

Guidelines for authors and editors

For the benefit of production efficiency and the production of texts of the highest quality and consistency, we urge you to follow the enclosed submission guidelines.

Contributions are in English. Spelling must follow a consistent English variety throughout the manuscript. Please ensure that the manuscript has been proofread thoroughly for any language issues.

Authors must seek permission for all copyrighted material that they intend to use in their work. They are responsible for observing copyright laws when quoting or reproducing material.

Lay-out

Whatever formatting or style conventions you use, please be consistent.

Running heads: In case of a long title please suggest a short one for the running head (max. 55 characters).

Fonts and text size: Please use a Unicode font, 12 pts with 1.5 line spacing. Times New Roman is preferred,

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Headings: Chapters or articles should be reasonably divided into sections and, if necessary, into subsections. Subheadings should only be created if there are at least two subsections. Please mark the hierarchy of subheadings as follows:

- first order = bold, two lines space above and one line space below. If numbered: 1.
- second order = normal, one line space above and one line space below. If numbered: 1.1
- third order = italics, one line space above, text on new line. If numbered: 1.1.1
- fourth order = italics, one line space above; period; run on text. If numbered: 1.1.1.1.

Quotations: Text quotations in the main text should be given in double quotation marks.

Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks. Direct quotations should always have a source, with page number. Spelling and punctuation of the original should be copied exactly, and [sic] used in case of errors/typos in the original.

For terms or expressions (e.g., “context of situation”) please use double quotes. For translations of cited forms use single quotes.

Listings: Should not be indented. If numbered, please number as follows:

- i. or a.
- ii. or b.

Listings that run on with the main text should be numbered in parentheses: (i)....., (ii)....., etc.

Examples: Should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses and indented. Every next level in the example (a), (b) gets one indent.

If the glosses should be aligned in the final product, please also align them, with spaces or tabs, in the file and hard copy/PDF submitted for production. If the language of the example is other than the language of the text, the example should be in italics.

- (3) a. *Ed en Floor gaan samen-wonen*
Ed and Floor go together-live.INF
'Ed and Floor are going to live together'
- b. *Maarten en Stefanie zijn uit elkaar*
Maarten and Stefanie be out RECP
'Maarten and Stefanie have split up'

Glosses: For translations of cited forms in the text use single quotes. E.g., *voorbeeld* 'example'. For detailed conventions for interlinear morpheme-by-morpheme glosses, please refer to the [Leipzig Glossing Rules](#).

Tables, figures and plates

1. Tables and figures etc. should be numbered consecutively (within the book for monographs, within the article for edited volumes).
2. Tables and figures etc. should be provided with concise captions.
3. Please see our [guidance about alternative text](#) for all images, to ensure accessibility of the work for readers using a screen reading device (text-to-speech etc.).
4. All figures and tables should be referenced in the text, e.g. (see Figure 5). Please do not use relative indicators such as "see the table below", or "in this table: ...".
5. If the table or figure is not enclosed in the text file, please indicate the preferred position of the table or figure in the text by inserting a line "@@ Insert (file name) here" at the appropriate position. Tables/figures will be placed either at the top or the bottom of the page on which they are mentioned, or on the following page.
6. If absolutely necessary, color may be used in graphs/figures. However, we appreciate it if you minimize the use of color, as this is also a hurdle for readers with a print disability. In graphs, always also use different types of lines/points for added distinction. In tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.
7. All tables, plates, and figures eventually have to fit the following text area, either portrait or landscape: 12 cm x 20 cm at 8 pt minimum.
8. Notes in tables and figures should not be regular endnotes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.

Author's name and affiliation

In the initial submission – to be peer-reviewed – information about the authors should be removed. The final version, if accepted for publication, should include the following information.

Below the title of each article, the author(s) should be listed, in the order in which they are to appear in the publication. In case of an article with more than one author, please identify one corresponding author; if no corresponding author is identified, we will automatically label the first-listed author of the article as its corresponding author.

For each author, give their affiliation(s). The affiliation(s) used should be the affiliation(s) current at the moment of doing the research and writing the article. The affiliation should be only the name of the university or institution (not including departments etc.), in the form that the institution itself has decided upon for international use. This usually is the name of the institution in one of the official languages of the institution/country, or in English. If there is no official English name, do *not* provide

your own translation into English. If the name (in English) is not unique in the world, please add city/country to disambiguate.

If an author has an ORCID (digital identifier for researchers), please include this. This should be the ORCID as provided by the author themselves; we strongly advise against looking up ORCIDs without verification.

Abstract

Each article in an edited collection should start off with an abstract. The abstract should be:

- *Accurate*: Ensure that the abstract objectively reflects the purpose and content of your paper.
- *Self-contained*: Define abbreviations and unique terms, spell out names, and give reference to the context in which your paper should be viewed (i.e., it builds on your previous work, or responds to another publication)
- *Concise and specific*: Abstracts should not exceed 120 words. Be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications.

Key words

After the abstract, please provide a list of up to 10 key words, separated by commas, that indicate the most important topics, languages or language families, methods and/or frameworks used in the article.

Notes

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks.

References

A link to instructions and example references in the appropriate style for this series can be found under “Author info” on the webpage for the series on benjamins.com. Please make sure you apply the reference style that is used by the specific book series in which you are seeking to publish; the volume editor will be able to provide you with that information.

Appendixes

Appendixes should follow the references section. Please refer to the appendix in the main text.

Additional materials: If your article/book has associated audio-visual materials, code, or datasets, please indicate in the text where each of these files is referred to. If the materials are hosted in a publicly available archive, make sure you have a persistent identifier to link to them from within your book/article; we suggest also including such materials in your references, as this will help create permanent links between those materials and your publication. If Benjamins is to host these materials, please submit them at the time you submit the final version, and in addition, provide a **separate** list containing the name of each associated file, its type, size, and caption/description.

Acknowledgments

We prefer the use of an acknowledgments section at the end of an article, instead of an acknowledgment (foot)note. This section should not be used for funding information. Any acknowledgments that may give away the author’s identity can be left out in the initial version submitted for peer review. (But in that case, please remember to put it in the final version, before that is submitted for production!)

Funding information

If an author received funding through a grant for the research that is discussed in the article, details on this – including funder name and grant number – should be supplied in a separate section called “Funding information”. Any funding information that may give away the author’s identity can be left out in the initial version submitted for peer review. (But please remember to put it in the final version, before that is submitted for production!)

Additional instruction for authors of monographs

If you are the author of a monograph (not a contributor to an edited, collective volume) include a Table of Contents in your manuscript. Please provide a title page with the author’s/s’ names and affiliations separately. In case of more authors, given them in the order as they should appear in the publication. See also the instructions about affiliations above.

Additional instruction for editors of edited/collective volumes

With the manuscript files, please provide a Table of Contents. This does not need to include page numbers, but it should list all the elements in the volume, in the order in which they are to be included in the published book. For each contribution, make sure that all contributors of that contribution are listed with their article, in the identical order as in the article itself.

Also provide a title page for the entire volume, with the (suggested) title (and subtitle) for the volume, and the name(s) of the editor(s) and their affiliations. See also the instructions about affiliations above. In case of more editors, given them in the order as they should appear in the publication. Inform us which of the editors will be the contact for Benjamins during the production process.

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