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SUBMISSION GUIDELINES FOR AUTHORS AND EDITORS  
**CONSTRUCTIONAL APPROACHES TO LANGUAGE**

**General**

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.

Manuscripts should be in either British or American English consistently throughout; if you are not a native speaker of English it is advisable to have your text checked by a native speaker before submission.

When submitting the final manuscript please add a cover sheet with the full title of the work, the author or editor's (and contributors in the case of a collective volume) full name, affiliation, as well as current address and e-mail address.

**Hard copy and electronic files**

**Hard copy:** Please provide hard copy. In case of any mismatch between the hard copy and the electronic file the typesetters regard the hard copy as the conclusive document. During the production process the hard copy is referenced by the typesetter and is of great help when faced with 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 the following convention: 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.

**Software:** Files in Word or WordPerfect (PC or Mac) are preferred. If other word processing software is used let this software create a Word or WordPerfect conversion and submit these together with the original source files. LaTeX users are requested to send their original files and PS files (not stripped ASCII).

**Graphic files:** Please supply Figures and Plates in Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) format, as well as the original creation files. All graphic files should be supplied as separate from the main text.

**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.

**Do's and don'ts:** Please use a minimum of page settings.

The preferred setting is 12 pt Times New Roman, double line spacing, on 13 x 22 cm 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 are employed, please be consistent.

**Running heads:** 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).

**Symbols and special characters:** Please use the standard Unicode. In case you have no access to certain characters, we advise you to use a clear convention to mark these characters as this will facilitate automatic replacement during the formatting of the text. If you use any special characters, be sure to mark these with unique codes such as %%...%% or \$[...]. This will enable us to trace those characters in your document.

**Chapters and headings:** Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the hierarchy of the 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 can be numbered in parentheses: (1)....., (2)....., etc.

### Examples

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented. We suggest you use the Leipzig Glossing Rules ([www.eva.mpg.de/lingua/](http://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.

- (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”

CAPS can be used for abbreviations in the interlinear gloss: in the final formatting these will be converted into small caps. Please refrain from the use of lower case. For consistency, it would be good if you and your contributors could agree on a standardized list of abbreviations to be used in the volume.

### Notes

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks. Notes will generally be formatted as endnotes.

### References

It is *essential* that the references be formatted to the specifications given in these guidelines, as these cannot be formatted automatically.

**References in the text:** These should be as precise as possible, giving page references where necessary; for example (Clahsen, 1991: 252) or: as in Brown et al. (1991: 252). All references in the text should appear in the References section.

**References section:** The References section follows the Notes section. References should be listed first alphabetically and then chronologically.

### Examples

Fortescue, Michael, Peter Harder, & Lars Kristoffersen (Eds.) (1992). *Layered structure and reference in a functional perspective* [Pragmatics & Beyond New Series, 23]. Amsterdam & Philadelphia: John Benjamins.

Kirsner, Robert & Sandra A. Thompson (1976). The role of pragmatic inference in semantics: A study of sensory verb components in English. *Glossia*, 10, 200-240.

Sperber, Dan & Deirdre Wilson (1986/1995). *Relevance: Communication and cognition*. Oxford: Blackwell.

Vet, Co (1992). Predication, aspect, and negation. In M. Fortescue, P. Harder, & L. Kristoffersen (Eds.), *Layered structure and reference in a functional perspective* (57-71). Amsterdam & Philadelphia: John Benjamins.

Please note that not all book series published with John Benjamins follow the same style of references. Basically the style for Constructional Approaches to Language follows the *APA Publications Manual* (as in the examples above), unless the volume editor indicates otherwise.

### **Tables, Figures and Plates**

1. 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, e.g., (see Figure 5). Please indicate the preferred position of the Table or Figure in the text by inserting a line “@@ Insert Figure XX 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.
2. All Tables, Plates, and Figures eventually have to fit the following text area, either portrait or landscape: **11.5 cm (= 4.5”) x 19 cm (= 7.5”)**. Font setting: Times New Roman 9pts (absolute minimum: 8pts).
3. Notes in Tables and Figures should not be regular notes. 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.
4. Avoid the use of colors. Colors will be printed as shades of gray.
5. Carefully check all graphics for errors before submission as the typesetter often cannot make corrections in these electronic files.

### **Appendixes**

Appendixes should follow the References section. Please make sure you refer to the appendix in the main text.

### **Author’s corrections**

Authors will receive first proofs for correction, and after correction a set of 2nd proofs for final checking and indexing. Please use correction symbols as provided and keep a copy for your own reference. Proofs must be returned with corrections by the dates determined by the publication schedule.

Contributors to collective volumes will receive first proofs of their article for correction and will be requested to return their corrections to the volume editor. The editor will receive one full set of the first proofs and after corrections a set of second proofs for final checking and indexing. Proofs must be returned with corrections by the dates determined by the publication schedule.

Please indicate corrections that should be implemented throughout only once, with a clear instruction that they should be processed throughout.

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 on disk (with an identical hard copy). The same holds for updated references. If, for whatever reason existing items in the References section must be redone or new ones inserted, submit these on disk.

Please limit corrections to the essential. It is at the publisher’s discretion not to implement substantial changes or to charge the author.

### **Index (instructions for volume editors)**

An index usually includes both proper name and subject entries, but if the material is complex and the list of proper names large, we advise you to make separate indexes of Names and of Subjects. Finer divisions may be considered, for instance, if the book discusses data from a lot of languages (say, more than 20) it makes sense to create a separate language index.

As a rule, don’t include items in the index which are mentioned in the Table of Contents. Material from the preliminary matter (such as Preface, Foreword, List of Tables, etc.), and the back matter (Glossary, References, etc.) should not be indexed unless they contain important additional information to the main text. Try to be as objective as possible in the choice of entries and include those entries in the index that you think a reader may want to look up. Refer only to pages where an item is discussed, not just mentioned.

These are the options for the preparation of an index:

1. The author/editor takes care of the total preparation of the index and delivers the index (entries plus page numbers) electronically for typesetting. Preparation of the index should be done on the basis of the second proofs as only at that stage the pagination is fixed.
2. The author/editor indicates which terms should be included in the index, in the files submitted for production. With this information our typesetters generate a rough index. The terms to be included can be identified by the author/editor in one of the following ways:

- a. The author/editor uses the indexing option of Word or WP to mark all relevant instances of terms in the electronic version of the text, **before submitting it for production**. Please note that these terms should be marked as main entries only; decisions about subdivisions and cross-references should be postponed until the rough index has been generated (see below). In Word, please do **not** use the “page range” option as this information is lost when converting files to our typesetting system. When you submit your manuscript for production, please inform us that you have added index markers in this manner.
- b. Alternatively, before submitting the text for production the author/editor inserts in the electronic version of the text **unique code markers**. These should identify the beginning and end of the index term; for instance, @[word to be indexed]. All relevant instances of a term should be marked in this way. It is important that these markers do not appear in any other function in the text, and are thus uniquely identifiable as index markers. During conversion these markers remain in place and make it possible to generate a rough index. If you are editing a collective volume, and your contributors supply electronic texts to you, we urgently advise you to instruct your contributors to use this method. When you submit the manuscript for production, please inform us that you have added index markers in this manner.

You will receive the rough index on paper or as a PDF file, and – if you wish – as a word processing document, for editing and fine-tuning.

For further queries you may consult the *American Psychological Association Manual*, or contact your editor.

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