**Guidelines for contributors of articles to EWW: layout conventions**

- Articles should be submitted electronically. Authors are advised to get in touch with the editors beforehand to avoid deletion as spam. Articles should be submitted as both .doc and .pdf files.

- We have a .dot-file with styles we use to edit your contributions. To avoid conflicts, do not use any other styles (headlines, footnotes, etc.) apart from standard throughout your text.

**Structure**

- At the beginning of the paper:
  - Title, author’s name, author’s affiliation,
  - followed by a short **abstract** (100–150 words),
  - and up to 10 **keywords** which characterise the contents of your paper, separated by commas (for abstracting services and search machines).

- For chapter and sub-chapter titles, use the decimal system; e.g.
  1. Introduction
  2. Survey of recent research
  2.1 American English
  2.2 etc.

- At the end of the paper (after references), please add “Author’s address”, followed by the author’s name and current address (including e-mail). For co-authored papers, please indicate who the corresponding author is.

**Fonts**

- The preferred font is Times New Roman.

- Phonetic fonts: use electronic phonetic fonts. If possible, please use Lucida Sans Unicode (available from [http://www.phon.ucl.ac.uk/home/wells/ipa-unicode.htm](http://www.phon.ucl.ac.uk/home/wells/ipa-unicode.htm)). Others can be used as well, such as SILDoulosIPA provided by the Summer Institute of Linguistics at Dallas, TX ([FTP://ftp.sil.org/fonts/win/](FTP://ftp.sil.org/fonts/win/)), but are more error-prone because we then have to substitute characters by the ones preferred by the publisher’s production department.

**Formal aspects**

- Please use either British English (BrE) or American English (AmE) spelling consistently.

- Please use footnotes, not endnotes. Please make sure footnote numbers follow the punctuation in the running text.

- There are only three formats you should use: regular, **bold**, and *italics*.

- Example words (i.e. linguistic variables) under discussion and foreign words should be *italicised* (e.g.: the pronunciation of *either* is variable, *nota bene*). Emphasised words should be in **bold font**. This applies to both regular running text and to examples.

- Do not use tab stops.

- Use MS Word tables instead of tabs and spaces if you need to arrange parts of your text in columns, to add interlinear translations / glosses, etc.
Please do not use double spacing anywhere in the contribution.

Use double quotation marks ("...") for quotations. Punctuation should come after the quote and not within it, e.g. “quote, quote, quote”. Use smart quotes “xy”, not straight quotes, also for single quotes and apostrophes, e.g. in don’t.

Also use double quotation marks for references to theoretical terms or concepts the first time they are used in the paper. Use single quotation marks (‘...’) for translations and meanings only.

If you use an abbreviation (e.g. BrE for British English), please introduce it in parentheses when you use it for the first time, and then use it consistently.

If you introduce an abbreviation for a corpus/dataset (e.g. COCA for the Corpus of Contemporary American English), please provide the full name of the corpus/dataset at first mention in italics, and introduce the abbreviation not in italics in parentheses, using it consistently in all subsequent instances.

Do not put a comma after e.g. and i.e. in the running text.

Use ellipsis brackets to mark ellipsis [...].

In the title, header, and section titles of the text, do not use upper case for content words (unless orthographically required). Use upper case after colons in headings and references and lower case after colons in the running text.

Use numbers for centuries instead of spelling them out (19th century, for example). Note that the th is not superscript.

Use the following format for dates: March 21, 2012.

References to other paper sections including Sources, the Appendix and References, and to Tables, Figures, and Examples should be capitalised as shown “(cf. Section 4.5)”.

Statistics: Should your article include statistics, use the following formatting: 

\( p < 0.001, \text{d.f.} = 2 \) and \( N = 280 \).

In-text references

For in-text references, please adopt the following format: (Poplack 1983: 115). Avoid ibid. and ff providing the precise page numbers instead (e.g. 1983: 115–116).

