

LINGUISTIC TYPOLOGY

Instructions for Contributors

1. In preparing your contribution always act such that the rules on which thou actest would admit of being adopted as law by all rational beings, and in particular editors, copy editors, typesetters, and readers. If in doubt, simply heed the following imperatives.
2. Do not submit work that has been published previously or is simultaneously being submitted elsewhere.
3. Submit articles and reviews to the Editor in electronic form (preferably PDF, email-attached).
4. Make sure your submission to *LT* at this stage does not reveal your identity in any unnecessary way: no author's name with the title, no obtrusive auto-references, no acknowledgments, and no correspondence address until after acceptance; no names or affiliations given with the Document Properties of the PDF. And do not put your submission on your website until after acceptance either, in case curious reviewers cannot resist googling.

This is to enable your submission to be reviewed anonymously. Obviously, in a small field such as typology, specialisations (language- and otherwise), oral presentations prior to submission, and thinking and writing styles will often give away an author's identity to expert reviewers. This is to be accepted as inevitable. *LT* certainly does not want to encourage you to cease publishing or giving talks on your special subjects and in your distinctive personal styles. And *LT* certainly would not want to see contributions published in its pages which will remain faceless even after an author's name has been added.

5. When your submission has been accepted, send an electronic text file to the Editor that can be used for copy-editing and typesetting, accompanied by a PDF

and one printout. At this stage it is imperative that you follow the following instructions meticulously and avoid anything liable to complicate copy-editing and typesetting from the text file, such as fancy formatting, unnecessarily complex tables and figures, artwork that is merely ornamental, unusual fonts for usual characters.

6. The normal language of publication is British or American English. Attend to the grammatical, stylistic, and orthographic imperatives implied by this declarative sentence.
7. Divide up your contribution as follows, using those words as headings which are italicized in (1)–(10):
 - (1) title of the article, or full bibliographical details of the book reviewed;
 - (2) *Abstract* of not more than 100 words, followed by a handful of suggested *Keywords* (both in the case of articles only);
 - (3) body of the work, including footnotes;
 - (4) your full *Correspondence address* (snailmail and email);
 - (5) *Acknowledgments* (if any are due), including whatever else you might want to be known about the genesis of the article;
 - (6) *Abbreviations*, ordered alphabetically, as running text;
 - (7) *Appendix* or *Appendices* (e.g., for texts or the listing of your sample);
 - (8) *References*;
 - (9) special matter (figures, tables, maps, other artwork), to be inserted in the body of the work at typesetting;
 - (10) any supporting electronic material not to be included in the printed version, but to be made permanently available online on *LT*'s website.
8. Concerning the overall form of the contribution,
 - a. number all pages of the entire work consecutively;
 - b. leave wide margins on all sides;
 - c. never use fonts of a size too small to read (if necessary, re-design complex tables and long examples rather than reduce the font size beyond legibility);

- d. print double-spaced throughout;
 - e. do not right-justify margins;
 - f. do not divide words at ends of lines;
 - g. indent the first line of each paragraph, except after a heading;
 - h. avoid unusual fonts, and clearly identify special characters in the margin of the printout.
9. Concerning special typefaces,
 - a. use *italics* (i) for cited linguistic forms, regardless of whether they occur in the running text, in numbered examples, in figures, or in tables (unless when phonemically or phonetically transcribed and enclosed within slashes or brackets or when you want to highlight anything within a numbered example), (ii) for non-English words (other than common loan words such as *angst*, *sandhi*, or *Suffixaufnahme*, here italicized because they are being quoted), and (iii) for titles of books and journals;
 - b. use SMALL CAPITALS (i) for abbreviated category labels in glosses, (ii) for technical terms at their first occurrence or definition, (iii) for stressed syllables in examples (where such prosodic detail is necessary), and – very sparingly – (iv) for emphasis.
 - c. do not use **boldface** or underlining at all, unless this is **really** the only way to make a point that **really** needs to be made.
10. Concerning punctuation,
 - a. use single quotation marks for the translation of linguistic forms (but not for glosses, unless in running text when a gloss is not followed by a translation);
 - b. use double quotation marks for short direct quotations (except for quotes within quotes) and “qualified” words or phrases;
 - c. do not use quotation marks for cited linguistic forms nor for longer quotations (of 40 words or more), which are to be presented as block quotations;
 - d. unquote before adding another punctuation mark (unless this other punctuation mark is part of the quoted matter);
 - e. punctuate economically.

