

PRAGMATICS AND SOCIETY

Guidelines for the submission of journal articles (‘Instructions to Authors’)

General

Articles should be in English. English spelling and style should be consistently either British or American throughout. If you are not a native user of English, you should have the paper checked by an English language professional.

When submitting your article, please observe the following:

Make sure that you submit the final, clean version of the manuscript, together with all accompanying files (figures etc., if submitted separately).

In addition, provide a list containing all contributors’ full names (first and last), affiliations, and addresses (both postal and e-mail). Telephone and fax numbers are optional.

Contributions should be maximally 8,000 words in length (including references, an abstract of 100-150 words, and 6-8 keywords).

Electronic files

Submission:

Please take care that you supply all the files, text as well as graphic files, used in the creation of the manuscripts. Also, make sure that you have deleted any previous versions of the manuscript as well any personal comments, corrections, tracks, etc., and check that all files are readable.

Files should be submitted by e-mail directly to all three Editors. (When, in the near future, the journal’s electronic submission system is up and running, you will be expected to submit all materials there; proper notice will be given in due time).

File naming conventions:

When naming your files please use the following conventions: Use the first three characters of the first author’s last name, followed by the proper three character file extension. For example, if that name is Johnson, the respective document file should be named JOH.DOC. Do not use the three character extension except for identifying the file type, as provided by the system (e.g. JOH.DOC is OK, but not JOH.ART, JOH.REV; instead use JOHART.DOC, JOHR1.DOC, etc.). Figures, tables etc. should be named using the appropriate standard extensions, e.g. JOH1.EPS, JOH2.TIF, JOH3.XLS, etc.

Software:

MS Word (PC or Mac) is our preferred submission format; for other formats, please contact our production department (our typesetters can convert most formats). If, for some reason, a different format is required than the one supplied, we will contact you.

Graphic files:

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

Lay-out:

Please use ample margins and 1.5 line spacing.

Do not use running heads and avoid full justification and ‘stiff’ hyphenation. Examples, quotations, tables, headings etc. should be presented in a clear and consistent way, so that they can be identified and formatted in the style of our journal. References should be given in accordance with our style sheet (‘Instructions to Authors’); font enhancements (such as italics, bold face, caps, small caps, etc.) may be applied directly in the text itself.

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

Tables and figures:

All tables, figures, and trees must fit within the page size as specified below:
4.5” x 7.5” (≈ 11,5 cm x 19 cm)

Please be aware that prior to typesetting, the pages will have to be reduced in size; any lettering etc. should be big enough to be legible also after reduction.

Suggested font setting for main text: Times (New) Roman 12 pts. For tables and footnotes: Times Roman 10 pts (absolute lowest size: 8 pts).

Tables and figures should be numbered consecutively and provided with appropriate captions. They should be referred to in the main text as “Table 2”, “Figure 3”, etc. (avoid expressions such as “in the following table: ...” or “See the figure below.”).

Please indicate the preferred positioning of tables and figures in the text in this way:

INSERT FIG 1 HERE

Running heads:

It is not necessary to provide running heads. For articles with long titles (which in general should be avoided), a shortened version (max. 55 characters), to be used as running head, may be provided on the cover sheet of your contribution.

Emphasis and foreign words:

Use italics for words in languages other than English as well as for emphasis. Boldface should be used only for highlighting words within italicized stretches and for headings.

Please refrain from the use of FULL CAPS (except for focal stress and abbreviations).

Do not use underlining except when conventionally required in your field of research. (It is OK to use underlining for highlighting within examples as an alternative to boldface).

For conventionally used terms or expressions (e.g., ‘context of situation’), please use single quotes; these may also be used as ‘scare quotes’ to focus attention on a particular word or expression. For glosses and directly quoted forms and expressions, always use double quotes.

Sections and headings:

Articles should be conveniently divided into sections and, if necessary, sub-sections. If you do not use electronic styling, please mark section headings as follows:

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

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

Level 3ff = italics, one line space before, section number flush left. Headings end with a full stop, with the text following on the same line.

Numbering should be in Arabic numerals (no Roman numbers for footnotes either!). Do not use italics for numbering; use full stops between numbers and after the last number, thus:

Section 1. ...

Section 2.3.1.

Quotations:

In-text quotations should be given in double quotation marks.

Quotations longer than three lines should be indented left and right, without quotation marks, followed by the appropriate reference to the source on a

separate line (left adjusted). Such long quotations should be set off from the main text by a line of space above and below.

Lists:

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

1.

(or a.)

2.

(or b.)

Lists that run on with the main text may be numbered using parentheses:

(1)....., (2)....., etc.

Examples and glosses:

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

Examples in languages other than English should be in italics; an approximate translation should be provided. Between the original and the translation lines, a line with glosses (and in cases of more ‘exotic’ languages, a line containing a morphemic breakdown) may be added. Such interlinear information is given without punctuation or highlighting. For the abbreviations in the interlinear gloss, CAPS may be used; these will be converted to small caps by our typesetters in the 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 footnotes.

Footnote indicators in the text should appear at the end of sentences or phrases, and follow the respective punctuation marks.

References:

It is essential that the references be formatted in accordance with the style of the journal. Given that correcting the format of references is a very time-consuming task for editors and typesetters, articles with inappropriate reference styling will be returned to the authors for correction.

References in the text should be as accurate and complete as possible, giving page references where necessary, and formatted as, for example, (Brinton 1996: 37).

All references occurring in the text should appear in the Reference list (which should contain NO works not referred to in the text!).

The Reference list should appear at the end of the article, but before eventual supplementary material (graphs, appendices etc.)

References should be listed (1) alphabetically (in accordance with the authors' last names) and (2) chronologically (in ascending chronological order, that is, starting with the earliest publications).

Names of journals should be given in full, with page references for quoted articles.

Authors' names should be given with full first name(s) (except in cases where authors consistently use initials only).

In cases where two or more papers by the same author are cited, please provide the references in ascending chronological order, that is, starting with the author's earliest publication.

If the Reference list contains publications by a single author along with publications by that author jointly with other authors, the multiple-author publications should follow the single-author ones (alphabetically and chronologically).

Do not abbreviate the names of publishers (other than dropping 'Inc.' etc.) or titles of journals. For state names (US, Brazil, etc.), do not use postal abbreviations such as CA, IL, OH, but Calif., Ill., Ohio).

Please pay special attention to the use of capitals, italics and punctuation marks, as shown in the following examples:

Books:

Márquez Reiter, Rosina. 2000. *Linguistic Politeness in Britain and Uruguay* [Pragmatics & Beyond New Series 83]. Amsterdam: John Benjamins.

Articles in books:

Escandell-Vidal, Victoria. 2004. Norms and Principles: Putting social and cognitive pragmatics together. In: *Current Trends in the Pragmatics of Spanish*, Rosina Márquez Reiter and María E. Placencia (eds), 347-371 [Pragmatics & Beyond New Series 123]. Amsterdam: John Benjamins.

Articles in journals:

van Dijk, Teun. 1993. Principles of Critical Discourse Analysis. *Discourse and Society* 4, 2, 249-283.

Appendices:

Appendices should follow the References.