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SUBMISSION GUIDELINES FOR CONTRIBUTORS TO BABEL

For the benefit of production efficiency and the production of texts of the highest quality and consistency, we urge you to follow the enclosed submission guidelines.

Contributions should preferably be in English or French. If you are not a native speaker it is advisable to have your text checked by a native speaker before submission. Articles in Spanish, German or Russian will also be considered.

Spelling in papers in English should be British English or American English consistently.

Manuscripts, of not more than 9,000 words, should be submitted in duplicate.

All pages should be numbered consecutively and typed on one side only.

Submissions will not be returned; the author should keep a complete copy of the manuscript.

The first page should contain the title; the name, affiliation and address of each author; a self-contained abstracts (150-200 words) and a list of keywords in English and French. For abstracts in French, the Editors may assist upon request.

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When submitting the final manuscript please make sure that you provide the following:

1. final versions of the file(s)
2. identical hard copy or a PDF file with embedded fonts, showing all special characters as they should be printed.

Hard copy and electronic files

Hard copy: Please provide hard copy or a PDF file with embedded fonts. During the production process the hard copy or PDF are referenced by the typesetter and is of great help to solve problems in the files, such as conversion errors, distorted tables, lost graphs, etc.

Electronic files: Please make sure that you supply *all* text and graphic files of the *final* version of the manuscript. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.

File naming conventions: When naming your file please use a clear and consistent file naming convention. We suggest the following: use the first three characters of your own surname; if your name is Johnson, the files should be named JOH.DOC, if further divided into chapters JOH1.DOC, JOH2.DOC. Figures can be named as follows JOH1.EPS, JOH2.EPS, etc. Please write

the file names on the corresponding hard copy. This naming convention is particularly important when submitting for collective volumes.

Please write the file names down on the corresponding hard copy.

Software: Files in Word are preferred, but our typesetters can convert almost anything. If, for some reason, a different format is required than supplied, we will contact you.

Graphic files: Please supply Figures and Plates as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the source files. Please ensure the resolution is fit for print media, preferably 300 dpi.

Lay-out

Our typesetters will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

Please use a minimum of page settings. The preferred setting is 12 pt Times New Roman, double line spacing, on 13 x 22 cm (5" x 8.6") text area. With this setting the ratio manuscript to typeset pages is roughly 2:1. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions you use, please be consistent.

Please do not use right-hand justification or automatic hyphenation.

Please use Unicode fonts for special characters or supply the required TrueType or PostScript Type 1 fonts with your submission. For texts including examples or fragments in Arabic, Chinese, Japanese, or Korean this is required. Otherwise, any symbols or visual aspects that you cannot produce in electronic form should be marked clearly in red on the manuscript. If a symbol occurs frequently you can use an alternative symbol (e.g. @ # \$ %) and enclose a list of these with their correct transcription.

Tables, figures and plates

1. Tables and figures should be numbered consecutively and provided with concise captions (max. 240 characters).
2. All figures and tables should be referenced in the text, e.g. (see Figure 5). Please do not use relative indicators such as “see the table below”, or “in this table: ...”.
3. If the table or figure is not enclosed in the text file, please indicate the preferred position of the table or figure in the text by inserting a line “@@ Insert (file name) here” at the appropriate position. It will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.
4. The book will be printed in black & white. Please make sure any illustrations are still meaningful when printed in black & white.

5. All tables, plates, and figures eventually have to fit the following text area, either portrait or landscape: 12 cm x 20 cm at 8 pt minimum.
6. Notes in tables and figures should not be regular endnotes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.
7. In tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.

Running heads

Please do not include running heads in your article. In case of a long title, please suggest a short one for the running head (max.55 characters) on the title page of your manuscript.

Emphasis and foreign words

Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Transliteration

Please transliterate into English any examples from languages that use a non-Latin script, using the appropriate transliteration system (ISO or LOC).

Chapters and headings: Chapters or articles should be reasonably divided into sections and, if necessary, into subsections. Please mark the hierarchy of subheadings as follows:

Heading A = bold, two lines space above and one line space below.

Heading B = italics, one line space above and one line space below.

Heading C = italics, one line space above, text on new line

Heading D = italics, one line space above; period; run on text.

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

Listings: Should not be indented. If numbered, please number as follows:

1. or a.

2. or b.

Listings that run on with the main text should be numbered in parentheses: (1)....., (2)....., etc.

Examples and glosses

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses.

Examples in languages other than the language in which your contribution is written should be in italics with an approximate translation. Between the original and the translation, glosses can be added. This interlinear gloss gets no punctuation and no highlighting. For the abbreviations in the

interlinear gloss, CAPS or SMALL CAPS can be used, which will be converted to small caps by our typesetters in final formatting.

Please note that lines 1 and 2 are lined up through the use of spaces: it is essential that the number of elements in lines 1 and 2 match. If two words in the example correspond to one word in the gloss use a full stop to glue the two together (2a). Morphemes are separated by hyphens (1, 2b).

Every next level in the example gets one indent/tab.

