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## Guidelines for LB authors


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Please send all review copies of newly published books on linguistics to the editors' address above. The editors reserve the right to select the books for review. Books that are sent in without having been requested cannot be returned to sender.

To supply information for the LB-Info section, please contact Mr. Klaus Müllner, Postfach 21 51, 65779 Kelkheim, kmuellne@uni-mainz.de.

If you are looking to hand in a *manuscript* or a *book review*, please adhere to the following guidelines. Guidelines marked with  are based on the Barrierefreiheitsstärkungsgesetz (a law regarding the accessibility of digital media in the EU) and must be adhered to.



- Manuscripts are to be handed in digitally via email in one of the following formats: *Word* (.docx), *Rich Text Format* (.rtf) or *Portable Document Format* (.pdf).
- The authors of the manuscript must not be identifiable through the content of the paper nor document properties.
- Papers in German or English are preferred. When writing in English, please consistently use one variety of English.
- Please include the full names, addresses, phone numbers, and email addresses of all (co-)authors that are to be sent the proofs in the text of your email.
- Papers can be submitted to be published in the following categories: (i) *Beiträge aus Forschung und Anwendung*, (ii) *Aktuelle Tendenzen in der Linguistik*, (iii) *Praktisches aus Forschung und Lehre*, (iv) *Glossen*, (v) *Rezensionen*, (vi) *Nachrufe*
- Please remember that the LB is printed in greyscale. Print in color can only be requested for individual pages if necessary.
- All authors will receive a free digital copy at the time of publication.
-  Every figure must be accompanied by an alternative text or descriptive text. Please confer our *Guidelines for alternative and descriptive texts*.

Please adhere to the following guidelines during the creation and proofreading of your contribution.

## 1 Introductory additions

- Please start off your contribution with an English abstract of 150 to 200 words.
- Please include five keywords to describe your contribution.
- The two notes above only apply to contributions in categories (i) – (iii).
- If your contribution is in German, please add an English translation of the title.

## 2 Page and document formatting

- Please be mindful of the available space on a page. Each page is 18.9 cm high and 11.4 cm wide. Please pay particularly close attention to the sizes of figures and tables.
- All contributions are formatted by the editorial office in Word if accepted. Handing in your manuscript in a Word format simplifies this process. It is also possible to hand in a PDF-file that was created in LaTeX. In that case, the text is formatted entirely by the editorial office.
-  Please refrain from using footnotes marked by an asterisk. All footnotes must be numbered. If you want to include acknowledgements or information on funding, this can alternatively be done in the form of a short text at the very end of your paper.
-  Schematics and diagrams including text elements should be included as figures and fitted with alternative or descriptive texts.
- If present, elements at the end of the paper should appear in the following order: acknowledgements, index of abbreviations, references, annex, contact information.

## 3 Tables and figures


- Please note that your figures must be 250 dpi and in greyscale for printing.
- Below you can find an example of the table layout in *Linguistische Berichte*. You can match this layout in your manuscript or the tables will be adapted to the layout during formatting.
-  Please refrain from merging and splitting cells if possible.

Table 1: Sentence types and illocutionary functions

	sentence type A	sentence type B	sentence type C
illocutionary function A	yes	no	no
illocutionary function B	no	yes	yes

#### 4 Examples

Please note that examples must be continuously numbered following the pattern illustrated below. The distance between words is navigated through tabs: Tabs follow both the enumeration and the alphabetization (if an example environment contains several examples). If aligned glosses are used in the example, you can set tabs at 0.1 cm to control distances between words and glosses. This is illustrated in the following examples:

- (1) Dies ist ein Beispiel mit Glossen.  
This is an example with glosses
- (2) a. This is an example without glosses.  
b. As is this.

Examples should always be translated into the language of the main text of your paper. The only exceptions are English examples in German papers.

#### 5 References

Please adhere to the following guidelines when **citing in-text**:

- One author: (Maier 2002)
- Two authors: (Maier & Jäger 1999)
- Three authors: (Maier, Jäger & Hofmann 1997)
- Four or more authors: (Maier et al. 2012)
- Several works by the same author: (Maier 1998a, 1998b, 2002)
- Several works by different authors: (Maier 2002; Ziegler 2011)
- Citing specific pages: (Maier 2002: 312–324)
- When the author's name is part of the text: „As Maier (2012: 312) argues [...]“

Please adhere to the following guidelines when **listing your references**:

##### Monographs

- Maier, Johanna (2002): *Neue Entwicklungen in der Spracherwerbsforschung*. Bremen: Kerner.
- (2004a): *Compounds and language acquisition*. Wien: Friedrich.
- (2004b): *Linguistische Theoriebildung und Spracherwerb*. München: Perland.

**Edited volume**

Maier, Johanna & Fritz Jäger (eds.) (1999): *Morphology in the classroom*. London: Clinton.

**Papers in an edited volume**

Schermer, Trude (2016): Lexicon. In: Anne Baker, Beppie van den Bogaerde, Roland Pfau & Trude Schermer (eds.), *The linguistics of sign languages. An introduction*. Amsterdam: Benjamins, 173–195.

**Journal papers**

Maier, Johanna, Fritz Jäger & Felix Hofmann (1997): Fugenelemente. Eine Fallstudie zur Verarbeitung von Komposita. In: *Morphologische Studien* 20.1, 95–101.

**Dissertations and theses**

Pfeiffer, Iris (2011): *Partikelverben im Bairischen*. Dissertation, Universität Augsburg.

— (2008): *Die Satzklammer im Bairischen. Eine empirische Studie*. Masterarbeit, Universität Augsburg.

Cosby, Selma (1990): *The left periphery in Amharic*. PhD dissertation, Yale University.

— (1986): *The system of Amharic embedded clauses*. MA thesis, Harvard University.

**References with a DOI or URL**

Warriner, Amy Beth, Victor Kuperman & Marc Brysbaert (2013): Norms of valence, arousal, and dominance for 13,915 English lemmas. In: *Behavior Research Methods* 45.4, 1191–1207. <https://doi.org/10.3758/s13428-012-0314-x> [last access: 31.07.2024].

**Further guidelines concerning the list of references:**

- If the main text of your paper is in English, the list of references gets the heading “References” and the abbreviations “(ed.)” and “(eds.)” are used throughout the list. If the text in your paper is in German, the list of references gets the heading “Literatur” and the abbreviations “(Hg.)” and “(Hgg.)”.
- If several papers by the same author are listed, their name is only spelled out for the first paper and henceforth replaced by an em dash (as seen in the examples listed for “monographs” above). The em dash is double the length of a dash and can be inserted using the keyboard shortcut „[strg] + [alt] + [minus sign]“.
- Despite listings of more than three authors being abbreviated with “et al.” in in-text citations, all authors and editors should be named in the list of references.
- Content words in English titles should not be capitalized; the first word after a colon should likewise not be capitalized
- If a reference is associated with several locations of publication, please only list the first one.
- Names of book series should not be included.

- If journals require both the number of the issue and the year to be included in their citation, please separate the two with a period (see the example for citing a paper from a journal).
- Page numbers should be separated by a dash without spaces.
- Adding URLs or DOIs to your references is optional but should be handled consistently for each paper.