

## **Part One: Specific Guidelines for submissions to be considered for the Selected Proceedings of the 33<sup>rd</sup> Linguistic Symposium on Romance Languages.**

The organizers have negotiated a contract with John Benjamins Publishing Company in Amsterdam, who will publish a volume of Selected Proceedings of the 33rd Linguistic Symposium on Romance Languages. We request that authors submit their papers to us no later than **August 1, 2003**. Each competitive paper will be sent out for external review, and a final selection of the papers to be included in the volume will be made during the Fall of 2003.

Below is the Style Sheet provided to us by Benjamins. We request that authors follow these guidelines **even for the initial submission** except where indicated otherwise. Final guidelines including details not relevant for the initial submission will be provided at a later date.

Each manuscript must be submitted as a **Microsoft Word** document in **12 pt Times New Roman (PC preferred but Mac acceptable; see below)**. The maximum length for each competitive article is **15 pages, single spaced**; plenary papers may not exceed **20 pages, single spaced**. Please use the default margin settings for Word (1" top/bottom and 1.25" sides). We recommend, however, that examples and their glosses be typed inside a 5.3-inch width (with normal indenting), for ease of later formatting. **Authors are asked to submit both an electronic and a hard copy.**

Please note the following statement which authors will be asked to sign as part of the copyright agreement if their papers are accepted for publication:

- "The author warrants that this article/chapter is original and is not under consideration for publication elsewhere, nor has it been published in any form. In case of third-party copyright ownership, the author warrants that written permission has been granted by the legal copyright holder at no cost to the publisher."

## **Part Two: Benjamins Guidelines (Slightly edited).**

### **JOHN BENJAMINS PUBLISHING COMPANY STYLESHEET FOR CONTRIBUTORS to books in the series CILT, LISL or SiHoLS**

#### **General**

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

Contributions should be consistent in their use of language and spelling; for instance, an article in English should be in British English or American English consistently throughout. If the author is not a native speaker of the language used, it is advisable to have the text checked by a native speaker before submission.

#### **Hard copy and electronic files**

**Hard copy:** Please provide the editor(s) with a print-out of your article in addition to the file(s).

**Software:** Files in Word (PC) are generally preferred. The editors will accept Word documents for Mac for the initial submission; acceptance of Mac documents for the final version will be contingent upon successful electronic transmission of all aspects of the file.

**Fonts:** The editors are equipped to handle WP phonetic fonts (packaged with PC versions of Word) or SIL fonts (downloadable from the SIL website:

**[http://www.sil.org/computing/catalog/show\\_software\\_catalog.asp?by=cat&name=Font](http://www.sil.org/computing/catalog/show_software_catalog.asp?by=cat&name=Font)**.

**The use of other fonts must be approved in advance by the editors.**

**Graphic files: For the final version**, please supply Figures and Plates as Encapsulated Postscript (EPS) or Tagged Image File Format (TIFF) conversion in addition to the original creation files. All graphic files should be supplied as separate from the main text. For graphics that cannot be submitted

in digital format, such as photographs, spectrographs, etc., please provide sharp and clear prints (*not* photocopies) in black & white, or scans (at least 300 dpi). More information on submitting Figures and Plates can be found below.

### Lay-out

Please use 12 pt Times New Roman, single line spacing, with default Microsoft Word Margins.

**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), unless this is a strict convention in your field of research.

**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 as this will facilitate automatic replacement during the formatting of the text. If you use any special characters, be sure to mark these with unique codes such as %%...%% or \$[...], and to provide a list showing the relationship between a conversion code and the character it represents. Make sure that the print-out shows the characters as they should be.

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

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

Heading B = italics, 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.

Numbering should be in arabic numerals; no italics; no dot after the last number, except for level A headings.

**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 single quotes. For glosses of citation forms use double 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 can be numbered in parentheses: (1)....., (2)....., etc.

### Examples and glosses

**Examples:** should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented.

Linguistic examples generally consist of three lines:

- (1)   Kare   wa   besutoseraa   o   takusan   kaite-iru  
      he    TOP best-seller   ACC many    write-PERF  
      “He has written many best-sellers.”

Please note that the interlinear gloss (line 2) should be aligned with line 1, so make sure the number of elements in lines 1 and 2 match. If one word in language A corresponds to two words in language B use a full stop to glue the two together. Morphemes are separated by hyphens.

Every next level in the example (a), (b) gets one indent:

- (2)   a.       *Ed en Floor gaan samenwonen.*  
          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.”

CAPS can be used for abbreviations in the interlinear gloss, in the final formatting these will be converted into small caps. Please refrain from the use of lower case. Please use well-accepted abbreviations; be sure to include a key for any unusual abbreviations.

## Notes

Notes should be kept to a minimum. Notes should never be used to supply full references: these should be placed in the **References** section. 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 this cannot be done automatically afterwards. Please study the examples carefully, taking note of the use of capitals, italics and punctuation, and format your references consistently. Please make sure that all references in the text appear in the reference section.

### References in the text

Hymes (1955, 1956) has argued that ...  
... study of Basque and Caucasian (Tovar et al. 1961:112-114) ...  
... (Karttinen & Mustanoja 1958; cf. also Ohlander 1941:23-24)...

### Examples of references in the References section

References should be listed first alphabetically and then chronologically.

**Authors' names** should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials. For the first author, first names and/or initials follow the surname (after a comma). In case of an edited volume, add 'ed.' or 'eds'.

**Year of publication.** Please double check references that are *in press*, *in preparation*, *forthcoming* and update when they are published.

**Journal titles** should be given in full. The issue number can be omitted when the page numbering is consecutive throughout the volume.

**Page range:** Please make sure *all* articles are listed with a page range.

**Book publisher:** Please omit additions such as *Publishing Company, Ltd.*, etc. To indicate states in the U.S.A., please use standard abbreviations such as Calif., Mass. (and not postal codes such as CA, MA).

#### 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 (ICHoLS 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 ethnolinguistics in North-America: From Boas to Hymes]". *Voprosy Jazykoznanija* 41:1.105-113.

#### e. 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. Please make sure you refer to the appendix in the main text.

## Tables, Figures and Plates

### *General*

1. Tables and Figures should be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces). Reference should be made in the main text, but in such a manner that the exact location of the table or figure is left to the typesetters. E.g., "as in Table 1.", but not "as in the table below: ". Please indicate the preferred position of the Table or Figure in the text by inserting

-----  
Insert Figure XX here  
-----

at the appropriate position. The table or figure will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.

2. All Tables, Plates, and Figures eventually have to fit the following text area, either portrait or landscape: **11.5 cm (= 4.5") x 19 cm (= 7.5")**. The font size within the table or figure should not be smaller than Times New Roman 8pts, for readability.
3. Notes in Tables and Figures should not be regular notes. 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.
4. The book will be printed in black & white, so any colors in the supplied graphics will appear in shades of gray. The best results are obtained when the tables and figures are supplied in black and white.
5. Carefully check all graphics for errors before submission as it is often not possible to make corrections in these files.

With questions or for additional instructions, please contact the editor(s) of the volume.