

Guidelines for contributors to **SIGN LANGUAGE AND LINGUISTICS**

General

For the benefit of production efficiency, the publisher and the editors ask you to follow the following submission guidelines strictly.

Contributions should be in British English or American English consistently throughout. If you are not a native speaker of English, your text should be checked by a native speaker.

When submitting the final manuscript to the journal please add a cover letter with 1) the full title of the work, 2) a suggested shortened running head (max. 55 characters) in case of a long title, 3) contact information of the (corresponding) author for proofs, and 4) a list of the digital files and other materials (video).

Structure

Please structure your article in the following way:

- Title
- Authors' names and affiliations
- Abstract and key words
- Text
- References
- Appendices
- Author contact information
- Acknowledgements
- Notes
- Tables and Figures, with captions

Technical Instructions

1 *Hard copy*: Please make sure you provide hard copy that is identical to the electronic version. In case of any mismatch between the hard copy and the file, the typesetters regard the hard copy as the conclusive document. During the production process the hard copy is very helpful to the typesetter when faced with problems in the files, such as font errors, distorted tables, lost graphs, etc.

Instead of a print out on paper, you may also submit a PDF file to be used by way of hard copy; please make sure the PDF file has all fonts embedded, and shows all tables, aligned glosses etc. as a printed copy would. This 'PDF as hard copy' should be provided *in addition to* the electronic word processing files.

2 *Files*. Please take care that you supply all the text and graphic files used in the creation of the final manuscript in their final version. Please delete any personal comments and switch off tracking of changes, so that these will not mistakenly be included in the typesetting. Check that all files are readable.

3 *File naming conventions*. Please use the following file naming conventions. Please use the first three characters of the first author's surname; do not use the three character extension for information other than the identification of the file type (so JOH.DOC, JOH.WP5, but not JOH.ART, JOH.REV). Graphics can be named as follows JOH1.EPS, JOH2.TIF, JOH3.XLS, JOH1.MOV etc. Please write the file names on the corresponding hard copy.

4 *File submission.* Please send your files to both editors by e-mail, as attachments. If the files are very large, please contact the editors beforehand for further instructions. If you cannot send files by e-mail, use CD-rom; please label the disk clearly with your name, the operating system and the word processing software used, as well as the file names.

5 *Graphics and Photographs.* Please supply graphics and photographs as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion *in addition to* the original creation files. The resolution of all graphics should be at least 300 dpi.

Do not embed graphics and photograph files in your word processing file. Instead, submit them as separate files and indicate in your text the approximate location where the graphic or photograph should be inserted.

For graphics that you cannot submit in digital format, please provide clear black and white prints for scanning.

6 *Video.* The electronic format of the journal offers the possibility to use video clips when graphics or photographs are not sufficient to convey information essential to your argument. Make sure each clip is no longer than it needs to be, and that the essential information is clearly visible. When preparing the clips, please optimize recording conditions: the background and clothing of the signer should be even, but of sufficient contrast with each other and with the hands of the signer; the lighting source should be behind the camera. When using clips from existing material, please keep these considerations in mind as well.

Movie clips should be supplied in digital format (MOV, AVI, MPEG). Resolution 72 dpi, size 320Wx240H, 12.5 frames per second. When clips are prepared on a Mac, please remember to use “flattening” when saving the clip. Please name each clip according to the file naming conventions given above.

For each clip, please indicate in the cover letter the related example or figure number in the printed version. Also, please indicate the priority ranking of the clips, if due to limited capacity not all clips can be included in the electronic version.

Layout

1 It is not necessary for you to format headers with running heads, to implement full justification or hyphenation, or to set the exact margin settings as used by the publisher in printing. It is sufficient to characterize 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 supplied by you is the formatting of references and font enhancements (such as italics, bold, caps, small caps, etc.) in the text. Please be consistent.

2 Abstract and key words. Please give an abstract of your article in ca. 150 words, skip one line and provide up to seven key words.

