Functions of Language style sheet (Revised September 2019)

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1. First submission of a manuscript
   • Before submitting to Functions of Language, please consult this Checklist to make sure that the topic of your contribution is relevant to this journal.
   • Manuscripts should be submitted via the online submission and tracking system of FOL at http://www.editorialmanager.com/fol as an MS Word.doc or .docx. This also applies to all resubmissions. Since the review process is double blind, please make sure to anonymize your paper before you submit it;
   • Manuscripts should be in English, double-spaced, suitable for printing on A4 paper with a 3 cm margin all round, and pages should be numbered;
   • The title page will be added automatically by the system;
   • Please add an abstract not exceeding 200 words;
   • Papers must not exceed 8,500 words in length, including the abstract, all footnotes, references, appendices, etc.; only in very exceptional circumstances can significantly longer papers be considered. Papers shorter than 7,000 words will not be considered;
   • Authors who are not expert users of written academic English should have their text carefully checked by such an expert user (preferably a linguist familiar with the discourse of our discipline) before submitting the paper.

2. Accepted papers - final submission guidelines
It is the author’s responsibility to ensure that the final version of their paper fully conforms to this style guide. Papers that have been accepted for publication but which still do not conform will be returned to the authors for revision before further processing.

2.1 General features
   • Your main text should be justified, double-spaced and typed in Times New Roman 11 pts.
     For all special characters, including phonetic characters, use Gentium (preferred), or Lucida Sans Unicode (PC) or Lucida Grande (Mac). The Gentium font can be downloaded from https://software.sil.org/gentium/.
   • The abstract should be single-spaced and in Times New Roman 10 pts;
   • Please use either British or American spelling conventions in a completely consistent manner. In particular, take care not to mix words ending in -ise and -ize, -ising and -izing and -isation and -ization;
   • The text should be divided into numbered sections and, if necessary, subsections, but no more than three levels of subheading should be used.
     ✓ The first section of the text should be numbered 1, not 0;
     ✓ Section numbers consisting of two or more numbers should not have full stops after them (so 2., but 2.1 instead of 2.1.);
     ✓ Please number heading titles manually (do not use the automatic nested numbering provided by your word processing application); use bold face and italics as illustrated in the example below:
     e.g. 3. Conflicting feature specifications in production studies of agreement
          3.1 Attraction or proximity concord
          3.1.1 Materials
     ✓ Capitalize only the first word (plus proper names and the first word after a colon).
• With the exception of first paragraphs of sections or subsections, all new paragraphs are to be indented, also if they follow example sentences. It is only if a conceptually single paragraph is continued after an example that no indentation is required;
• Take care never to use double spaces between sentences. No space should be left before colons, semi-colons, question marks, exclamation marks, etc.;
• Use italics for foreign words (especially *et al.*) and for cited words. For common Latin abbreviations such as ‘cf.’, ‘viz.’, and ‘i.e.’, italicization should not be used. Use bold face sparingly for emphasis:
  
  e.g. As Quirk *et al.* (1985: 141) have noted, ...
  e.g. One possible Dutch equivalent for *deadline* would be *tijdslimiet.*
  e.g. In this section I will deal with the *fact that*-constructions, advocating a radically interpersonal approach.

• Use SMALL CAPITALS for conceptual labels, as in:
  e.g. Speaker B backgrounds the concept MEAT by incorporating the word.
• Use Em Dashes to mark the separation of included units when they are positioned medially or finally; use En Dashes between numbers:
  e.g. Betting between individuals — interpersonal betting as we call it here — may be on any proposition whose truth can be determined to the satisfaction of the bettors.
  e.g.…. illustrated in the English, Canadian French and Italian examples in (3)–(5).
  Yoon (2001: 2–3) categorizes Korean MOCs into the following six types.

2.2 Footnotes
• The paper should be submitted with footnotes. The use of notes should be kept to a strict minimum. Please use the automatic footnote insertion procedure in your software, i.e. do not insert the footnotes manually. Footnote numbers are inserted after punctuation marks such as commas and full stops:
  
  e.g. The clause construing the actual ground will be referred to as the ‘reporting’ clause, the one construing the surrogate ground as the ‘reported’ clause.  

• For a general note of acknowledgement to people and subsidizing institutions, a star sign is added after the title or subtitle of the article. Brief acknowledgements can be included as an asterisk footnote, lengthy acknowledgements should appear at the end of the paper, preceding the References section.
  
  Example [in the title]:
  Tense and tensability*
  Example [footnote]:
  * The research reported on in this article was funded by the National Science Fund (grant number B0735).
  Example [Acknowledgement section]:
  * The research reported on in this article was funded by the National Science Fund (grant number B0735). An earlier version was presented at the Fifth Chronos Colloquium (University of Groningen, 19-21 June 2002). I would like to thank my audience there, and especially my colleague John Swarts, for their stimulating feedback.

