

Guidelines for the submission to CLD for production

Author Information

Please provide author(s) information in a separate file, which should include the following: name, affiliation, regular postal address, and email address.

Language

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. It is advised to have the text checked by a native speaker.

Likewise, the use of simplified or traditional Chinese characters, where needed, should be consistent throughout.

Electronic files

A hard copy is recommended but not required. If you provide a PDF file by way of a hard copy, please make sure that all fonts are embedded when generating the PDF. This PDF cannot be used as input for typesetting and does not replace the need to provide a word processing file (in Word or such).

Graphic files: Please supply figures as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the original creation files. Please note that the typesetters cannot make corrections or changes in figures that are supplied as graphics.

Margins: Please use ample margins and 1.5 line spacing.

Running heads

It is not necessary to add running heads in the articles. However, in case of a long title please ask the author to suggest a short one for the running head (max. 55 characters) on the cover sheet of their contribution.

Font

Font setting for text: Times New Roman 12 pts.

Font setting for tables: Times New Roman 10 pts (absolute minimum: 8 pts).

Abstract and Keywords

Each article starts with an English abstract (max. 150 words in a single paragraph; not needed for book reviews) and a listing of keywords in both English and Chinese.

Text

It is not necessary to implement full justification or hyphenation. It is sufficient to characterise elements such as examples, quotations, tables, headings etc. in the formatting in a clear and consistent way, so that they can be identified and formatted in the style of the journal. Formatting that should be included before submitting for production is the formatting of references and font enhancements (such as italics, bold, caps, small caps, etc.) in the text itself.

Whatever formatting or style conventions are employed, please be consistent.

Sections and headings

Articles should be reasonably divided into sections and, if necessary, into sub-sections. If you cannot use electronic styles, please mark the headings as follows:

Level 1 = bold italics, 1 line space before, section number flush left. Text immediately below .

Level 2 = italics, 1 line space before, section number flush left. Text immediately below.

Level 3ff = italics, 1 line space before, section number flush left. Heading ends with a full stop, with the 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.

Tables and figures

All tables, trees and figures must fit within the following page size (if necessary, after – limited – reduction) and should still be legible at this size:

11.5 cm ($\approx 4.5''$) x 19 cm ($\approx 7.5''$).

Suggested font setting for tables: Times Roman 10 pts (absolute minimum: 8 pts).

Tables and figures should be numbered consecutively, provided with appropriate captions and should be referred to in the main text in this manner, e.g., “in table 2”, but never like this “in the following table: ...” .

Emphasis and foreign words.

Use italics for foreign language, 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), unless this is a strict convention in your field of research. For terms or expressions (e.g., ‘context of situation’) please use single quotes. For glosses of citation forms use double quotes.

Quotations

In the main text quotations should be given in double quotation marks. Quotations longer than 3 lines should be indented left and right, without quotations marks and with the appropriate reference to the source. They should be set off from the main text by a line of space above and below.

Listings

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 and glosses

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

Chinese examples should be in either simplified or traditional characters consistently. Presentation of Chinese examples should follow the following format:

Line 1: Chinese character (optional)
Line 2: pinyin
Line 3: word by word gloss
Line 4: free English translation (in single quote)

In-text Chinese examples should be in pinyin and in italics; an approximate translation should be provided. IPA may be used for the phonetic representation of non-standard dialects.

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.

We advise the use of the Leipzig Glossing Rules:
www.eva.mpg.de/lingua/resources/glossing-rules.php

Notes

Notes should be kept to a minimum and should be submitted as endnotes. Note 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 as it is a lot of work for the journal's editor or the typesetter to change this afterwards. 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) ...
... (Karttinen & Mustanoja 1958; cf. also Ohlander 1941:23-24)...

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.

----- & 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 & 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 Niederehe & 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".
Niederehe & 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 Severnoj Amerike: Ot
Boasa do Xajmsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas
to Hymes]". *Voprosy Jazykoznanija* 41:1.105-113.

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.

Appendixes

Appendixes should follow the References section.

Other

a) Authors are requested to check accepted manuscripts very carefully before final submission in order to avoid delays and extra costs at the proof stage. Page proofs will be sent to the first author and must be corrected and returned within seven days of receipt. Author alterations other than typographical corrections in the page proofs may be charged to the author at the publisher's discretion.

b) Authors will receive a PDF file of their contribution and a complimentary copy of the issue in which their article has appeared. (In the case of multiple authors, the PDF file will be sent to the first named author.) Editorial correspondence should be sent to the Editors at

CLD.Editors@gmail.com