

## CONSTRUCTIONS AND FRAMES

### Guidelines for article submissions

#### 0. Introductory Remarks

*Constructions and Frames* welcomes submissions on construction-based approaches to language analysis. Constructional models emphasize the role of constructions, as conventional pairings of meaning and form, in stating language-specific and cross-linguistic generalizations and in accounting equally for regular and semi-regular patterns. The aim of the journal is to promote innovative research that extends constructional approaches in new directions and along interdisciplinary paths.

To ensure that a paper fits the scope and goals of *Constructions and Frames*, authors are encouraged to send the editors a summary of their paper prior to formal submission, by electronic mail, as regular text or attachment. Articles should be shorter than 12.000 words (reviews shorter than 3.000 words), including references; longer manuscripts may not be considered.

Authors submitting articles for publication in *Constructions and Frames* should send THREE hard copies of the manuscript to one of the editors or, preferably, one electronic copy in portable document format (.pdf). (See the end of this document for contact information.) It is not necessary that initial submissions adhere fully to the guidelines in sections 1-8, below. At this point in the process, clear and consistent presentation are paramount. Texts should be double-spaced, printed on one side of the page only, with all pages numbered consecutively. Figures, charts and tables can be left in the appropriate place in the manuscript rather than moved to the end. In order to permit double-blind refereeing, submissions should not carry author information.

Contributions should be in English; contributors whose native language is not English should have their manuscript carefully checked by a native speaker.

**Note:** Any material submitted to *Constructions and Frames* must be original work, not published or under review elsewhere, and contributors may not submit this work elsewhere while it is under review here. If related material is published, under consideration or in press elsewhere, that must be disclosed to us. Similarly, if part of a contribution has appeared or will appear elsewhere, contributors must specify the details in a cover letter accompanying the submission. Upon acceptance of a contribution for publication, its author(s) will be asked to sign a Copyright Assignment Form, transferring the copyright to the publisher.

**Reviewing procedure.** In order to permit double-blind refereeing, submissions should not carry author information. In particular, please note the following:

1. Your name, affiliation, and other personal data should be submitted separately.
2. Avoid the use of your name in the text of the manuscript.
3. Minimize references to your own work. If necessary, use third person formulations as much as possible; if you are Jones or have worked in Jones' department, do not write "Building on previous work (Jones 2007), we will now show that ...", but simply "We build on prior work by Jones (2007)".
4. Avoid references to unpublished work, especially work of which you are a (co-) author. If unavoidable, replace the reference in the text by "Author (in press)", and describe it in the list of references as "Author (in press). Details omitted for blind reviewing". (But please remember to fill these out again in the final text for production if your article is accepted for publication!)

5. Remember to remove any identifying information from the document properties.
6. Please be advised that the editors may return your manuscript to you for anonymization before sending it to reviewers in case it does not, in their opinion, conform to the standards for double-blind reviewing.

## 1. Title page

This should be the first, separate, sheet of the manuscript and must provide: (a) author(s)'s name(s) and affiliation(s) as well as (b) full address(es), including e-mail and fax information, indicating – in case there is more than one author – who will be responsible for proofreading

In case of a long title please suggest a shortened one (max. 55 characters) for the running head.

## 2. Form of manuscript

Once a manuscript is accepted for publication, contributors must submit revised versions prepared in strict accordance with this style sheet. **Final versions** must be submitted both in hard copy (or .pdf) and electronically (as an attachment or on diskette), in the word processing program in which the paper was written and, unless the paper was prepared in Microsoft Word, in rich text format (.rtf).

For articles, an **abstract** of about 100 words is required. Authors of articles are also required to provide up to 10 keywords.

Authors are encouraged to use **Unicode** fonts for any special – non standard ASCII – characters; in any case, the provided hard copy (or .pdf) should show any special character as they should appear in print, so that this can be used for reference during typesetting. 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 \$[...].

Authors are asked to **keep formatting to a minimum**; for example neither right justification nor automatic hyphenation should be used. 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.

Manuscripts, especially articles and review articles, should be divided into **sections** and subsections as needed, all with appropriate (short) titles, not mere numbers.

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).

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** should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented. Morphemes and glosses should be aligned; please make sure this alignment is clearly visible in the hard copy/pdf. We recommend the use of the ‘Leipzig Glossing Rules’ as a convention for the formatting of glosses ([www.eva.mpg.de/lingua/resources/glossing-rules.php](http://www.eva.mpg.de/lingua/resources/glossing-rules.php)).

- (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.

Notes should be kept to a minimum and not be used for references. Note indicators in the text should appear at the end of sentences and follow punctuation marks. Notes should be submitted as endnotes.

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

References in the text 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 and all reference in the References section should be mentioned in the text.

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.

For further details, please consult the APA Publications Manual.

**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)”; do not use absolute references such as “see the table below” or “see this figure: ”. 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. The journal is printed in black & white, and colors will be printed as shades of gray; make sure any figures are still meaningful without color.
5. Carefully check all graphics for errors before submission as the typesetter often cannot make corrections in these electronic files.

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

### **Production**

The corresponding author will receive first proofs for correction. Proofs must be returned with corrections by the dates determined by the publication schedule, as given in the instructions accompanying the proofs.

For further questions, please contact the editors:

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