p>C. Cliticization 130ff <i>Ne-</i> cliticization 133</p>
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