***Style sheet***

Please use the Template provided, make sure you follow the instructions provided below, and apply them to your article with consistency before submitting it to the Journal’s editors through the Journal’s website.

Contributions in English, French, German, Spanish, and Italian will be considered, but an abstract in English should always be included. If the article is in a language other than English, please also provide the title of the contribution in English.

Please check the consistency of spelling, punctuation and entries in the **Bibliography section.**

The authors whose articles include figures, maps, reproductions, etc. must obtain written permission for the use of material and submit it to the Journal’s editors. If copyrighted material is used, written authorisation must be obtained from the owner of the copyright. The authorisation must be submitted to the Journal’s editors. If images from manuscripts, codices or prints are used, the author must submit to the Journal’s editors an authorisation by the library or place of location. The author must also indicate the caption to be printed below the image: e.g., London, British Library, MS Burney 19, f. 101v (reproduced by permission of the British Library, London).

**1. Submission of manuscript**

Please submit your article in one of the following formats: doc, docx, rtf, odt, or odf.

Maximum length of submitted article: 70,000 characters (including spaces, footnotes, tables, diagrams, drawings, illustrations, and bibliography).

The submitted article must also include an abstract (max. length 200 words) in English and in the language of the paper (if different). The abstract should be followed by keywords (max. 5 words, separated by semi-colons) in English and in the language of the paper (if different).

**2. Layout**

**Font and text**

The use of UNICODE fonts is required. Use of any special fonts and/or diacritics must be indicated. We require the use of the following fonts:

* + 1. IPA Fonts ([http://www.langsci.ucl.ac.uk/ipa/ipafonts.html)](http://www.langsci.ucl.ac.uk/ipa/ipafonts.html)
		2. Greek Fonts: Times New Roman. Do not use Sgkclassic.
		3. Indo-European Languages: Titus Fonts (http://titus.fkidg1.uni-frankfurt.de/unicode/tituut.asp)
		4. Arabic: Times New Roman Ar. Uni, Timlj, Times Beirut Roman
		5. Latin, Cyrillic: Times New Roman, Doulos SIL
		6. Old English, Middle English: True Type Junius Modern

If you need to use other fonts, please send them together with your paper.

Page layout: top margin = 2.5 cm; bottom = 2 cm; left and right margins = 3 cm.

The text should be justified.

Do not use the authomatic hyphenation function.

Title of the article: 16 pt Times New Roman, centred, 1.15 single-spaced.

Title of headings: 12 pt Times New Roman, single-spaced; see **Headings section**.

Main text: 12 pt Times New Roman, single-spaced.

Abstract and keywords: 10 pt Times New Roman, single-spaced; unindented.

Block quotations (both prose and verse): 11 pt Times New Roman, single-spaced; indented both on the left and on the right-hand side (1 cm). Leave the first line of the quotation unindented.

Notes: 10 pt Times New Roman, single-spaced; unindented.

The beginning of each paragraph must be indented (0.5 cm), except for the beginning of the first paragraph of the article and that following a block quotation.

**3. Headings**

All headings begin flush left.

Numbered subsections should be indicated as follows:

**1. First-level heading** (leave a 2 line space above and a line space below)

**1.1. Second-level heading** (leave a line space above and below)

1.1.1. *Third-level heading* (leave a line space above and below)

Use italics only for the title, not for the numbering.

Do not indent the first line of the initial paragraph.

Do not use punctuation marks at the end of heading except for the question mark.

Never begin numbering sections with “0”.

4. Quotations

Short quotations (shorter than 3 lines) should be incorporated into the text and enclosed by the following type of quotations marks (angle quotes or guillemets): «...»

If the quotation itself contains quotations, these should be enclosed by the following type of quotations marks: “…”

Full stops, commas, colons, and semi-colons follow quotation marks. Question marks and exclamation points also follow closing quotation marks unless they belong within the quoted matter.

When double quotation marks nested within angle quotes («…») appear next to each other, no space is to be added between the two.

Examples:

«As William Vhallon […] puts it: “the numerological arguments fail to show Christ behind *Beowulf*, and yet they were the chief reason for thinking that the poem said more than it seemed to”» (Orchard 2003: 148).

«Why is it that social distinctions which in other times were taken for granted and accepted as intrinsic to social order have suddenly become points of contention?» (Gumpertz 1983: 2).

More extended quotations should be set off as block quotations. Leave a line space above and below the block quotation. Do not use quotation marks to enclose the quotation. Omissions within quoted texts must be indicated by three dots within square brackets: [...]

For short verse quotations, line break should be marked by a slash, followed and preceded by a single space:

«No man is an island, / entire in itself, / every man is a piece of the continent, / a part of the main».

Separate stanza breaks for verse quotations with a //

After block quotation, do not indent the first line of the following paragraph.

Always give page number(s) for quotations.

When deemed appropriate, quotations in languages other than the language used throughout the paper may be accompanied by a translation in the footnotes.

**5. Citations**

Brief citations are used within the text as follows:

One author: Bouissac (1985).

