Guidelines for contributors to
SIGN LANGUAGE AND LINGUISTICS

General
For the benefit of production efficiency, the publisher and the editors ask you to follow
the following submission guidelines strictly.

Contributions should be in British English or American English consistently throughout.
If you are not a native speaker of English, your text should be checked by a native
speaker.

Submissions have to be done through the SL&L website
Please click on the Submission tab, and the system will guide you through the process.
Abstract and keywords are required in the submission form.

Structure
Please structure your article in the following way:
  – Title
  – Abstract and keywords
  – Text
  – References
  – Appendices

Figures and tables should be embedded in the text.
Authors’ names, affiliations, and acknowledgements will be added in the final version.
Please use footnotes, not endnotes.

Technical Instructions
1 File naming conventions. The system will automatically assign a code to your
   submission.
2 Graphics and Photographs. Please embed graphics and photographs in your
document. The resolution of all graphics should be at least 300 dpi.
3 Video. The electronic format of the journal offers the possibility to use video clips
   when graphics or photographs are not sufficient to convey information essential to
your argument. Make sure each clip is no longer than it needs to be, and that the
essential information is clearly visible. When preparing the clips, please optimize
recording conditions: the background and clothing of the signer should be even, but
of sufficient contrast with each other and with the hands of the signer; the lighting
source should be behind the camera. When using clips from existing material, please
keep these considerations in mind as well.
In the text, please specify where the video(s) should be inserted (“Insert Video XXX
here”). In the final version, a video symbol with a hyperlink will occur.
Movie clips should be supplied in digital format (MOV, AVI, MPEG). Resolution
72 dpi, size 320Wx240H, 12.5 frames per second. When clips are prepared on a
Mac, please remember to use “flattening” when saving the clip. Please name each
clip with an anonymous 3-letter code (derived from the key concept in the title) and
sequential numbering. Contact the editors about how to transfer the files.
Layout

1. Please use paper format A4, with one inch or 2.5 cm margins on all sides; text should be justified. Use Times Roman 12pt and line spacing “Multiple 1.2”. Do not format page headers with running heads, or implement hyphenation.

Formatting that should be supplied by you is the formatting of references (see below) and font enhancements (such as italics, bold, caps, small caps, etc.) in the text. Please be consistent.

2. Abstract and keywords. Please give an abstract of your article in ca. 150 words, skip one line and provide up to seven keywords.

3. Tables and graphics. All tables and graphics must fit within the following page size and should still be legible at this size: 12.5 cm (4.9") x 18.5 cm (7.3").

Minimum font setting: Times Roman 9 pts.

Tables and figures should be numbered consecutively, provided with appropriate and concise captions, and should be referred to in the main text as “Table X” and “Figure X”. Table captions appear above table, figure captions appear below figure; captions should be Times Roman 10pt.

4. Emphasis and foreign words. Bold face is used for emphasis in running text; italics for highlighting a specific part of an example. A letter, word, phrase, or sentence cited as a linguistic example appears in italics, or else in phonetic or phonemic transcription enclosed in square brackets or slashes, respectively.

5. For terms or expressions (e.g., ‘context of situation’) please use single quotes. See also the instructions under ‘Examples and glosses’.

6. We encourage to use the handshape font when referring to handshapes instead of instead of labels based on the handalphabet (e.g. T-hand). The handshape font can be downloaded from: http://www.cslds.org/v3/resources.php?id=1.

7. Headers. Articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the headings as follows:

   - Level 1: bold, 2 line space above and 1 line space below.
   - Level 2: 1 line space above and 1 line space below.
   - Level 3: italics, 1 line space above; text following on new line.
   - Level 4: italics, 1 line space above; full stop, text following on same line.

Headers have to be numbered. No automatic numbering! Numbering should be in arabic numerals. The first sub-section is 1, not 0. No period after the section number or the header, except for level 4. Numbering should only be used for the main text and the appendices, not for the abstract, Reference section, Notes sections, etc.

Only the first word of a heading should have an initial capital.

There is no paragraph indent immediately after a heading.

8. Quotations. In the main text, quotations should be given in double quotation marks. Quotations longer than 3 lines should be indented left and right, without quotation marks and with the appropriate reference to the source at the end. They should be set off from the main text by a line of space above and below. Quotations from languages other than English should be accompanied by an English translation in a note.
Examples and glosses

Examples should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses. Examples are separated from the main body of the text and from each other by a blank line above and below them. The first line of text after an example is not indented. All sign language glosses, in text and in examples, have to be in **SMALL CAPS**.

Translation of examples should be in single quotation marks. Please observe the following notational conventions:

- **BALL**: Small caps, plain type for lexical signs. These are intended to be generic semantic glosses, rather than specific to the language discussed.
- **THAT-WAY**: A hyphen is used when a single sign is glossed with more than one English word.
- **B-A-L-L**: Small caps letters separated by dashes indicate fingerspelled words in which every letter is expressed.
- **#JOB**: A # indicates a loan sign which has undergone some phonological restructuring.
- **INDEX**: Pointing sign, usually accompanied by a subscript for spatial location or person.
- **SIGNa**: A letter subscript indicates a spatial location.
- **VERB3**: Number subscripts indicate person agreement.
- **XXX**: Lines above the gloss indicate the extension (i.e. the beginning and end) of a specific non-manual marker. Non-manuals are in Times Roman 10pt.

Spoken language examples for languages other than English should include an interlinear gloss and a translation in single quotations marks below it. Interlinear glosses have to follow the conventions of the Leipzig Glossing Rules ([http://www.eva.mpg.de/lingua/resources/glossing-rules.php](http://www.eva.mpg.de/lingua/resources/glossing-rules.php)). For grammatical morphemes, small caps must be used.

(1) a.  
My s Marko poexa-l-i avtobus-om v Peredelkino  
1PL COM Marko go-PST-PL bus-INST ALL Peredelkino  
‘Marko and I went to Perdelkino by bus.’

b.  
n=an apedani mehuni essandu  
CONN=him that.DAT.SG time.DAT.SG eat.they.shall  
‘They shall celebrate him on that date.’ (Hittite; Lehmann 1982: 211)

For all examples from the literature, the language and the source have to be specified; these can be included in the text preceding the example or they can appear right-aligned next to the example, as in (1b) above.

Notes

Notes should be kept to a minimum and should be submitted as footnotes.

Note indicators in the text should appear as superscript numbers at the end of sentences following the punctuation marks.
References

Please make sure that all (and only) the literature referred to in the text is listed in the Reference section. It is essential that the references are formatted consistently and according to the specifications given in these guidelines. SL&L has adopted the Unified Style Sheet that was developed in 2007 by a group of editors of linguistics journals: <http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>

References in the text:
... as has consistently been assumed by the Dutch School (‘t Hart, Collie & Cohen 1990)
Scott (1982: 1005) found that “in sentences which contain ...”
Segui & Grainger (1993) summarize the evidence from ...
As various authors have shown (e.g. Wilbur 1990, 1994; Nespor & Sandler 1999), ...

Reference section:
Please note the use of capitals, italics and punctuation.
Authors’ first names should be spelled out and middle initials given if applicable. Do not abbreviate the names of publishers (other than dropping ‘Ltd.’, ‘Inc.’, ‘Publishers’, etc.) or journals. For states in the US, please use the two-letter postal abbreviations (MA, CA, IN, etc.).


Proofing procedure
The first or corresponding author of a contribution will receive proofs of the article for correction and will be requested to return the corrections within a week. Corrections should be limited to the essential; it is at the publisher’s discretion not to implement substantial textual changes. Detailed instructions will be supplied with the proofs.

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