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

Books/contributions should be consistent in their use of language and spelling; for instance, an article in English should be in British English or American English consistently throughout. If the author is not a native speaker of the language used, it is advisable to have the text checked by a native speaker before submission.

When submitting the final manuscript, please make sure that you provide all of the following elements, as we cannot enter your book into the production process until we have received these:

1. final version of the file(s);
2. identical hard copy or a PDF file with embedded fonts, showing all special characters as they should be;
3. the completed marketing questionnaire;
and for collective volumes also:
4. a complete set of signed copyright assignment forms;
5. the table of contents of the volume, showing the order of the articles;
6. an electronic file with a list of all contributors’ addresses (both postal mail and e-mail)

Hard copy and electronic files
**Hard copy:** Please provide hard copy. In case of any mismatch between the hard copy and the electronic file the typesetters regard the hard copy as the conclusive document. During the production process the hard copy is constantly referenced by the typesetter and is of great help when faced with problems in the files, such as conversion errors, distorted tables, lost graphs, etc.

**Electronic files:** Please make sure that you supply all text and graphic files of the final version of the manuscript. Please delete any personal comments so that these cannot mistakenly be typeset, and check that all files are readable.

**File naming conventions:** When naming your file please use the following convention: use the first three characters of your own surname; if your name is Johnson, the files should be named JOH.DOC, if further divided into chapters JOH1.DOC, JOH2.DOC. Figures can be named as follows JOH1.EPS, JOH2.EPS, etc. Please write the file names on the corresponding hard copy. This naming convention is particularly important when submitting for collective volumes.

**Disks:** We advise the use of High-Density (1.44MB) disks or ZIP disks for either PC or Mac. If there are a lot of files, it is advisable to pack these into an archive first (any standard compression software can be used). Please indicate the operating system and the word processing software on the disk label, as well as your name.

**Software:** Files in Word are preferred. If other word processing software is used let this software create a Word or RTF conversion and submit these together with the original source files. LaTeX users are requested to send their original files and PS files (not stripped ASCII).

**Graphic files:** Any graphics created in Word (or Excel) can remain in the text and do not require special action. Graphics that have been created in another program, such as special purpose graphics software, and any other illustrations should be supplied separately. Please make sure that these have a minimum resolution of 300 dpi when resized to the book page. Also see the instructions in the section ‘Tables, figures and plates’ below.

Lay-out
Our typesetters will do the final formatting of your document. However, some of the text enhancement cannot be done automatically and therefore we kindly ask you to carefully observe the following style.

**Do’s and don’ts:** Please use a minimum of page settings.
The preferred setting is 12 pt Times New Roman, 1.5 line spacing, on 13 x 22 cm (5” x 8.6”) text area. The only relevant codes are those pertaining to font enhancements (italics, bold, caps, small caps, etc.), punctuation, and the format of the references. Whatever formatting or style conventions are employed, please be consistent.
Abstract: Please have each author provide an abstract at the beginning of the article. This abstract should not exceed 150 words. They should be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications of the article. The author should ensure that the abstract objectively reflects the purpose and content of the paper, for instance by following the paper’s headings. It should report rather than evaluate, and be self-contained: non-standard abbreviations and unique terms should be briefly defined and names spelled out.

Running heads: In case of a long title please suggest on the title page of your manuscript a shortened one (max. 55 characters) to be used as running head.

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), unless this is a strict convention in your field of research.

Symbols and special characters: Please use Unicode fonts, if possible. In case you have no access to certain characters, we advise you to use a clear convention to mark these characters as this will facilitate automatic replacement during the formatting of the text. If you use any special characters, be sure to mark these with unique codes such as %%…%% or $[...]. This will enable us to trace those characters in your document.

Chapters and headings: Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the hierarchy of subheadings as follows:

Heading A = bold italics, two lines space above and one line space below.
Heading B = italics, one line space above and one line space below.
Heading C = italics, one line space above, text on new line.
Heading D = Italics, one line space above; period; run on text.

Numbering should be in arabic numerals; no italics; no dot after the last number, except for level A headings.

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, and with the appropriate reference to the source. For terms or expressions (e.g., ‘context of situation’) please use single quotes. For glosses of citation forms use double quotes.

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

1. .................... or a. ....................
2. .................... or b. ....................

Listings that run on with the main text can be numbered in parentheses: (1).............., (2)............., etc.

Examples and glosses

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented.

Glosses: We suggest you use the Leipzig Glossing Rules (www.eva.mpg.de/lingua/) as a convention for the formatting of glosses. Examples of common types of morpheme-by-morpheme glossing are given here.

(1) a. My s Marko poexa-i-i avtobus-om v Peredelkino (Russian)
we with Marko go-PST-PL bus-INSTR to Peredelkino
“Marko and I went to Peredelkino by bus.”

b. unser-n Väter-n (German)
our-DAT.PL father.PST-DAT.PL
“to our fathers”

CAPS can be used for abbreviations in the interlinear gloss: in the final formatting these will be converted into small caps. Please refrain from the use of lower case for abbreviations. For consistency, it would be good if you and your contributors could agree on a standardized list of abbreviations to be used in the volume.

Notes

Notes should be kept to a minimum. They should never be used to supply full references: these should be placed in the References section. Note indicators in the text should appear at the end of sentences and follow punctuation marks.