3 Tables and graphics. All tables and graphics must fit within the following page size and should still be legible at this size: 12.5 cm (4.9") x 18.5 cm (7.3").

Minimum font setting: Times Roman 9 pts.

Tables and graphics should be numbered consecutively, provided with appropriate and concise captions and should be referred to in the main text. Please indicate the preferred position of the table or graphic in the text.

- 4 Emphasis and foreign words. Bold face is used for emphasis in running text; italics for highlighting a specific part of an example. A letter, word, phrase, or sentence cited as a linguistic example or subject of discussion appears in italics, or else in phonetic or phonemic transcription enclosed in square brackets or slant lines.
- 5 Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining, unless this is a strict notational convention in your field of research. For terms or expressions (e.g., ‘context of situation’) please use single quotes. See also the instructions under ‘Examples and glosses’.
- 6 Symbols and special characters. In case you have no font access to certain characters, we advise you to use a clear convention to mark these characters. Please supply a list of the characters as they are marked in the electronic document and correspondingly the character that it should become in print. If possible, please mark the characters by the use of a character style, as this will retrieve enable us to those characters in your document. If you have to use handshape fonts, please use the ones available at <http://www.cuhk.edu.hk/lin/contents/Faculty_gladystang.htm>
- 7 Chapters and headings. Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. If you cannot use the electronic styles, please mark the headings as follows:
 - Level 1 bold, 2 line space above and 1 line space below.
 - Level 2 italics, 1 line space above and 1 line space below.
 - Level 3 italics, 1 line space above; text following on new line.
 - Level 4 italics, 1 line space above; full stop, text following on same line.

Numbering should be in arabic numerals, no italics. The first sub-section is 1, not 0. No period after the section number or the heading, except for level 4. Numbering should only be used for the main text and the appendices, not for the abstract, Reference section, Notes sections, etc.

Only the first word of a heading should have an initial capital.

There is no paragraph indent immediately after a heading.

- 8 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 at the end. They should be set off from the main text by a line of space above and below. Quotations from languages other than English should be accompanied by an English translation in a note.
- 9 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. Examples are separated from the main body of the text and from each other by a blank line above and below them. The first line of text after an example is not indented.

Sign names (glosses) are given in small caps. Interlinear glossing should be provided if the sign names are not in English, and the next line should contain an English approximate translation in single quotation marks. Please observe the following notational conventions:

BALL	Small caps, plain type for lexical signs. These are intended to be generic semantic glosses, rather than specific to the language discussed.
<i>BALL</i>	Small caps, italicized are specialized glosses in the written language of the surrounding spoken language community, to distinguish between the spoken or written form and the sign form used.
THAT-WAY	A hyphen is used when a single sign is glossed with more than one English word.
#JOB	A # indicates a loan sign which has undergone some phonological restructuring.
*FREE	An asterisk indicates a form that is ungrammatical in the specific context discussed.
INDEX _a	A letter subscript indicates a spatial referent.
₃ GIVE ₁	A number subscripts indicates person agreement.
B-A-L-L	Small caps letters separated by dashes indicate fingerspelled words in which every letter is expressed.
-B-	Small caps single characters between dashes refer to a single character of the manual alphabet.
B-hand	Small cap bold letters indicate handshapes. It is a preferable option, though, to use the handshape fonts freely available at: < http://www.cuhk.edu.hk/lin/contents/Faculty_gladystang.htm >
<u>MATH</u>	Initialized/abbreviated signs are represented by an underline below the letter(s) corresponding to its fingerspelled handshape in the form.
[CH]-I-L-D	Strings of letters in square brackets within a fingerspelled word indicate handshapes that have undergone an operation of handshape merger.
Faith	Words in bold with initial full caps indicate labels for constraints within Optimality Theory.
<i>biscuit</i>	Italicized lower case words are forms whose source is a mouth pattern of a word in a spoken language other than English.
‘biscuit’	A word in single quotation marks refers to an English translation.
“loan”	Words in double quotation marks indicate words with a specific or technical definition in the text, which are used outside their "normal" context.
[ri]	Strings of lower case symbols in square brackets indicate either: – phonetic forms rendered in the International Phonetic Alphabet, or – distinctive feature specifications.