For in-text references to personal communication, please adopt the following format: (p.c., October 2008)

For in-text references to online content, please provide a distinctive reference that corresponds to the first piece of differentiating information provided in the bibliography, i.e. if you are referencing online content with an author (and year), use that information; if you are referencing an article or website without an author, use a (potentially shortened) form of the article/website title (in double quotation marks or not, corresponding to the format of the bibliographical entry).

Use semi-colons to separate publications by different authors in a list of references (e.g. Poplack 1983; Meyerhoff 2012), but commas between references by the same author (e.g. Poplack 1983, 2010; Meyerhoff 2012). Do not use ampersand.

Where you work with a list of references within the text, list references chronologically in ascending order, not alphabetically. Where there is more than one publication from the same year by different authors, list these alphabetically.

For in-text references to dictionary entries, use the following format:
home
The place where one lives or was brought up, with reference to the feelings of belonging, comfort, etc., associated with it. (OED s.v. home n. A. 2b.)

⇒ Please only use <et al.> for in-text references where there are more than three authors; please list all authors in the bibliographical entry.

Bibliographical entries

⇒ Please follow the examples below (see also the form used in earlier issues of the journal English World-Wide).
⇒ Provide full first names of authors (e.g. “Broder, John M., and Michael Powell”). Note that there is a comma before the and. Don’t use et al. in the reference section, i.e. please list all authors.
⇒ Provide “place of publication: publisher” for books and full page numbers of articles and chapters.
⇒ Titles of independent publications (books, journals) are italicised.
⇒ Use upper case for all content words in the references.
⇒ For journals, please remove number information (if the issues are numbered consecutively in a year), e.g. “Lingua 60: 30–50”, not “Lingua 60.1: 30–50”.
⇒ Remove all series information for monographs from the references. Also remove place information other than the city, e.g. “Malden, M.A.”. Remove double locations e.g. from “Amsterdam and New York: John Benjamins”.
⇒ When referring to a specific edition, please add this information in brackets after the title, e.g. “(7th ed.)”.
⇒ Mark forthcoming publications as <fc.>, both in-text and in the Reference section.
⇒ For online sources, provide the full title of the article/website in the Reference section, rather than the shortened title used for in-text references. When referencing an online article (or blogpost, etc.) without an author or date, use the name of the article in double quotation marks, and the name of the website it appears on in italics. When referencing a whole website, provide its full name, and its date of publication if available (not in italics, not in quotation marks). See the references below for examples.
⇒ Please provide publication dates/years, dates of last access, and names of authors (if available) when referencing online sources.

Sources

⇒ All primary sources are to be added to a section called “Sources”. This section should be placed before the “References” section. Generally, the sources should be listed by name (i.e. the name of the source in italics). No date of access is needed. Provide editor information, date of publication, and URL if available/applicable.
⇒ The sources section should contain only sources of data that were used in the article; references to other (published) data sources should go in the reference section.
References
Beal, Joan, and Lourdes Burbano-Elizondo. 2010. “‘All the Lads and Lasses’: Lexical Variation in Tyne and Wear”. Paper presented at Sociolinguistics Symposium 18, University of Southampton.

Tables and figures

Tables and figures should be provided with a caption, to be placed above in the case of tables, below in the case of figures, both with left alignment.
Tables, figures, and examples should be numbered consecutively and referred to in the text by their numbers. They should be referred to using capital letters, e.g. “as shown in Table 1”, “see Example (1)”. Please use Minion Pro or Times New Roman (9.5) – not Arial – for numbers etc. in your figures. For graphs and figures, be sure to label your axes appropriately (e.g. %, Hz, region, etc.) If there is a key to interpreting the table, this should ideally be added directly to the table, either in the caption (at the end), or by using some symbol (e.g. an asterisk) at the end of the caption and then adding the key below the table by repeating the symbol. All figures must be provided as high-quality graphic files (.jpg, .pdf or similar).

