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Submission guidelines for authors and editors

For the benefit of production efficiency and the production of texts of the highest quality and consistency, we urge you to follow the enclosed submission guidelines.

Manuscripts should be in either British or American English consistently throughout; if you are not a native speaker of English it is advisable to have your text checked by a native speaker before submission.

When submitting the final manuscript, please make sure that you provide all of the following elements, as we cannot enter your book into the production process until we have received these:

1. final version of the file(s);
2. a PDF file with embedded fonts, showing all special characters as they should be;
3. a short promotional text ('blurb') ;
4. a list of up to 10 journals that should receive a review copy when the book appears.

And for collective volumes also:

5. a complete set of signed copyright assignment forms;
6. the table of contents of the volume, showing the order of the articles;
7. an electronic file with a list of all contributors' addresses (*both* postal mail and e-mail)

Hard copy and electronic files

Hard copy: Please provide hard copy or a PDF file with embedded fonts. During the production process the hard copy or PDF are referenced by the typesetter and is of great help to solve problems in the files, such as conversion errors, distorted tables, lost graphs, etc.

Electronic files: Please make sure that you supply *all* text and graphic files of the *final* version of the manuscript. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.

File naming conventions: When naming your file please use a clear and consistent file naming convention. We suggest the following: use the first three characters of your own surname; if your name is Johnson, the files should be named JOH.DOC, if further divided into chapters JOH1.DOC, JOH2.DOC. Figures can be named as follows JOH1.EPS, JOH2.EPS, etc. Please write the file names on the corresponding hard copy. This naming convention is particularly important when submitting for collective volumes.

Software: Files in Word are preferred, but our typesetters can convert almost anything. If, for some reason, a different format is required than supplied, we will contact you.

Graphic files: Any graphics created in Word (or Excel) can remain in the text and do not require special action. Graphics that have been created in another program, such as special purpose graphics software, and any other illustrations should be supplied separately. Please make sure that these have a minimum resolution of 300 dpi when resized to the book page. Also see the instructions in the section 'Tables, figures and plates' below.

Additional materials: If the book has associated audio-visual materials or datasets, please indicate in the text where each of these files is referred to. Also provide a **separate** list containing the name of each associated file, its type, size, and caption/description.

Lay-out

Our typesetters will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

Please use a minimum of page settings. The preferred setting is 12 pt Times New Roman, double line spacing, on 13 x 22 cm (5" x 8.6") text area. With this setting the ratio manuscript to typeset pages is roughly 2:1. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions you use, please be consistent.

Emphasis and foreign words: Use italics for foreign words, 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).

Running heads: In case of a long title please suggest a short one for the running head (max. 55 characters) on the title page of your manuscript.

Symbols and special characters: Please use Unicode fonts!

Chapters and headings: Chapters or articles should be reasonably divided into sections and, if necessary, into subsections. Please mark the hierarchy of subheadings as follows:

Heading A = bold, two lines space above and one line space below.

Heading B = normal, one line space above and one line space below.

Heading C = italics, one line space above, text on new line

Heading D = italics, one line space above; period; run on text.

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source. For terms or expressions (e.g., "context of situation") please use double quotes. For translations of cited forms use single quotes.

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 should be numbered in parentheses: (1)....., (2)....., etc.

Abstract

Each article should start off with an abstract. The abstract should be:

- *Accurate:* Ensure that the abstract objectively reflects the purpose and content of your paper.
- *Self-contained:* Define abbreviations and unique terms, spell out names, and give reference to the context in which your paper should be viewed (i.e., it builds on your previous work, or responds to another publication)
- *Concise and specific:* Abstracts should not exceed 120 words. Be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications.

Key words

After the abstract, please provide a list of up to 10 key words, separated by commas, that indicate the most important topics, languages or language families, methods and/or frameworks used in the article.

Examples and glosses

Examples: should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented. Every next level in the example (a), (b) gets one indent. If the glosses should be aligned in the final product, please also align them, with spaces or tabs, in the file and hard copy/PDF submitted for production.

- (3) a. *Ed en Floor gaan samen-wonen*
Ed and Floor go together-live.INF
'Ed and Floor are going to live together'
- b. *Maarten en Stefanie zijn uit elkaar*
Maarten and Stefanie be out RECP
'Maarten and Stefanie have split up'

Glosses: For translations of cited forms in the text use single quotes. E.g., *voorbeeld* 'example'. For detailed conventions for interlinear morpheme-by-morpheme glosses, please refer to www.eva.mpg.de/lingua/resources/glossing-rules.php.