11. Concerning abbreviations of technical terms,
 - a. explain them (unless they are self-explanatory), or list them in a separate text component *Abbreviations* if they are numerous;
 - b. limit their use to category labels in glosses, tables, and figures and to formulae, and do not normally let abbreviations interrupt the smooth flow of your prose, concise though it should be otherwise.
12. Concerning the preliminary matter,
 - a. do not duplicate the *Abstract* in the section *Introduction*, and vice versa;
 - b. suggest keywords for components (e.g., syntax), categories (e.g., glottal stop), constructions (e.g., antipassive), processes (e.g., vowel harmony), focal languages, families, areas (e.g., Gagauz, Nostratic, Balkan), or further parameters which you consider useful for classifying and retrieving your contribution.
13. Concerning sections and subsections,
 - a. begin their numbering with 1. rather than 0., and continue with 1.1., 1.1.1. etc., 2., 2.1. etc., with a full stop after the last digit in the heading itself, but without one when referring to (sub-)sections in the running text (e.g., “skip Sections 95 and 103.63.9 if in a hurry”);
 - b. provide headings at all levels of (sub-)sections;
 - c. avoid having more than three levels of headed sections, subsections, and subsubsections;
 - d. use standard lower-case roman type for headings, do not capitalize words other than the first and proper names, and do not use a full stop after a heading;
 - e. begin the text after a heading in a new line, not indented;
 - f. capitalize words such as *Section* and *Chapter* when you refer to sections or chapters by their number (e.g., “for the benefit of those who have skipped Section 103.63.9, the following section repeats verbatim what was said there about reduplication”).

14. When you present data,
 - a. transcribe or transliterate forms from languages not written in the Latin alphabet (unless there are good reasons to retain the original script), using the Latin alphabet and IPA symbols and a standard transcription/transliteration system for the language;
 - b. use the following format for (numbered) examples set off from the running text, omitting such elements – name and genetic affiliation of language, morphologically unanalysed forms, gloss, translation, or source of example – as may be redundant or irrelevant:

(17) Mohawk (Iroquoian)

- a. *wahsheiahsénhten*
wa-hshei-ahsen-ht-en
 FACT-2SG.AGT/3PL.PAT-bad-CAUS-PF
 ‘You insulted them.’
- b. *wahón:nise’ skahwatsí:ra, onkwehón:we*
wahonnise’ s-ka-hwatsir-a, onkweh-onwe
 long.ago one-it-family-enclosed, person-real
rónne’skwe’
ronn-e’-s-kwe’
 MASC.PL.AGT-go-habitually-PAST
 ‘Once upon a time there was an Indian family that used to roam about.’ (Mithun & Corbett 1995: 3)

- c. in particular, use italics for examples and roman for glosses and translations (as well as for highlighting within examples, if necessary);
- d. left-align examples and glosses word-by-word (not morpheme-by-morpheme);
- e. do by all means use tabs for the purpose of aligning;
- f. use small capitals for grammatical elements in glosses (whether abbreviated or not), and lower-case for lexical material;
- g. use hyphens to separate corresponding components in examples and glosses; use full stops for components in glosses that are (for whatever reason)

unseparated in the example (except for person and number, which remain unseparated, as in (17a)); and use (and explain) whatever further boundary markers and glossing conventions you may find useful for more intricate structures (or simply follow the Leipzig Glossing Rules:

<http://www.eva.mpg.de/lingua/files/morpheme.html>);

