

Multilingua Submission Guidelines

- **Contributions** should be in English, French, German, Italian, or Spanish.
- **Submission of contributions:** Articles should be submitted as an attachment to an email sent to the following email address: watts@ens.unibe.ch

Articles may also be submitted by post to the following address:

Prof. Dr. R. J. Watts
Seestrandweg 97
3235 Erlach
Switzerland

If this method of submission is chosen, three copies of the article should be sent, but no diskette or CD until the article is accepted for publication.

- Authors are requested to follow the **style sheet**, available at the following website link, strictly: http://www.degruyter.com/files/down/mouton_journal_stylesheet.pdf. Failure to do this may result in immediate rejection of the manuscript.
- **Proof correction guidelines:** The following guidelines are given for the benefit of potential contributors to *Multilingua*:
 - (1) If the (revised) version of your article is accepted for publication, you will receive a pdf file electronically from the publisher with a letter indicating the proof-reading procedure.
 - (2) Authors are requested to send the corrections of the proofs directly to the editor at the above email address **within the time allotted by the publisher**. Failure to do so may result in a delay in publication of the overall issue, and the editor then reserves the right to exclude the article from that issue.
 - (3) The editor will enter his corrections on a master file. Corrections from the individual contributors will then be entered onto this master file once they have been received. In accordance with the Mouton house style (cf. style sheet) and additional conditions placed on the proof-reading of articles in the languages listed above, the editor reserves the right to overrule any personal predilections that the authors might have regarding formatting, spelling, grammatical structure, etc.
 - (4) On receipt of the corrections to the proofs, the editor will send two copies of a form (**Copyright Transfer Agreement**) signed by the editor providing the publishers with exclusive rights to publish the article. Authors are requested to countersign this form and send one copy back to editor within the space of time allotted to do so. Failure to do so may result in a refusal to publish the article.
- **Offprints:** Upon publication, authors will receive electronic offprints (in PDF format) of their contribution. Guest editors of special issues will receive complimentary print copies of the issue.