Notes

Notes should be kept to a minimum. 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 to the specifications given in these guidelines, as these cannot be formatted automatically. This book series uses the 'Author-Date' style as described in the latest edition of *The Chicago Manual of Style*.

References in the text: These should be as precise as possible, giving page references where necessary; for example (Clahsen 1991:252) or: as in Brown et al. (1991:252). All references in the text should appear in the references section.

References section: References should be listed first alphabetically and then chronologically. The section should include all (and only!) references that are actually mentioned in the text.

Authors/contributors are encouraged to supply – with a reference, not instead of – the DOI if they happen to have that information readily available.

A note on capitalization in titles. For titles in English, CMS uses headline-style capitalization. In titles and subtitles, capitalize the first and last words, and all other major words (nouns, pronouns, verbs, adjectives, adverbs, some conjunctions). Do not capitalize articles; prepositions (unless used adverbially or adjectivally, or as part of a Latin expression used adverbially or adjectivally); the conjunctions *and*, *but*, *for*, *or*, *nor*; *to* as part of an infinitive; *as* in any grammatical function; parts of proper names that would be lower case in normal text; the second part of a species name. For any other languages, and English translations of titles given in square brackets, CMS uses sentence-style capitalization: capitalization as in normal prose, i.e., the first word in the title, the subtitle, and any proper names or other words normally given initial capitals in the language in question.

Examples

Book:

Görlach, Manfred. 2003. *English Words Abroad*. Amsterdam: John Benjamins.

Hayashi, Makoto, Geoffrey Raymond, and Jack Sidnell (eds). 2013. *Conversational Repair and Human Understanding*. Studies in Interactional Sociolinguistics. Cambridge: Cambridge University Press. doi:10.1017/CBO9780511757464.

Article (in book):

Adams, Clare A., and Anthony Dickinson. 1981. "Actions and Habits: Variation in Associative Representation during Instrumental Learning." In *Information Processing in Animals: Memory Mechanisms*, ed. by Norman E. Spear, and Ralph R. Miller, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Article (in journal):

Claes, Jeroen, and Luis A. Ortiz López. 2011. "Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico [Pragmatic and social restrictions in the expression of the future in Puerto Rican Spanish]." *Spanish in Context* 8: 50–72.

Rayson, Paul, Geoffrey N. Leech, and Mary Hodges. 1997. "Social Differentiation in the Use of English Vocabulary: Some Analyses of the Conversational Component of the British National Corpus." *International Journal of Corpus Linguistics* 2 (1): 120–132.

Tables, figures and plates

1. Tables and figures should be numbered consecutively and provided with concise captions.
2. All figures and tables should be referenced in the text, e.g. (see Figure 5). Please do not use relative indicators such as "see the table below", or "in this table: ...".
3. If the table or figure is not enclosed in the text file, please indicate the preferred position of the table or figure in the text by inserting a line "@@ Insert (file name) here" at the appropriate position. Tables/figures will be placed either at the top or the bottom of the page on which they are mentioned, or on the following page.
4. If necessary, color may be used in graphs/figures. In graphs, for added clarity, please also use different types of lines/points.
5. All tables, plates, and figures eventually have to fit the following text area, either portrait or landscape: 12 cm x 20 cm at 8 pt minimum.
6. Notes in tables and figures should not be regular endnotes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.
7. In tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.

Appendixes

Appendixes should follow the references section. Please refer to the appendix in the main text.

Proofing

Authors of monographs receive first proofs for correction, and corrected proofs for final checking and indexing.

Contributors to collective volumes will receive proofs of their article for correction and will be requested to return their corrections to the volume editor. The volume editor will receive one full set of first proofs and after corrections another set of corrected proofs for final checking and indexing.

With the proofs you will receive instructions on how to mark corrections and when to return them.

Index

You will prepare the index after correction of the first proofs at which time we will send you detailed instructions. If you are familiar with index markers you can also add markers to your file before submission. In such a case, please request the index guidelines from us.

For further queries you may consult the latest edition of *The Chicago Manual of Style* or contact your editor.

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