Guidelines for authors submitting manuscripts to
"Corpus Linguistics and Interdisciplinary Perspectives on Language (CLIP)"

The guidelines below refer to the manuscript to be submitted, not the final layouted version ready for print. Therefore, no information is given for layout details such as running titles, contents, paginas, etc., as these items will be taken care of by the Publishing Office. **The highlighted passages denote the minimal specifications for submitted manuscripts.**

Type area:

- **Overall page format: 150 mm (width) x 220 mm (height)**
  facing pages (mirror margins), no gutter margin
  Margins: top, inner, and outer margins: 15 mm, bottom margin 20 mm
  Running titles, paginas etc. will be inserted by the Publishing Office.

  Please note that no element of the text may exceed the print space, so please ensure that any illustrations, tables, diagrams, captions, etc. will remain within the limits of 120 mm x 180 mm.

Text layout:

- **Type font**: Minion Pro or Times New Roman for the manuscript. The final version will be laid out by the Publishing Office. 'Exotic' fonts used for special purposes should be embedded within the document and, in addition, submitted as separate font files.

- **Type size:** Main text, headlines, etc.: 11pt Minion Pro or Times New Roman. Footnotes: 8,5pt. Quotations, side notes (excursions), etc.: 10pt.

- **Name of the author(s)** (if more than one, separated by a slash) in the order: 1) first name 2) family name (e.g., "Eva Breindl / Maik Walter") **without** name of place or affiliation.

- **Title** of the article: bold, 13pt – preceded by 1 blank line.

- **Subtitle** (optional): bold, 11pt.

- **Title or Subtitle** are to be followed by 2 blank lines.

- **Abstract**: 10pt., followed by 2 blank lines.

- **Main text,** containing:

  - **Paragraph titles**: with decimal numbering: 1. – 1.1 – 1.1.1 – 1.1.2 – … etc. The titles of the first and second levels of numbering (1. and 1.1, etc.) are to be set in boldface.

  - **Plain paragraphs**: Justified, 11pt; use only automatic hyphenation, **no manual hyphenation** (e.g., by inserting fixed spaces, hard returns, etc.). No first-line indents. Single spacing, 1 blank line between paragraphs.

  - **Examples, citations from corpora, etc.**: numbered and indented, with negative ("hanging") first-line indent (similar to footnotes). Single spacing, ½ blank line between each example, citation, etc. Example text in italics, text source in plain type 11pt. Numbering style: (1), (2a), (2b) etc., plain type.

  - **Footnotes**: 8,5pt, justified and indented with negative ("hanging") first-line indent for the number. Number in superscript type.

  - **Emphasis:** *Italics* should be used to emphasize certain words or passages, with **bold face** as a second option only. Double emphasis (e.g., ***italics and bold***) should be avoided. Other options (Highlights, wide spacing, MAJUSCULES, Underscore, etc.) are only possible after prior consultation with the Publishing Office. This also applies for emphasis within quotations, etc. unless the type of emphasis is significant for the intended purpose (for instance, underscore in typoscripts can nearly always be replaced by italics in print).

  - **Quotations** in the running text have to be within double quotation marks. The kind of quotation marks to be used depends on the language of the main text, not the language of the quotation itself (see below).

  - **Longer quotations** (as a rule of thumb) more than 2 lines should be set as indented paragraphs **without** quotation marks and should be separated from the main text by ½ blank line above and below the paragraph. Left indent: 10 mm.

  - **Illustrations** and **Tables** have to be numbered independently from each other throughout the entire text or – in case of separate articles from different authors – throughout each article (i.e., not separate for each chapter), and also independently from other numbered items such as examples, corpus citations, etc. They need to have captions with 'Figure xx' or 'Table xx' resp., followed by the caption text. They must not exceed the size of 120

x 180 mm (= type area minus space for caption) and still be legible. Although tables or illustrations exceeding the type area may be split over two opposite pages, this always requires changes in the layout and/or position of the table and should thus be avoided.