- h. put the final punctuation mark of the translation inside the quotation mark;
 - i. whether you prefer to begin example sentences with upper or lower case letters and to punctuate them at the end or not (while example words or phrases should not be capitalized nor punctuated), be consistent in your preferences;
 - j. carefully acknowledge (primary) sources of examples, and do avoid quoting any at second hand;
 - k. refer to numbered examples (and other such numbered items) in the running text by their number and possibly letter within parentheses (e.g., “as is self-evident from (12) and (17a-b), number is inflectional in Mohawk ...”), but avoid beginning a sentence with such a parenthesized reference number, and do not stack parentheses unreasonably.
15. When you include tables, figures, maps, or other artwork,
- a. think twice whether you really need them: often, data or other material is more naturally presented as a numbered example than as a table or figure (which, when typeset, typically “floats” to the top or bottom of a page);
 - b. place each piece of special matter on a separate page and indicate its approximate position in the body of the work;
 - c. number the items of each of these categories consecutively and provide captions or legends above tables (e.g., “Table 5. Agreement categories of adjectives”) and underneath figures and maps;
 - d. refer to such items in the running text by their category (capitalized) and number (e.g., “unremarkably, as seen in Table 5, if adjectives agree in gender they will also agree in tense”), unaccompanied by locational deictics such as *above* and *below*;
 - e. try to limit yourself to horizontal lines when designing tables;
 - f. provide artwork in reproducible form (electronic or camera-ready);

- g. provide the original files (excel, tif, psd, jpg, ...), sensibly identified (e.g., last_name.map75.psd), whenever a program other than the regular word-processing program is used.
16. Concerning notes,
- a. number them consecutively, with the note reference number a raised numeral which is not enclosed in parentheses and which follows any punctuation marks;
 - b. do use the footnote function of your word processor;
 - c. make them footnotes rather than endnotes;
 - d. do not burden them with tables or illustrations;
 - e. if necessary, number examples in footnotes with small roman numerals within parentheses;
 - f. use raised lower-case letters as note reference for notes to figures, tables, or maps, and place such notes on the same page as the special matter thus annotated.
17. When you, commendably, quote from languages other than commonly read ones (you will know best which these are), and also when you cite titles of works written in such languages, add an English translation within brackets.
18. Concerning bibliographical citations and references,
- a. within the text, normally refer by means of author's or editor's surname, year of publication, and possibly page numbers, avoiding abbreviations such as "loc. cit." and "ibid." and using parentheses and punctuation as in the following examples (distinguishing, if reasonably possible, between references to people and to works):
 - "predictably, Byrne (1892: vol. 2, 215–219) and Sapir (1917a [1949: 620], 1917b: 99–100) agree that ...";
 - "similar claims can be found in Byrne 1892 and Greenberg 1973 ...";
 - "it has been claimed repeatedly (Gabelentz 1897, Greenberg, Osgood & Jenkins 1963, Mesgnien-Meninski forthc.) that ...";
 - b. do not use notes specifically for listing references, except when these lists are really extensive;

- c. try to avoid referring to “and others” (as in “an egregious error made by Pott (1827), Byrne (1892), and others”) if you can oblige any “others” by naming them;
- d. identify co-authors in the *References* even if you refer to them by “et al.” in the text (as is found convenient when they are more than two);
- e. include in the list of References all works referred to, and only these;
- f. in the list of References, arranged alphabetically by surnames of authors or editors and with second and further lines of each entry indented, follow the examples below (which follow the Unified Style Sheet for Linguistics, <http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>), in particular in respect of (i) the elements of entries and their arrangement; (ii) typefaces (italics only for titles of books and names of journals); (iii) punctuation; (iv) initial capitalization (journal and series names, but not book titles in languages such as English which don’t require capitalization); (v) the linking of the last two of co-authors by “&” (not “and”); (vi) the non-abbreviation of journal titles as well as first names of authors and editors (unless they regularly abbreviate themselves); (vii) the transcription or transliteration of titles from languages not written in the Latin alphabet; (viii) the non-translation of names of places of publication; (ix) the repetition of names of authors and editors listed more than once; (x) and the differentiation of an author’s or editor’s multiple entries for the same year:

BOOKS

- Byrne, James. 1892. *General principles of the structure of language* (Irish Church Questions 27). 2 vols. 2nd edn. London: Kegan Paul & Co.
- Čikobava, Arnold. 1948/61. *Ergaṭiuli konstrukciis problema iberiul-kavkasiur enebši*. Vol. 1: *Nominaṭiuri da ergaṭiuli konstrukciis iṣṭoriuli urtiertoba dzveli kartuli enis monacemta mixedvit*. Vol. 2: *Ergaṭiuli konstrukciis raobis ṭeoriebi*. [The problem of the ergative construction in the Ibero-Caucasian languages. Vol. 1: The historical relationship between the nominative and ergative constructions with respect to the Old Georgian data. Vol. 2: Theories about the nature of the ergative construction.] Tbilisi: Sakartvelos SSR Mecnierebata akademiis gamomcemloba.