2.3 Examples
• Example sentences are numbered consecutively throughout the article, and the numbers are placed in brackets; please number them manually, i.e. do not use automatic numbering;
• Examples should be indented using tabs, with an additional tab going from the number to the actual sentence. For examples longer than one line, keep the alignment with the example (not with the number) by means of a hanging indentation. Do not put any hard carriage returns in multi-line examples, except in those cases where morpheme glossing or translation is provided:
e.g. (1) Utèè-kwuu-ní jye à mɔ mɛ́.
hisTEMPNR-die-DEF.CL NEG PRF be.long.time NEG
‘The time of his death was not long ago.’

(2) a. We walked all day.
b. She walked to the shops.

(3) Finnish: noun only

| 50 dollar | veto | että | Barcelona |
| 50 dollar.PARTIT | bet.PARTIT | that | Barcelona.NOM |

voittaa
win.3SG.PRES
‘A fifty-dollar bet that Barcelona win’

- Please do not put ordinary example sentences in italics. Use italics only in the case of morpheme translations for the source language (as illustrated in (1) and (3));
- In the case of morpheme glossing and morpheme translation, use tabs (not spaces) to align morphemes vertically. In the case of morpheme translations, use italics for the source language, roman type for the target language, and, if applicable, put single quotes around sentence paraphrases in the target language. For the glossing of examples from languages with relatively complex morphology, *Functions of Language* strongly encourages the use of the Leipzig Glossing Conventions to be found at http://www.eva.mpg.de/lingua/resources/glossing-rules.php;
- Make sure to use SMALL CAPITALS for syntactic labels within glosses;
- If attention needs to be drawn to a particular part of an example sentence (viz. the word or construction under discussion), do use italics for that part. If in examples with morpheme translation attention needs to be drawn to a particular part, bold type can be used.

2.4 Quotations
- Short quoted sections in the running text should be enclosed in double quotation marks. If possible within your software, always use so-called ‘typographic’ or ‘smart’ quotation signs;
- Use single quotes for special forms, for quotations within quotations, and for glosses and paraphrases of (foreign) words:
  e.g. What exactly is the role of the addressee or indeed ‘narratee’ of a narrative?
  e.g. The same demonstrative bases can be found in demonstratives denoting individuals such as nikid ‘this one’ and ukid ‘that one’.
  e.g. The inner self is the hidden private self that resides in the kokoro ‘heart, mind, emotion, spirit’, while the boundless self is the “empty self, non-self, non-thinking, mindless, or nothingness” (Lebra 1992: 115).
- Quoted passages of longer than 40 words should be indented without quotation marks and preceded and followed by a blank line;
- Use square brackets to indicate personal additions (e.g. it [i.e. the Rheme] is…; [sic]).

2.5 References in the text
- All references should be cited at the appropriate point in the body text (not in footnotes). Use an ampersand when you refer to a publication that has two authors and ‘et al.’ when a publication has more than two authors:
  e.g. The seminal work that has documented source concepts for a large number of target concepts across a wide range of languages is Heine & Kuteva (2002);
  e.g. As Quirk *et al.* (1985: 141) have noted, ...
- In the case of quotations and thus indications of page numbers, a space is required between the colon and the page number; use n-dashes between numbers;
  e.g. Mathiesius (1975: 103) pointed out ...
  e.g. And once again, Gibbs (2005: 200–201)…
• Initial and final page numbers should be given in full, with no reduction of the final page number;
• Separate works by the same author with commas; separate works by different authors with semicolons. If several authors are referred to, order them alphabetically;
  e.g. (for largely positive reviews, see e.g. Clancey 1991; Siegel 1993; Smythies 1996)
  e.g. … and many other areas (Bromhead 2011; Gladkova 2010; Goddard 2008; Goddard & Wierzbicka 2007, 2009)
• Do not use the abbreviations ‘op. cit.’ or ‘oc.’, nor ‘ibid.’. Restrict the use of ‘f’ and ‘ff’ to a minimum. If you use them, append them directly to the page number without spacing, and do not use a full stop after the ‘f’ or ‘ff’. When referring to text in a foot- or endnote, add a space after the page number, and then add the letter ‘n’ with the note number appended directly to the note number without spacing. When referring to an entire chapter, use ‘ch’ (as in Langacker 1987: ch6).
  e.g. Silverstein (1979: 35f) interprets these patterns as follows…
  e.g. With reference to echo questions, Banfield comments that “the spoken language shows a similar convention for ‘echoing’ heard speech in statements, although it does not concomitantly question all or a portion of the echoed utterance” (1982: 298-299 n10).
• Forthcoming publications, publications in preparation and references to personal communication are referred to as follows:
  e.g. Fawcett (fc.); Ponsford (in prep.); Langacker (p.c.)

2.6 References in the reference section
• All and only the works referenced in the text should be listed, alphabetically, in an unnumbered section entitled References. The following prescriptions are based on the Unified Style Sheet for Linguistics:
• Consult the following model reference list for examples of authored and edited volumes, dissertations, and articles in journals and volumes and use the same formatting conventions in your own reference list. Pay special attention to the placing of full stops, commas and spaces (or non-spaces)!