- **Brackets, inverted commas, mathematical symbols, arrows, etc.** are always non-italicized, irrespective of whether the surrounding text is set in italics.
- **Commas** are set in italics if they belong to passages or words which themselves are set in italics. No italics are used if the commas only separate italicized sections within non-italicized text.
- **Inverted commas and other quotation marks:** The kind and position of quotation marks (inverted commas, chevrons, or others) depend on the overall language of the article. The typographically correct versions should be applied for the language used, for instance, German texts have 'bottom nines, top sixes' for double inverted commas („ "), and 'top sixes and nines' for single inverted commas. In English texts, the top position is used both for single and double inverted commas. French texts, on the other hand, do not have inverted commas but so-called chevrons (« » or ‹ › resp.). Quotation marks are always non-italicized.
- **Apostrophe:** For the apostrophe (elision mark), only the character " ' " should be used (Unicode 0027 'APOSTROPHE').
- **Slashes:** In the manuscript, please do NOT insert blanks before or after slashes.
- **Abbreviations:** In the manuscript, please do NOT insert blanks between the single letters of an abbreviation.
- **Bibliographical references and sources** have to follow the pattern "Müller (1991: 123) concludes ...", "in his article, Maier (1997) criticizes…", or after quotations, "(Schäfer 1998: 321)", transcripts, e.g., "(xab: 201)", citations, e.g., "(FAZ, 12.2.97: 5)". Editors have to be marked "(Maier (ed.) 1971: 34f.)".
- For aesthetical reasons, an accumulation of brackets should be avoided within references. Therefore, the brackets enclosing the year of publication are omitted if the whole reference is already in brackets. However, the abbreviation "(ed.)" always remains in brackets. In case of bracketed references passages extending over more than one line, the year brackets may also remain for reasons of clarity.

- **Photos, illustrations, diagrams, and other graphics**

  All graphics have to be submitted as separate data files (preferably in TIFF format), not just as embedded graphics within a text document. Please try to avoid 'exotic' formats – most graphic editors have an export function providing standard formats such as *.bmp, *.tif, *.jpg, etc. The graphics should be rich in contrast, not too crowded, any lettering should be legible (i.e., reasonably large), and the resolution should be not less than 300 dpi (the higher the better, 600 dpi is a good option).

- **References section:**

  It is possible to use different sub-headers for primary and secondary literature, respectively. The reference section should only contain titles that are actually referred to in the text and vice versa. The references should follow the system shown below:

  Books/monographs:
  - Author(s) or editor(s) in the form: family name, first name/family name, first name. **First names have to appear in full and must not be abbreviated.**
  - If applicable, editor(s): (ed.) or (eds.), resp.
  - Year of publication (in brackets), followed by a colon
  - Title of the publication, followed by a full stop
  - If applicable, volume number, followed by a full stop
  - If applicable, edition information, followed by a full stop
  - If applicable, serial title in brackets: (= [serial title] [serial volume nr.]), followed by a full stop
  - Place of publication, followed by a colon, Publisher, followed by a full stop

  Examples:
  Friedrich, Wolf (1976): Moderne deutsche Idiomatik. Systematisches Wörterbuch mit Definitionen und Beispielen. München: Huber.
  Beal, Joan C./Corrigan, Karen P./Moisl, Hermann L. (eds.) (2007): Creating and digitizing language corpora. Volume 2: Diachronic databases. Houndmills, Basingstoke: Palgrave Macmillan.

Articles …

… in periodicals:

- Author(s) in the form: family name, first name. **First names have to appear in full and must not be abbreviated.**
- Year of publication (in brackets), followed by a colon
- Title of the article, followed by a full stop
- **In:** Title of the periodical, volume, year of issue (if applicable), followed by a colon
- Pages (first page, hyphen ("-" without blanks, no dash "–"), last page), followed by a full stop

Example:

Stubbs, Michael/Barth, Isabel (2003): Using recurrent phrases as text-type discriminators: a quantitative method and some findings. In: Functions of Language 10/1: 61-104.

… in anthologies:

- Author(s) in the form: family name, first names. **First names have to appear in full and must not be abbreviated.**
- Year of publication (in brackets), followed by a colon
- Title of the article, followed by a full stop
- **In:** editor(s): **(ed.)** or **(eds.)**, resp., followed by a colon
- Title oft he anthology, followed by a colon
- If applicable, volume number, followed by a full stop
- If applicable, edition information, followed by a full stop
- If applicable, serial title in brackets: **(= [serial title] [serial volume nr.])**, followed by a full stop
- Place of publication, followed by a colon, Publisher, followed by a full stop
- Pages (first page, hyphen ("-" without blanks, no dash "–"), last page), followed by a full stop

Examples:

Rayson, Paul/Baron, Alistair (2011): Automatic error tagging of spelling mistakes in learner corpora. In: Meunier, Fanny/de Cock, Sylvie/Gilquin, Gaëtanelle/Paquot, Magali (eds.): A taste of corpora. In honour of Sylviane Granger. Amsterdam: JohnBenjamins, 109-126.

Siemund, Peter (2007): Reflexivum. In: Hoffman, Ludger (ed.): Deutsche Wortarten. Berlin/New York: de Gruyter, 707-725.