Africana Linguistica
Guidelines for authors (text in English)

General

Africana Linguistica appears once a year, and manuscripts submitted before 31 January will be considered for publication of that year's volume. Please send an anonymous Word document and a PDF document of the manuscript, together with a separate cover sheet containing the full title of the paper, the full name of the author(s), the affiliation of the author(s) and current mailing and e-mail addresses.

Lay-out

The paper starts out with the title of the paper, followed by an abstract (max. 200 words) and keywords (max. 5). In the main text, subsections have separate headings. The first paragraph after a heading or an example is not indented. Acknowledgements and abbreviations should not be put in footnotes, but in two small subsections between the conclusion and the references.

Formatting

- Page format:
  Customed size of page, A4 sheet
  width   16 cm
  height   24 cm

- Margins
  top   2,4 cm
  bottom   1,9 cm
  left   2,4 cm
  right   1,9 cm
  header   1,3 cm
  footer   1,3 cm

- Font
  o   Use Times New Roman 10 pt as default font
  o   Use Charis SIL for all linguistic data, both in the examples and in the body text
  o   Embed True Type fonts when saving the document.

- Headings
  o   article heading   Unicode font 12 pt, lower case, bold, preceded by 10 line spaces and right aligned
  o   first headings   Unicode font 10 pt, lower case, bold, left aligned
  o   heading references   Unicode font 10 pt, lower case, bold, left aligned, not numbered
  o   heading acknowl.   Unicode font 10 pt, lower case, bold, left aligned, not numbered
  o   other headings   Unicode font 10 pt, lower case, not bold, left aligned

- Examples
  o   Follow the Leipzig Glossing Rules (http://www.eva.mpg.de/lingua/resources/glossing-rules.php)
  o   Examples are numbered with Arabic numerals in parentheses ( )
  o   Examples are preferably aligned by tabs, not spaces
  o   Linguistic data in examples are in bold (not the glosses or free translation)
  o   Linguistic data cited in the text should also appear in bold and be followed by a translation in single quotation marks

- Footnotes

- o Use footnotes, not endnotes.
  - o Unicode font 9 pt, line spacing 11 pt, with note separators.
  - o Do not use a footnote for abbreviations or acknowledgements.
  - o Try to be sparse in the use of footnotes.

- Quotations
  - o Quotations should be given in double quotation marks, unless they are longer than 3 lines.
  - o Longer quotations should be formatted as block quotations, without quotation marks and with the appropriate reference.
  - o Terms are placed between single quotation marks. Example: …conjugational categories called 'conjoint' and 'disjoint'…; The term 'new information' is used to…
  - o Quotations in foreign languages are placed in italics and between double quotation marks. Example: Boyd (1974) describes the apocopated vowel as a *"voyelle d'appui"* appearing before ...

- Font enhancements
  - o Italics are used for words in a foreign language (not linguistic data)
  - o Boldface is used for citing linguistic data in the text (see 'Examples').
  - o Refrain from using underlining, except for occasional emphasis or highlighting

- Images
  - o Images should be black and white.
  - o Tables, maps and figures should be provided in **separate documents** in the formats .tiff, .jpg or .jpeg.
  - o At 100% the images must have at least a length of 12 cm.
  - o They should be scanned or saved with a resolution of 1200 DPI.
  - o Indicate in the text where each image should appear, by inserting a line in the manuscript INSERT IMAGE x HERE
  - o Make sure the number of the image figures in the file's name.
  - o Provide an additional pdf where all images are inserted in the right place
  - o Provide a separate legend for every image

References
- Every reference in the text should appear in the references section.
- The references section should only contain works that are cited in the text.
- Within the text, format references as follows: Author (year:page numbers). Example: Bresnan and/& Mchombo (1987) observe that…; As Lambrecht (1994:213) puts it,…
- Reference to an article with more than two authors may in the text be shortened to et al., but should appear with all full names in the references section. Example: …see Möhlig and Kavari (2008), Möhlig et al. (2002).
- Within the references section, format as follows:
  - o <u>Books</u>
    Kadima, M. 1969. *Le système des classes en bantou. Leuven*: Vander.
    Newton, S. (ed.). 1980. *The Red Notebook of Charles Darwin*. Ithaca, N.Y.: Cornell University Press.
    Schadeberg, T. C. and/& F. U. Mucanheia. 2000. *Ekoti: the Maka or Swahili language of Angoche*. Cologne: Rüdiger Köppe Verlag.
  - o <u>Article in book</u>
    Newton, S. 1985. 'Darwin Revisited: A Glimpse of the Past'. In F. Wilmer (ed.), *Evolution Theory of Charles Darwin*, 41-9. San Francisco: Idlewing Press.
    Ruelland, S. 1978. 'Le tupuri et les langues tchadiques voisines: comparaison lexicale'. In J.-P. Caprile & H. Jungraithmayr (eds), *Préalables à la reconstruction du proto-tchadique*, 157-75. Paris: SELAF.

- o Article in journal
  Faye, W.C. 1982. 'La classification nominale en sereer singadum', *Sudlangues* 4:82-105.
- o Unpublished material
  Odden, D. 1995. Notes on the tonal structure of Ekoti. Ms., Ohio State University, Columbus.
  Zerbian, S. 2006. Expression of information structure in Northern Sotho. PhD dissertation, Humboldt University, Berlin.
- o Electronic, online sources
  If there is a paper version, this should be cited rather than the online document. Otherwise, present as a normal publication, but give the URL to the document and the date the information was last accessed by the author of the citing article.
- o

Orthographic/typographic conventions for English
- Reference works on typographic rules for English:
  - o *Chicago Manual of Style*, London, University Chicago Press, 2003
  - o *New Hart's rules*, New York, Oxford, 2005.
- Some basic reminders:
  - o Use en dashes (–).
  - o Be consistent in using American or British spelling (especially for -ization/-isation, -ized/-ised).
  - o No spaces before punctuation marks

- If you are not a native speaker of English, please have your paper checked by a native speaker.