DIACHRONICA: Final manuscript preparation for publication

1. Form of manuscript
   • Once a manuscript is accepted for publication, *Diachronica* contributors must submit **two**
     final versions prepared in strict accordance with this style sheet. One version must be in
     an editable format (.docx, .odt, .rtf or LaTeX [with all relevant files]), and the other in
     .pdf.
   • Keep codes and formatting to a minimum; neither right justification nor automatic
     hyphenation should be used.
   • Special characters need to be set in **UNICODE** fonts.
   • Manuscripts, especially articles and review articles, should be divided into numbered
     sections (beginning with 1.) and subsections (1.1, 1.2, 1.3, etc.), with short titles for each.
   • Footnotes should be kept to a minimum.
   • Author(s)'s name(s) and affiliation(s) must be listed under the title. Initial submissions
     should not include this information, only final versions of accepted manuscripts.
   • Postal and e-mail addresses of the (corresponding) author are required; this will be
     published at the end of the article/review. Again, initial submissions should not include
     this, only final versions.
   • **For articles only:** summaries in English, French and German of about 100 words each are
     required, along with 6-8 keywords (in English).

2. Figures, tables, maps
   These should stand at the appropriate place in the manuscript, not on separate pages at the end of
   the manuscript. All figures, tables and maps should be numbered consecutively and labeled with
   a legend. Place legends **above** tables and **below** figures and maps. Place a period after the
   (bolded) number in the legend and at the end of the legend, e.g.: **Table 1.** The etymology of present-
   day Hungarian complementizers.

3. References in the body of the text
   In the body of the text, use author(s)'s last name(s) plus year (plus page numbers if required):
   ➢ Alpha (1993: 208) has observed . . .
   ➢ . . . as has been observed (see Alpha 1993: 208), . . .

   List of citations should be as follows:

   For in-text citations with two authors, use “&” both within the citations themselves and for any
   references to the authors/work in the body of the text.
   ➢ Alpha & Echo (2010) have found that . . .
   ➢ . . . as found in previous studies (Alpha & Echo 2010).

   Use “et al.” for citations with three or more authors. Do not add commas or italics.
   ➢ As Echo et al. (2011) have argued . . .
   ➢ . . . this phenomenon is unique to this dialect (Echo et al. 2011).

   Quotations, if not exceeding three lines, should appear in the text, marked by “double”
   quotations, with the source reference. Quotations **LONGER THAN** three (printed) lines should be
   indented and set off from the regular text, with the source of quotation added at the end. These
   extracts are not enclosed in quotation marks.
4. Data and glosses
Authors should use the Leipzig Glossing Rules (www.eva.mpg.de/lingua/resources/glossing-rules.php). Please observe the following:

- Data cited in the body of the text should be italicized and followed without an intervening comma by the English translation, in "double" quotation marks: This word is a blend of the Portuguese adjective fino "elegant" and the Kikongo word mukento "woman; wife."
- Indent data in numbered examples (see below). Enclose example numbers in parentheses, and use such parenthesized numbers also in the body of the text when referring to examples.
- Italicize original data from any attested language within examples.
- Reconstructed or hypothesized data should be marked with an asterisk (*) and not italicized.
- Place morpheme-by-morpheme gloss UNDERNEATH (not beside) the original data; align the left boundary of each morpheme with the corresponding data.
- Place the translation UNDERNEATH the morpheme-by-morpheme gloss (not beside it or the original) and enclose it in "double" quotation marks.
- Abbreviations of grammatical terms should be set in SMALL CAPS.
- If there are abbreviations of grammatical terms, define them in an "Abbreviations" section before the references, at the end of the contribution.

(1) *la masnà a dis*

/la=mazná a=díz/

ART.DEF.F.SG=child 3SS=say.IND.PRES.3S

“the child says”

5. Single quotes, emphasis

- ’Single‘ quotation marks are employed for (i) quotations within quotations, and (ii) to mark particular terms or expressions, e.g., ’context of situation’, 'underlying form' (especially if used as a concept in a theoretical argument).
- SMALL CAPS should be used for emphasis (not italics or bold).

6. Bibliographical references

*Diachronica* follows the Unified Style Sheet for Linguistics (see celxj.org/downloads/UnifiedStyleSheet.pdf for further examples). For contributions written with LaTeX, a unified.bst file can be found at: celxj.org/downloads/unified.bst.


7. Editorial staff

For further questions, consult a recent issue of *Diachronica* or contact a relevant member of the editorial team:

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