Pay special attention to the following:

Authors/editors
- Spell out the first name in full (unless the author him/herself uses initials only):
  e.g. Langacker, Ronald W. but Halliday, M.A.K.
- If two or more initials are used, do not put a space between initials;
- For two or more authors/editors, use the order ‘firstname surname’ for the second and any other
  authors/editors; and use an ampersand (‘&’) before the final name in the list (with no comma
  preceding it):
  e.g. Auer, Peter, Elizabeth Couper-Kuhlen & Frank Müller
- Use ‘(ed.)’ or ‘(eds.)’ for editor(s);
- For names with ‘van’, ‘de’, ‘von’, etc. as a lowercase separate element, alphabetize by the first
  uppercase element:
  e.g. Dijk, Teun A. van but Du Bois, John W.
- Place a period/full stop between the final name and the date of publication;
- Repeat author/editor names for each entry – do not use “________”

Dates
- Do not use brackets around the date of publication;
- If a publication is forthcoming or in preparation, refer to it as follows:
  e.g. Ponsford, Dan. In preparation. Ellipsis in bet proposals.
  e.g. Fawcett, Robin P. Forthcoming. An integrative architecture of language and its use for Systemic
- Place a period/full-stop after the date.

Titles
- Use italics for volume (book, thesis/dissertation) titles; do not use italics, or quotation marks
  around article/chapter titles;
- Capitalize only the first word (plus proper names and the first word after a colon) of titles. Note
  that the names of theories which are normally capitalized should retain the capitalization:
  e.g. Functional Discourse Grammar; Cognitive Linguistics
- Use italics for journal titles, and capitalize all lexical words:
  e.g. Brain and Language; Journal of Pragmatics
- Use ‘edn.’ for edition: this follows the volume title, separated by a comma; do not use superscript
  in the number:
  e.g. Introduction to functional grammar, 2nd edn.

Chapters in collections
- If the Reference list includes more than one chapter from the same volume, use ‘In firstname
  surname (ed.), pagenumbers.’ and include the volume as a separate entry under the name of the
  editor:
  e.g. Evans, Vyvyan, Benjamin K. Bergen & Jörg Zinken. 2007. The cognitive linguistics enterprise:

Page numbers
- Give page numbers for all articles, in journals as well as in volumes; use En Dashes:
  e.g. Michaelis, Laura A. 2009. Sign-Based Construction Grammar. In Bernd Heine & Heiko Narrog

Publication details
- For volumes (not journals) the familiar ‘place: publisher.’ is used — note the colon and following
  space;
• Where publishers list more than one place of publication, include only the first;
• For titles published in the USA, the two-letter abbreviation for the state is given after the city in which the publisher is based (a full list of these abbreviations can be found at: https://www.ups.com/worldshiphelp/WS16/ENU/AppHelp/States/State_Province_Codes.htm)


2.7 Figures and tables
• Figures and tables have to be included in the text itself unless they were made in special (graphical) software. In the latter case they are to be supplied in a separate file, in their original creation format. Figures should be camera-ready. They should be kept as simple as possible, and should not use colours as these cannot be reproduced;
• Figures and tables should be numbered separately (i.e. Figure 1, 2, 3, and Table 1, 2, 3) and should be accompanied by appropriate captions. Captions are left-justified, and are indicated as follows:
  Figure XX. Title
  Table XX. Title
  i.e. the table or figure number is in bold and followed by a full stop, while the title is not followed by a full stop;
• Captions for tables are positioned one line above the table, while captions for figures are placed one line below the figure;
• Both figures and tables should be freely movable in the text and should always be referred to by number (e.g. ‘as indicated in Figure 2’), and not by expressions such as ‘the following table’ or ‘the figure below’.

3. Reviews and review articles
Authors of reviews and review articles should follow all the instructions in this section and as well as the final submission guidelines in Section 2.

Submission
• The review should be sent by e-mail to the Review Editor as an attached Word.doc or .docx file, or as a PDF file, by the date agreed with the Reviews Editor (i.e. 15 October, 15 February or 15 June). All correspondence about reviews should be sent to the Reviews Editor at the e-mail address given above.

Length
• Reviews of a single book should normally be between 2,000 and 4,000 words in length. If two books related in topic are being reviewed, the length should be no more than 8,000 words. In special cases the reviews editor may negotiate a different word length.

Content
• The review must offer a balanced and fair assessment of the book(s) concerned. It should summarize the main objectives of the work, and also its content, as well as giving the reviewer’s own reactions. Reviewers should take care not to concentrate on just one or two points, but should rather attempt to produce an overall appraisal of the quality and value of the work. Reference should be made to other scholarly work which is relevant to the claims made in the book(s) under review. Any review which does not meet these criteria will be returned to the reviewer for revision, or rejected.
Heading

- The review should be headed by information about the work under review (author(s) or editor(s), title, place of publication, publisher, date of publication, number of pages, ISBN), and this should be followed by the name and affiliation of the reviewer. This initial information should be formatted according to the following model:


  Reviewed by Jae Jung Song (University of Otago)