Two authors: Smith and Jones (1995). Use the word “and”to conjoin author names in the running text (do not use ampersand [&]).

Three or more authors: Ameka et al. (2006). But list all authors in the **Bibliography section**.

Edited works: Chrétien de Troyes, ed. Busby (1993).

Manuscripts: the following information are to be indicated: location of the depository; name of the library, archive, etc.; signature; number of the folios. E.g. London, British Library, MS Cotton Caligula D III;Paris, Bibliothèque Nationale de France, français 350.

The date is always given in parentheses: «Bloomfield (1933: 123-125) introduced the term...»

When citing more than one work by the same author/editor published in the same year, please distinguish them by adding lower-case letter after the date: Bouissac (1987a, 1987b, 1994). Use this differentiation also in the **Bibliography section**.

Works by different authors should be listed in chronological order in the text and in the footnotes: Bouissac (1985); Deakin (1993).

Volume number: Balat and Dove (1992, 2: 210).

Reprints: Dickens (1987 [1854]: 73).

Page number ranges: Hockett (1964: 140-145); do not drop digits (e.g., 140-5).

Always give the full author-date citation (do not use “op. cit.”, “loc. cit.”, or “‘ibid.”).

Articles from webpages and blogs: Liberman (2018).

Quotes from movies: Baker (1999).

**6. Cross-references**

References to section/subsection numbers within the article should include the capitalised word “Section” followed by the section number (omitting the final full stop): e.g., “see Section 4.2”.

References to tables or figures within the article should include the capitalized word “Table” or “Figure” followed by a number: e.g., “cf. Table 3”.

**7. Spelling, punctuation and emphasis**

When writing in English, authors should consistently adopt either British or American spelling conventions throughout their typescripts (except in quotations from other sources, where the spelling convention of the original should be retained).

Punctuation systems should consistently follow either British or American conventions (except in quotations from other sources, where the punctuation convention of the original should be retained).

No punctuation other than question mark should appear at the end of headings and subheadings.

Italics:

*Italics* should be used for:

- words, phrases, and sentences treated as linguistic examples;

- foreign-language expressions;

- titles of books, published documents, newspapers, and periodicals.

*Italics* may be used to:

- draw attention to significant terms at first mention only;

- emphasise a word or phrase in a quotation, if so indicated “[emphasis mine]”.

Boldface, underlining and Roman:

**Boldface** type or underlining may only be used to draw attention to a particular linguistic feature in numbered examples (not in running text).

Quotation marks:

Single quotation ‘ ’ marks should be used only for:

- translation of non-English words, e.g., *cogito* ‘I think’

- for titles of articles published in journals and of contributions in edited works.

Double quotation marks “ ” should be used for:

- quotations within quotations (see **Quotations section**).

Do not use double round brackets: brackets within parentheses should be square brackets.

8. Linguistic examples

Linguistic examples with interlinear glossing should follow the *Leipzig glossing rules* (<https://www.eva.mpg.de/lingua/resources/glossing-rules.php>), with the exception of the single quotation marks to indicate meaning, and should be presented as shown below. Use tabs (not the space bar) to align the glosses. Examples in the language of the contribution should be set in italics, see (3):

(1) *qwél-em te Strang te sth’óqwi*.

barbecue-INTR DET Strang DET fish

‘Strang barbecues the fish’.

(Wiltschko 2006: 202)

(2) a. *bawiä lagahk loä.*

I.saw SELF me

‘I saw myself’.

(Gast and Siemund 2006: 355)

 b. *lagahk Juan kayuhn-ni rolihdz-ni.*

SELF Juan is.building-3SG house-3SG.POSS

‘Juan himself is building his house’.

(Gast and Siemund 2006: 355)

 c. *Juan ensilaani kayuhn-ni rolihdz-ni.*

Juan SELF.AO is.building-3SG house-3SG.POSS

‘Juan is building his house himself’.

(Gast and Siemund 2006: 355)

(3) *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form “see (2a) and (2b)” with both number and letter in brackets.

**9. Tables, figures, and illustrations**

Information presented together in rows and columns should be labelled as “Tables” and numbered consecutively.

Graphs, line drawings, photographs and the like should be labelled as “Figures” and numbered consecutively.

Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.

Both table and figure captions should appear directly below the table or the figure.

**10. Foots and appendices**

Footnotes should be placed at the bottom of the page and should be numbered consecutively throughout the text.

Footnote numbers in the running text should be Arabic numbers set superscript and should appear before punctuation, with no blank space. Only in quoted passages, the footnote number follows the quotation mark:

e.g., Then, specifying the illuminations, he directs her to use her eyes «so that what is drawn in through the eyes’ gaze may bear fruit to the consideration of the mind»10.

Appendices should be placed at the end of the article.

**11. Bibliography**

After the final paragraph, leave a line space and insert the heading “Bibliography”/ “Références bibliographiques” / “Literaturhinweisen” / “Referencias bibliográficas” / “Riferimenti bibliografici”, according to the language of the article (pt 12 Times New Roman bold, flush left). After the heading, leave a line space.