References

It is essential that the references are formatted according to the specifications given in these guidelines as this cannot be done automatically afterwards. Please study the examples carefully, taking note of the use of capitals, italics and punctuation, and format your references consistently. Please make sure that all references in the text appear in the References section.
References in the text
Hymes (1955, 1956) has argued that ...
... study of Basque and Caucasian (Tovar et al. 1961: 112-114) ...
... (Kaartinen & Mustanoja 1958; cf. also Ohlander 1941: 23-24)...

Examples of references in the References section
References should be listed first alphabetically and then chronologically.
Authors' names should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials. For the first author, first names and/or initials follow the surname (after a comma). In case of an edited volume, add 'ed.' or 'eds'.
Year of publication. Please double check references that are in press, in preparation, forthcoming and update when they are published.
Journal titles should be given in full. The issue number can be omitted when the page numbering is consecutive throughout the volume.
Page range: Please make sure all articles are listed with a page range.
Book publisher: Please omit additions such as Publishing Company, Ltd., Inc. etc. For states in the USA, please use standard abbreviations such as Calif., Mass. (not postal codes such as CA, MA).

a. Book (monograph)

b. Book (edited volume)

or, if the source volume is also in the references:

c. Articles in books

or, if the source volume is also in the references:

d. Articles in journals

e. Unpublished materials (dissertations, papers)

Appendixes
Appendixes should follow the References section. Please make sure you refer to the appendix in the main text.

Tables, Figures and Plates
- Tables and figures should be numbered consecutively and provided with concise captions (max. 240 characters).
- 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: ...”.
- 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. It
will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.

- The book will be printed in black & white. Before submitting the material for production, please check carefully whether all illustrations are still meaningful when printed in black & white. If the use of some color figures in your book has been agreed with the publisher beforehand, please indicate clearly in a separate instruction which tables and/or figures are to be printed in color.
- All tables, plates, and figures eventually have to fit the following text area, either portrait or landscape: 12 cm x 20 cm (4.72 x 7.87 inch) with minimum font size of 8pt.
- 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.
- In tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.

Author’s corrections
Authors of monographs will receive first proofs for correction, and after corrections a set of second proofs for final checking and indexing.

Contributors to collective volumes will receive proofs of their article for correction and will be requested to return their corrections to the volume editor(s). The editor will receive one full set of the first proofs and after corrections another set of second proofs for final checking and indexing.

Index
It is a misconception to assume that indexes can simply be generated electronically; a good index requires human intelligence.

An index usually includes both proper name and subject entries, but if the material is complex and the list of proper names large, we advise you to make separate indexes of Names and of Subjects. Finer divisions may be considered, for instance, if the book discusses data from a lot of languages (say, more than 20) it makes sense to create a separate language index.

As a rule, don’t include items in the index which are mentioned in the Table of Contents. Material from the preliminary matter (such as Preface, Foreword, List of Tables, etc.), and the back matter (Glossary, References, etc.) should not be indexed unless they contain important additional information to the main text. Try to be as objective as possible in the choice of entries and include those entries in the index that you think a reader may want to look up. Refer only to pages where an item is discussed, not just mentioned.

The main subdivision of the index is the entry. An entry consists of a heading identifying the subject of the entry and a locator, usually the page number. If an entry consists of a large number of page references it is advisable split it up into subheadings.

A complete entry consists of the principal heading and page references, all subheadings and page references, and all cross-references.

Cross-references (see also), should be considered only if they actually lead to additional information, not just the same information indexed under different headings. In case of headings referring to the same information include one heading with page numbers and others referring with see (see reference).

For specific problems or particular matters not mentioned here, please consult The Chicago Manual of Style.

For the preparation of an index, these are the options:

1. The author/editor takes care of the total preparation of the index and delivers the index (entries plus page numbers) electronically for typesetting. Preparation of the index should be done on the basis of the second proofs as only at that stage the pagination is fixed.

2. The author/editor indicates which terms should be included in the index, in the files submitted for production. With this information our typesetters generate a rough index. The terms to be included can be identified by the author/editor in one of the following ways:

a. The author/editor uses the indexing option of Word to mark all relevant instances of terms in the electronic version of the text, before submitting it for production. Please note that these terms should be marked as main entries only; decisions about subdivisions and cross-references should be postponed until the rough index has been generated (see below). In Word, please do not use the “page range” option. When you submit your manuscript for production, please inform us that you have added index markers in this manner.
b. Alternatively, before submitting the text for production the author/editor inserts in the electronic version of the text **unique code markers**. These should identify the beginning and end of the index term; for instance, `@[word to be indexed]`. **All relevant instances of a term** should be marked in this way. It is important that these markers do not appear in any other function in the text, and are thus uniquely identifiable as index markers. During conversion these markers remain in place and make it possible to generate a rough index. If you are editing a collective volume, and your contributors supply electronic texts to you, we urgently advise you to instruct your contributors to use this method. When you submit the manuscript for production, please inform us that you have added index markers in this manner.

It is important to remember that a rough index is nothing more than an electronically produced aid to make a proper index. You will receive the rough index on paper or as a PDF file, and -- if you wish -- as a word processing document, for editing and fine-tuning. From the rough index (A) generated by the typesetters, you can make the index (B), by:
- uniting different terms describing the same subject under one entry, listing appropriate terms as subdivisions of an entry, or cross-referencing (for instance, the same term in different languages), adding **see** and **see also** references;
- editing the terms, e.g. plural to singular, standardize spelling, subsume variants under one entry in the actual Index.

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**(B) FINAL INDEX**

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