



Mouton  
de Gruyter  
Berlin · New York

## Style sheet for Mouton journals

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### 1. General points

Your manuscript will be converted at Mouton. Please help us by following our style guidelines.

#### Submission of the manuscript

- Please be sure to adhere to the appropriate length of an article (or, in the case of a guest-edited issue, a full manuscript) as stipulated by the editor of the journal in question. For a rough estimation: a Mouton page consists of approx. 3000 characters (including spaces and punctuation).
- If your manuscript contains any special characters or fonts, please be sure to also submit a PDF file of your contribution to ensure the proper typesetting of these characters.
- Check to ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps.
- Note that corrections made during the proof stage should be kept to an absolute minimum and should only include typesetting errors.

#### Special attention

- If you are not a native speaker of English, please have your contribution carefully checked by a native speaker.
- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa.
- Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

### 2. Headings

All headings begin flush left and should follow the following numbering system:

#### 1. First-level heading

##### 1.1. *Second-level heading*

##### 1.1.1. *Third-level heading*. Run-on text.

- Never begin numbering sections with “0” (“0” should not be used anywhere in section numbering).
- 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”).

### 3. Quotations

- Short quotations (fewer than 60 words) should run-on in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.

- Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- All quotations in languages other than English should be followed by a translation in square brackets.
- Always give the page number(s) for quotations.

#### 4. Citations

Brief citations are used within the text as follows:

One author: (Bouissac 1985)

Two authors: (Smith and Jones 1995)

Three or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry

Several works by one author: (Bouissac 1987a, 1987b, 1994)

Works by different authors: (Bouissac 1985; Deakin 1993)

Citation of an entire chapter: (Auer 2007: Ch. 3)

Reprints: (Dickens 1987 [1854]: 73)

Page number ranges: (Hockett 1964: 140–145); please do not drop digits (e.g., 140–5)

Page citations in a work being reviewed in a book review: (p. 36), (pp. 133–136)

- The date is always given in parentheses: “Bloomfield (1933: 123–125) introduced the term . . .”; “In his (1922) article Sapir argued that . . .”
- Use the word *and* to conjoin author names in the running text (do not use ampersand [&])
- Give page numbers in full: do not use “f.”, “ff.”
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”
- When citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: Smith (2004a, 2004b, 2004c)
- When citing edited works, do not include the abbreviation “ed.” or “eds.” in the citation

#### 5. Cross-references

- References to section/subsection numbers within the article should include the capitalized word “Section” followed by the section number (omitting the final full stop): e.g., “see Section 4.2”
- References to tables or figures within the article should include the capitalized word “Table” or “Figure” followed by a number: e.g., “cf. Table 3”
- Do not cite page numbers within your own article or page numbers in other articles in the issue

#### 6. 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
- Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman
- Emphasizing a word or phrase in a quotation indicating [emphasis mine]

**Bold** or underlining may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text).

Please keep the use of italics and boldface type to an absolute minimum.

CAPITAL LETTERS and SMALL CAPS 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.
- Please always use rounded quotation marks (“ . . .”) not "straight" ones.

Dashes:

- Spaced EM-dashes are used as parenthetical dashes (“text — text”). Please do not use double hyphens.
- Unspaced EN-dashes should be used between inclusive numbers, e.g., 153–159, 1975–1979.
- Please use EN-dashes (not bullets) for any unnumbered lists.

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, e.g. “(as introduced by Bloomfield [1933: 123–125])”.

## 7. Linguistic examples

Linguistic examples with interlinear glossing should follow the “Leipzig glossing rules” (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>) and should be presented as shown below. Use tabs (not the space bar) to align the glosses. Examples in English should be set in italics, see (3):

- (1) *qwél-em            te    Strang   te   sth’óqwi.*  
barbecue-INTR    DET   Strang   DET   fish  
‘Strang barbecues the fish.’  
(Wiltschko 2006: 202)

- (2) a. *bawiä    lagahk   loä.*  
I.saw    SELF   me  
‘I saw myself.’  
(Gast and Siemund 2006: 355)
- b. *lagahk    Juan   kayuhn-ni            rolihdz-ni.*  
SELF    Juan   is.building-3SG    house-3SG.POSS  
‘Juan himself is building his house.’  
(Gast and Siemund 2006: 355)
- c. *Juan    ensilaani    kayuhn-ni            rolihdz-ni.*  
Juan    SELF.AO    is.building-3SG    house-3SG.POSS  
‘Juan is building his house himself.’  
(Gast and Siemund 2006: 355)

(3) *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form “see (2a) and (2b)” with both number and letter in brackets.