- (1) *Kare wa besutoseeraa o takusan kaite-iru.*
he TOP best-seller ACC many write-PERF
“He has written many best-sellers.”
- (2) a. *Jan houdt van Marie.*
Jan loves Marie
“Jan loves Marie.”
- b. *Ed en Floor gaan samen-wonen.*
Ed and Floor go together-live.INF
“Ed and Floor are going to live together.”

Notes

Notes should be kept to a minimum and should be submitted as numbered endnotes.

***Note: footnote indicators in the text should appear at the end of sentences and follow punctuation marks.

References

It is *essential* that the references are formatted according to the specifications given in these guidelines. Papers that do not meet specifications will not be considered.. Please study the examples carefully and format your references consistently.

References in the text

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

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

... (Karttunen and Mustanoja 1958; see also Ohlander 1941:23-24)...

***Note: place in-text references immediately following quotations, i.e., “This issue has for too long been ignored” (Franetti et al. 1983:11).

Examples of references

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. Do not abbreviate the names of publishers (other than dropping ‘Ltd.’ etc.) or journals. For states in the US, please do not use the postal abbreviation (*not* CA, but Calif.)

a. Book (monograph)

Halle, Morris. 1959. *The Sound Pattern of Russian: Description and Analysis of Contemporary Standard Russian*. The Hague: Mouton.

----- and Jean-Roger Vergnaud. 1987. *An Essay on Stress*. (= *Current Studies in Linguistics*, 15.) Cambridge, Mass.: MIT Press.

b. Book (edited volume)

Cowan, William, Michael K. Foster and 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 and Philadelphia: John Benjamins.

c. Articles in books

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences." In *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*, edited by Hans-Josef Niederehe and E. F. Konrad Koerner, vol. II, 97-110. Amsterdam and Philadelphia: John Benjamins.

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

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences." Niederehe and 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. "Vil'hel'm fon Gumbol'dt i etnolingvistika v Severnoi Amerike: Ot Boasa do Xaimsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas to Hymes]." *Voprosy Jazykoznanija* 41.1:105-113.

e. Unpublished materials (dissertations, papers)

Müller, Gereon. 1993. *On Deriving Movement Type Asymmetries*. Ph.D. dissertation, University of Tübingen.

Riad, Tomas. 1990. "Vowel Shortening and Vowel Deletion in Old English". Ms., Stockholm University.

Winford, Donald. 1992. "The Forms and Functions of do in Caribbean English Creoles". Paper presented at the conference of the Society for Caribbean Linguistics, Barbados, August 1992.

f. Electronic source

Buck, V. (2002). One world, one language? Communicate! [Online] April-May 2002. <http://www.aiic.net/ViewPage.cfm/article520> (accessed d month yyyy).

Appendixes

Appendixes should follow the References section.

Additional Style Guidance

Please use in-text citations, numbered endnotes, and works cited.

1. Please do not justify the right margin of your manuscript or the electronic version on disk. Leave a ragged right margin.
2. Please double space everything, including quotations and footnotes.
3. Please use American spellings and punctuation, including
 - spellings in -ize, -or, etc.
 - punctuation that includes a comma before and or or in a series of 3 items (e.g. lexis, morphology, and syntax)
 - commas to set off any preceding dependent clause of a complex sentence or to divide a compound sentence
 - double quotes to enclose a quotation and single quotes to indicate a quote within a quote;
 - end quotes after punctuation (i.e., “to be done.”)
 - comma after i.e. and e.g.
 - do not punctuate lists
4. Section headers, if used, should simply be phrases with no numbers. Please restrict headers to three or four per essay. They may be italicized.
5. Miscellaneous
 - indicate a new paragraph with a single tab
 - set off any introductory phrase of five words or more with a comma, e.g. “Toward the end of World War II,…”
 - dates should be of the form “15 December 1998”
 - decades should be of the form “the 1980s”
 - spell out centuries, e.g., “eighteenth century”
 - at first mention of an author in your text, provide the full name, e.g., “Anne Ross...”; all following in-text references should use only the last name
 - use “and” in place of “&”, and “see” in place of “cf.”
 - use minimal capitalization, e.g., “translation studies”, “the Roman Catholic church”;
 - use minimal hyphenization, e.g., “postcolonial”
 - possessives of names ending in “s” should take the form of “Yeats's”
 - please avoid inappropriately gendered language, finding locutions as well that avoid awkward forms like “his/her” whenever possible.
 - represent dashes as two hyphens, no spaces, e.g., “despite the difficulty--however great.”

Author’s Submission Checklist

When submitting the revised version of your accepted manuscript, in addition to following the

guidelines above, please be sure that you also include:

- a one-paragraph abstract of your article in French and English
- a list of approximately five keywords (French and English) to aid in searching and indexing
- a short (2-3 sentence) professional profile, including key publications
- full contact details

Proofing procedure

The first author of a contribution will receive a PDF of first proofs of the article for correction via email and will be requested to return the corrections on a hard copy to the journal editor within 7 days of receipt. Acrobat Reader can be downloaded for free from www.adobe.com which will enable you to read and print the file. Please limit corrections to the essential. It is at the publisher's discretion not to implement substantial textual changes or to charge the author. If it is absolutely necessary to change larger chunks of text (i.e. more than just a few words), it is best to submit the changes electronically (with identical hard copy).

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