Entries: 12 pt Times New Roman, single-spaced, justified; hanging indent (1 cm) for each entry.

All works cited in the running text must be listed in the reference section. The reference section should include only those works that are mentioned in the text.

If manuscripts are cited in the article, create a “Manuscript section” within the “Bibliography section”.

Whenever possible, give the full first names of authors and editors.

Entries should show the full title and subtitle of each work, place of publication and publisher. Indicate in full the names of journals and conferences.

Page numbers of articles in journals or edited works should be inclusive.

Use full stop at the end of each entry.

Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically.

Please translate titles in languages other than French, German, Spanish, and Italian into the language of your paper. The translation should appear in Roman, and should be placed in square brackets directly following the original title that is in italics.

SAMPLE REFERENCES

**1) Book (authored work)**

Orchard, Andy (2003), *A Critical Companion to* Beowulf, Cambridge, Brewer.

**2) Book (edited work)**

Gippert, Jost; Himmelmann, Nikolaus P.; Mosel, Ulrike (eds.) (2006), *Essentials of language documentation*, Berlin-New York, Mouton de Gruyter.

**3) Manuscript**

Paris, Bibliothèque Nationale de France, français 350.

**4) Edition of a primary source (with unknown and known authors)**

Klaeber, Frederick (ed.) (19503) [1922], *Beowulf and The Fight at Finnsburg*, Boston, Heath and Company.

Chrétien de Troyes (ed. Busby, Keith 1993), *Le roman de Perceval ou Le conte du Graal*, Tübingen, Niemeyer.

**5) Contribution in an edited work:**

Heller, Monica (2001), ‘Gender and public space in a bilingual school’, in Pavlenko, Aneta; Blackledge, Adrian; Piller, Ingrid; Teutsch-Dwyer, Marya (eds.), *Multilingualism, second language learning, and gender*, Berlin-New York, Mouton de Gruyter, 257-282.

**6) Contribution in an edited work also published electronically:**

Jefferson, Gail (2004), ‘Glossary of transcript symbols with an introduction’, in Lerner, Gene H. (ed.), *Conversation analysis: Studies from the first generation*, Amsterdam-Philadelphia, Benjamins, 13-23, <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (accessed 24/06/2008).

**7) Journal article**

Neuman, Yair; Lurie, Yotam; Rosenthal, Michele (2001), ‘A watermelon without seeds: A case study in rhetorical rationality’, *Text* 21 (4), 543-565.

**8)** **Journal article also published electronically**

Delage, Agnés (2006), ‘Las vidas particulares bajo el reinado de Felipe IV: ¿un problema de definición genérica?’, *Criticón* 97-98, 61-74, <http://cvc.cervantes.es/obref/criticon/PDF/097-098/097-098\_061.pdf> (accessed 11/07/2009).

**9)** **Special issue of a journal (cited as a whole)**

Majid, Asifa; Bowerman, Melissa (eds.) (2007), *Cutting and breaking events: A crosslinguistic perspective* [Special issue], *Cognitive Linguistics* 18 (2).

**10)** **Reprint**

Jakobson, Roman; Halle, Morris (2002) [1956], *Fundamentals of language*, Berlin-New York, Mouton de Gruyter.

**11) Thesis/dissertation**

Jacq, Pascale (2001), *A description of Jruq (Loven): A Mon-Khmer language of the Lao PDR*,Canberra, Australian National University MA thesis.

Kim, Yong-Jin (1990), *Register variation in Korean: A corpus-based study*, Columbia (SC), University of South Carolina dissertation.

**12)** **Translated title**

Haga, Yasushi (1998), *Nihongo no Shakai Shinri* [Social psychology in the Japanese language], Tokyo, Ningen no Kagaku Sha.

**13) Paper presented at a meeting or conference**

Sarangi, Srikant; Roberts, Celia (2000), *Uptake of discourse research in inter-professional settings: Reporting from medical consultancy*, Paper presented at the International Conference on Text and Talk at Work, University of Gent, 16-19 August.

**14) Several works by one author/editor with the same publication date**

Vennemann, Theo (2000a), ‘From quantity to syllable cuts: On so-called lengthening in the Germanic languages’, *Journal of Italian Linguistics/Rivista di Linguistica* 12, 251-282.

Vennemann, Theo (2000b), ‘Triple-cluster reduction in Germanic: Etymology without sound laws?’, *Historische Sprachwissenschaft* 113, 239-258.

**15)** **Web pages and blogs**

Liberman, Anatoly (2018), “Sowing one’s etymological oats”, *OUPblog*,<https://blog.oup.com/2018/12/sowing-etymological-oats/> (accessed 27/12/2018).

TLIO = *Tesoro della Lingua Italiana delle Origini*, <http://tlio.ovi.cnr.it/TLIO/> (accessed 31/01/2019)

**16) Movies**

Baker, Graham (dir.) (1999), *Beowulf*, United Kingdom-USA.