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

- Information presented together in rows and columns should be labelled as “Tables”.
- Graphs, line drawings, photographs and the like should be labelled as “Figures”.
- Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
- The journal is printed in black and white. Information presented in graphics or photos that are color originals should thus be meaningful without color.
- Tables and figures should be numbered consecutively throughout the text.
- Table captions should appear directly above the table; figure captions should appear directly below the figure.
- Do not end the text immediately preceding the insertion point for a table/figure with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.

## **9. Appendices and notes**

- Appendices should be placed at the end of the article, before the Notes.
- The Notes (i.e., endnotes) should be placed at the end of the article, before the References.
- Notes should be numbered consecutively throughout the text.
- Note numbers in the running text should be Arabic numbers set superscript and should directly follow punctuation marks (where applicable), with no blank space: e.g., text text text.<sup>7</sup>

## **10. References**

- The format for reference entries should follow the “Unified style sheet for linguistics” (<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>) (see below for examples).
- All works cited in the running text must be listed in the reference section.
- The reference section should include only those works that were cited in the text.
- Whenever possible, please give 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, Spanish, and Italian into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the italicized original title.
- abbreviate “edition” in reference entries as “edn.” (to differentiate 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 names should be listed.
- use EM-dashes to replace repeated author/editor names.
- use line returns within individual reference entries. The right- and left-hand margins will be set during technical production.

### Sample reference entries (following the “Unified style sheet for linguistics”)

#### **Book (authored work):**

Chomsky, Noam. 1986. *Knowledge of language: Its nature, origin, and use*. New York: Praeger.

#### **Book (edited work):**

Gippert, Jost, Nikolaus P. Himmelmann & Ulrike Mosel (eds.). 2006. *Essentials of language documentation* (Trends in Linguistics, Studies and Monographs 178). Berlin & New York: Mouton de Gruyter.

#### **Contribution in an edited work:**

Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller & Marya Teutsch-Dwyer (eds.), *Multilingualism, second language learning, and gender* (Language, Power and Social Process 6), 257–282. Berlin & New York: Mouton de Gruyter.

→ **Note: Entries for articles in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e.g., with “In Pavlenko et al., 257–282”) is not acceptable.**

#### **Book also published electronically:**

Jefferson, Gail. 2004. Glossary of transcript symbols with an introduction. In Gene H. Lerner (ed.), *Conversation analysis: Studies from the first generation*, 13–23. Amsterdam & Philadelphia: John Benjamins. <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (accessed 24 June 2008).

→ **Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.**

#### **Journal article:**

Neuman, Yair, Yotam Lurie & Michele Rosenthal. 2001. A watermelon without seeds: A case study in rhetorical rationality. *Text* 21(4). 543–565.

**Journal article also published electronically:**

Inkelas, Sharon. 2008. The dual theory of reduplication. *Linguistics* 46(2). <http://www.reference-global.com/doi/pdf/10.1515/LING.2008.013> (accessed 10 June 2008).

→ **Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.**

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

Majid, Asifa & Melissa Bowerman (eds.). 2007. Cutting and breaking events: A crosslinguistic perspective. [Special issue]. *Cognitive Linguistics* 18(2).

**Reprint:**

Jakobson, Roman & Morris Halle. 2002 [1956]. *Fundamentals of language*, 2nd edn. Berlin & New York: Mouton de Gruyter.

**Thesis/dissertation:**

Jacq, Pascale. 2001. *A description of Jruq (Loven): A Mon-Khmer language of the Lao PDR*. Canberra: Australian National University MA thesis.

Kim, Yong-Jin. 1990. *Register variation in Korean: A corpus-based study*. Columbia, SC: University of South Carolina dissertation.

**Translated title:**

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

→ **Note: The English translation of the title should not be capitalized.**

**Paper presented at a meeting or conference:**

Sarangi, Srikant & Celia Roberts. 2000. Uptake of discourse research in inter-professional settings: Reporting from medical consultancy. Paper presented at the International Conference on Text and Talk at Work, University of Gent, 16–19 August.

**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. *Journal of Italian Linguistics/Rivista di Linguistica* 12. 251–282.

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

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