Varieties of English: Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbE</td>
<td>Aboriginal English</td>
</tr>
<tr>
<td>AbC</td>
<td>Aboriginal Creole</td>
</tr>
<tr>
<td>AbP</td>
<td>Aboriginal Pidgin</td>
</tr>
<tr>
<td>AfkE</td>
<td>Afrikaans English</td>
</tr>
<tr>
<td>AmE</td>
<td>American English (USE + CanE)</td>
</tr>
<tr>
<td>AusE</td>
<td>Australian English</td>
</tr>
<tr>
<td>BahE</td>
<td>Bahamian English</td>
</tr>
<tr>
<td>BbdE</td>
<td>Barbados English</td>
</tr>
<tr>
<td>BelC</td>
<td>Belize Creole</td>
</tr>
<tr>
<td>BerE</td>
<td>Bermudian English</td>
</tr>
<tr>
<td>BIE</td>
<td>Black English</td>
</tr>
<tr>
<td>BSAfE</td>
<td>Black South African English</td>
</tr>
<tr>
<td>BrE</td>
<td>British English (English, Scottish, Welsh English)</td>
</tr>
<tr>
<td>CAmC</td>
<td>Central American Creole (Belize, Miskito, Limón, etc.)</td>
</tr>
<tr>
<td>CamP</td>
<td>Cameroon Pidgin, Cameroonian</td>
</tr>
<tr>
<td>CanE</td>
<td>Canadian English</td>
</tr>
<tr>
<td>CarE</td>
<td>Caribbean English</td>
</tr>
<tr>
<td>ChnP</td>
<td>Chinese Pidgin English</td>
</tr>
<tr>
<td>EafE</td>
<td>East African English</td>
</tr>
<tr>
<td>EngE</td>
<td>English English</td>
</tr>
<tr>
<td>FjE</td>
<td>Fiji English</td>
</tr>
<tr>
<td>GhE</td>
<td>Ghana English</td>
</tr>
<tr>
<td>GuyC</td>
<td>Guyana Creole</td>
</tr>
<tr>
<td>GuyE</td>
<td>Guyana English</td>
</tr>
<tr>
<td>HawC</td>
<td>Hawaiian Creole</td>
</tr>
<tr>
<td>HawE</td>
<td>Hawaiian English</td>
</tr>
<tr>
<td>HibE</td>
<td>Hiberno-English, Irish English, Anglo Irish</td>
</tr>
<tr>
<td>HKE</td>
<td>Hong Kong English</td>
</tr>
<tr>
<td>IndE</td>
<td>Indian English</td>
</tr>
<tr>
<td>JamC</td>
<td>Jamaican Creole</td>
</tr>
<tr>
<td>JamE</td>
<td>Jamaican English</td>
</tr>
<tr>
<td>KenE</td>
<td>Kenyan English</td>
</tr>
<tr>
<td>LAC</td>
<td>Lesser Antilles Creole</td>
</tr>
</tbody>
</table>
LibE  Liberian English
LnkE  Lankan English
MalE  Malaysian English
MaltE  Malta English
NfIE  Norfolk Island English, Norfolke, Broad Norfolk
NigP  Nigerian Pidgin (creole)
NigE  Nigerian English
NZE  New Zealand English
PacP  Pidgins of the Southwest Pacific (Tok Pisin, SolP, Bislama)
PakE  Pakistani English
PhilE  Philippine English
PitE  Pitcairn English
SAfE  South African English
SAsE  South Asian English
ScE  Scottish English
SgE  Singapore English
SolP  Solomon Islands Pidgin
StHE  St Helenian English
TanE  Tanzanian English
TdCE  Tristan da Cunha English
TobC  Tobago Creole
TrnC  Trinidad Creole
TP  Tok Pisin, New Guinea Pidgin, Neomelanesian
USE  United States English
WAfE  West African English
WelE  Welsh English, Anglo-Welsh
WSAfE  White South African English
ZamE  Zambian English