Spoken language examples for languages other than English should be in italics with an approximate translation in single quotations marks below it. Between the original and the translation, glosses can be added. For the abbreviations in the interlinear gloss, small caps should be used.

It is essential that the number of elements in the example and its gloss match. If two words in the example correspond to one word in the gloss use a dot to connect the words. Morphemes are separated by hyphens if the separation is important, or by a colon (:) if the separation is irrelevant or not segmentally identifiable. Neither hyphen or colon should cross word boundaries. For more details, please consult the Leipzig Glossing Rules < <http://www.eva.mpg.de/lingua/resources/glossing-rules.php>>.

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

- (1) a. *My s Marko poexa-l-i avtobus-om v Peredelkino*
 1PL COM Marko go-PST-PL bus-INSTR ALL Peredelkino
 we with Marko go-PST-PL bus-by to Peredelkino
 ‘Marko and I went to Peredelkino by bus.’
- b. *n=an apedani mehuni essandu*
 CONN=him that:DAT.SG time:DAT.SG eat:they:shall
 ‘They shall celebrate him on that date.’

Notes

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

Note indicators in the text should appear as superscript numbers at the end of sentences following the punctuation marks.

References

Please make sure that all (and only) the literature referred to in the text is listed in the Reference section. It is essential that the references are formatted consistently and according to the specifications given in these guidelines. *SL&L* has adopted the Unified Style Sheet that was developed in 2007 by a group of editors of linguistics journals: <<http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>>

References in the text:

... as has consistently been assumed by the Dutch School (‘t Hart, Collie & Cohen 1990)

Scott (1982:1005) found that “in sentences which contain ...”

Segui & Grainger (1993) summarize the evidence from ...

As various authors have shown (e.g. Wilbur 1990, 1994; Nespor & Sandler 1999),...

Reference section:

Please note the use of capitals, italics and punctuation.

Authors’ first names should be spelled out and middle initials given if applicable. Do not abbreviate the names of publishers (other than dropping ‘Ltd.’, ‘Inc.’, ‘Publishers’, etc.) or journals. For states in the US, please use the two-letter postal abbreviations (MA, CA, IN, etc.).

Brentari, Diane. 1990. Licensing in ASL handshape change. In Ceil Lucas (ed.), *Sign language research: theoretical issues*, 57-68. Washington, DC: Gallaudet University Press.

Fischer, Susan & Patricia Siple (eds.). 1990. *Theoretical issues in sign language research*. Chicago and London: The University of Chicago Press.

Greftegreff, Irene. 1992. Orientation in indexical signs in Norwegian Sign Language. *Nordic Journal of Linguistics* 15. 159-182.

Mandel, Mark. 1993. *ASCII-Stokoe notation: A computer-writable transliteration system for Stokoe Notation of American Sign Language*. Manuscript, The Salk Institute for Biological Studies, La Jolla, CA.

Perlmutter, David. 1968. *Deep and surface structure constraints*. Cambridge, MA: MIT dissertation.

Supalla, Ted. 1980. *Morphology of verbs of motion and location in American Sign Language*. Paper presented at the second National Symposium on Sign Language, Gallaudet University, Washington, DC.

Proofing procedure

The first or corresponding author of a contribution will receive proofs of the article for correction and will be requested to return the corrections within three days. The proofs are usually sent as PDF by e-mail, unless otherwise requested. Corrections should be limited to the essential; it is at the publisher's discretion not to implement substantial textual changes or to charge the author to make those changes. Detailed instructions will be supplied with the proofs.

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