

SUBMISSION GUIDELINES FOR CONTRIBUTORS TO
Linguistic Variation Yearbook

General

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

Contributions should be consistent in their use of language and spelling; for instance, an article should be in British English or American English consistently throughout. If you are not a native speaker of English, it is advised to have your text checked by a native speaker before submitting it to the journal.

When submitting the final manuscript to the journal please add a cover sheet with the full title of the work, your full name, affiliation, as well as current mailing address and e-mail address. If you are not able to handle proofs sent to you as PDF by e-mail (and to be returned marked on a print out), please indicate that on the cover sheet as well.

Electronic files

Files. Please take care that you supply all the files, text as well as graphic files, used in the creation of the manuscript. Also, that you submit the final version of the manuscript. Files can be supplied to the editor(s) as e-mail attachments. Before sending very large files by e-mail, please check with the recipient first.

File naming conventions. When naming your file please use the following convention: use the first three characters of the first author's surname; if that name is Johnson, the file should be named JOH.DOC, JOH.WP5, etc. Do not use the three character extension for things other than the identification of the file type (*not* JOH.ART, JOH.REV). Figures can be named as follows JOH1.EPS, JOH2.TIF, JOH3.XLS, etc. Please write the file names down on the corresponding hard copy.

Software. Word is preferred. If you intend to use other word processing software, please consult with the editor(s) first.

Graphic files: Please supply figures as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the original creation files.

For graphics that are not available in digital format, such as photographs, spectrographs, etc., please provide sharp and clear originals (not photocopies!) in black & white.

Lay-out

In order to facilitate smooth production it is important that you follow the journal's style for consistency. Please use ample margins, and 12 pts Times Roman with double line spacing.

It is not necessary for you to add running heads, to implement full justification or hyphenation, or the exact margin settings as used by Benjamins in printing. 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 supplied by you is the formatting of references (see below) and font enhancements (such as italics, bold, caps, small caps, etc.) in the text.

Whatever formatting or conventions are employed, please be consistent.

Abstract and key words. Please start your article with an abstract. Ensure that the abstract objectively reflects the purpose and content of your paper, for instance by following the paper's headings. Report rather than evaluate. Give reference to the context in which your paper should be viewed. The abstract should not exceed 150 words. Be maximally

informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications.

In addition, please provide up to 10 key words identifying the content of your article.

Tables and figures. All tables, trees and figures must fit within the following page size and should still be legible at this size:

11.5 cm (≈ 4.5") x 18 cm (≈ 7").

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: ". Please indicate the preferred position of the table or figure in the text.

The printed edition of the journal is in black & white only, so please make sure that the relevant information in graphics or illustrations is visible in that form.

Running heads. It is not necessary to include running heads with your article. However, in case of a long title please suggest a short one for the running head (max. 55 characters) on the cover sheet of your contribution.

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.

Symbols and special characters. In case you have no access to certain characters, we advise you to use a clear convention to mark these characters. You can use our font table (Appendix A) or any other regular table to list the correspondences between your symbols and the required ones. If you use any phonetic characters, please mark these by the use of a character style if possible. This will enable us to retrieve those characters in your document.

Chapters and headings. Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. If you are not using the 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.

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: 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 in languages other than the language in which your contribution is written should be in italics with an approximate translation. Please indicate in brackets the language of the example.

Between the example and its 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.

Please note that lines 1 and 2 are lined up through the use of spaces: it is essential that the number of elements in lines 1 and 2 match. If two words in the example correspond to one word in the gloss use a full stop to glue the two together (2a). Morphemes are separated by hyphens (1, 2b).

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

- (1) *Kare wa besutoseeraa o takusan kaite-iru.*
he TOP best-seller ACC many write-PERF
“He has written many best-sellers.”
- (2) a. *Jan houdt van Marie.*
Jan loves Marie
“Jan loves Marie.”
- b. *Ed en Floor gaan samen-wonen.*
Ed and Floor go together-live.INF
“Ed and Floor are going to live together.”

Endnotes

Please keep the number and length of the notes to a minimum. Notes should not be used for bibliographical references. 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) ...
... (Kaartinen & 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 (IHoLS 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 ethno-linguistics 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.

Proofing procedure

The first author of a contribution (or the author specifically indicated as corresponding author) will receive a PDF of proofs of the article for correction via email and will be requested to return the corrections marked in red on a print out within 10 days of receipt.

Corrections should be limited to the essential, i.e., correcting errors that have been introduced during the conversion and the typesetting process. It is at the publisher's discretion not to implement substantial textual changes or to charge the author for this. If it is absolutely necessary to change larger chunks of text (i.e., more than just a few words), it is best to submit the changes on disk (with identical hard copy), but please note that no further proofs will be sent to contributors.

If you cannot handle the proofs for your article in electronic format, please state so on the cover letter. The editor will forward this information to the publisher, so that we can send you proofs by mail instead.

For submissions and enquiries, please contact the editors:

Jeroen van Craenenbroeck (jeroen.vancraenenbroeck@kubrusseel.be) and Johan Rooryck (J.E.C.V.rooryck@let.leidenuniv.nl).