EDITED BOOKS

Greenberg, Joseph H. (ed.). 1963. *Universals of language*. Cambridge, MA: MIT Press.

CONTRIBUTIONS TO EDITED BOOKS

(use the short form and separately list the collection itself when more than one of its contributions are referred to)

Greenberg, Joseph H., Charles E. Osgood & James J. Jenkins. 1963. Memorandum concerning language universals. In Greenberg (ed.) 1963, xv–xxvii.

Greenberg, Joseph H., Charles E. Osgood & James J. Jenkins. 1963. Memorandum concerning language universals. In Joseph H. Greenberg (ed.), *Universals of language*, xv–xxvii. Cambridge, MA: MIT Press.

CONTRIBUTIONS TO JOURNALS

Gabelentz, Georg von der. 1897. Hypologie [sic] der Sprachen, eine neue Aufgabe der Linguistik. *Indogermanische Forschungen* 4. 1–7.

Sapir, Edward. 1917a. Review of C. C. Uhlenbeck, *Het passieve Karakter van het Verbum transitivum of van het Verbum actionis in Taalen van Noord-Amerika* (1916). *International Journal of American Linguistics* 1. 82–86. Reprinted in David G. Mandelbaum (ed.), *Selected writings of Edward Sapir in language, culture and personality*, 619–622. Berkeley: University of California Press, 1949.

Sapir, Edward. 1917b. The twilight of rhyme. *The Dial* 63(2). 98–100.

ONLINE MATERIALS (with year of the latest update)

Harris, Alice C. 2002. Origins of apparent violations of the ‘no phrase’ constraint in modern Georgian. *Linguistic Discovery* 1(2). 1–25.
<http://journals.dartmouth.edu/cgi-bin/WebObjects/Journals.woa/2/xmlpage/1/article/141>

Plank, Frans, Elena Filimonova & Thomas Mayer. 2007. *The Universals Archive*. <http://typo.uni-konstanz.de/archive/intro/>

THESES

Pott, August Friedrich. 1827. *De relationibus quae praepositionibus in linguis denotantur dissertatio*. Göttingen: Universität Göttingen doctoral dissertation.

FORTHCOMING PUBLICATIONS

Mesgnien-Meninski, François de (forthcoming). One universal of grammar, with particular reference to the order of meaningful elements. *Linguistic Typology* 52.

UNPUBLISHED WORK

Humboldt, Wilhelm von (no date) [1826-27]. Materialien zu der Abhandlung über den Dualis. Unpublished, Coll. ling. fol. 49, Staatsbibliothek zu Berlin Preussischer Kulturbesitz.

Mithun, Marianne & Greville G. Corbett. 1995. Distributives, collectives, and number in the world's languages. Paper read at the Inaugural Meeting of the Association for Linguistic Typology, Vitoria-Gasteiz, 8 September.

- g. in reviews, follow a slightly different format in the title line, introducing the book reviewed, and also provide its ISBN/ISSN and price:

Dieudonné Hautmonte, Marie Joseph Parisot & Lucien Adam, *Grammaire et vocabulaire de la langue taensa, avec textes traduits et commentés* (Bibliothèque Linguistique Américaine 9). Paris: Maisonneuve, 1882. vi + 113 pages, ISBN 978-2-7453-1268-3, EUR 99.99.

19. Avoid being sexist, ageist, racist, X-centric, plagiarist, libellous, or dull.
20. When you are the sole or first-named author or the proof-reader designate of a paper accepted for publication, return the carefully corrected proofs to the Editor by the appointed date (not to the Publishers, from whom you will have electronically received the proofs in the form of a PDF); then mastermind the

distribution, especially among co-authors, of the PDF that you will be sent free of charge upon publication.

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