Guidelines for contributors to
SIGN LANGUAGE & LINGUISTICS

1. General

For the benefit of production efficiency, the publisher and the editors ask you to follow these submission guidelines strictly. **Please read carefully before submitting.**

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

Submissions are made via the SL&L website:  
https://benjamins.com/#catalog/journals/sll/main
Please click on the Submission tab, and the system will guide you through the process. An abstract and keywords are required in the submission form.

2. Structure

Please structure your manuscript in the following way:

– Title
– Abstract and keywords
– Text
– References
– Appendices

**Figures** and **tables** should be embedded in the text.

Authors’ names, affiliations, funding information, and acknowledgements will appear only in the final version.

**Important:** funding information should be presented separately from acknowledgements, and should precede the acknowledgements.

Please use **footnotes**, not endnotes.

3. 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 affords the inclusion of video clip examples (e.g., when images or photographs are not sufficient to convey information essential to your argument). Make sure each clip is no longer than it
needs to be, that the essential information is clearly visible, and that there is no audio track. 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 appear at the specified location.

Movie clips should be supplied in digital format (MOV, AVI, MPEG). Resolution 72 dpi, size 320Wx240H, 12.5 frames per second. 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.

4. Layout

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

Authors are responsible for 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 provide an abstract for your article in approx. 150 words; provide up to seven keywords below the abstract, leaving one line blank between the abstract and 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 New Roman 9 pt.

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”. Captions appear above tables, and below figures; captions should be Times New Roman 10 pt.

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 the use of the handshape font when referring to handshapes instead of the use of labels based on the manual alphabet (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 blank lines above and 1 blank line below.
- **Level 2** 1 blank line above and 1 blank line below.
- **Level 3** italics, 1 blank line above; text following on next line.
- **Level 4** italics, 1 blank line above; full stop, text following on same line.

Headers (except “References”) must be numbered. **No automatic numbering!**
Numbering should use arabic numerals. The first sub-section is 1, not 0. No full stop after the section number or the header, except for level 4.

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 blank line above and below. Quotations from languages other than English should be accompanied by an English translation in a footnote.

5. **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. The first line of text after an example is not indented.

Place all **sign language glosses**, in the running text and in examples, in **SMALL CAPS**. Translations 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.
- **INDEX / IX** Pointing sign, usually accompanied by a subscript for spatial location or person.
- **SIGNa** A letter subscript indicates a spatial location.
- **VERB1** 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 New Roman 10 pt. The abbreviations used for non-manual markers should be introduced – be it in footnote or in the text preceding the example.
- **B-hand** Handshapes should be indicated using the handshape font available from: [http://www.cslds.org/v3/resources.php?id=1](http://www.cslds.org/v3/resources.php?id=1).
‘biscuit’ A word in single quotation marks refers to an English translation.

**Spoken language examples** for languages other than English should include an interlinear gloss and a translation in single quotation marks below it. Interlinear glosses 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)); grammatical morphemes are in SMALL CAPS.

(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 Peredelkino 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.

6. **Footnotes**

Footnotes should be kept to a minimum. Footnote indicators in the text should appear as superscript numbers at the end of sentences following the punctuation marks.

7. **References**

Please make sure that all (and only) the literature referred to in the text is listed in the References section. It **is essential** that the references be 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](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: 105) 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), ...

**Note, for instance:** (i) space between year and page; (ii) no comma between author name and year; (iii) semicolon separating works by different authors; (iv) comma separating works by same author(s).
**References 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.). Below we provide examples for: chapter in edited volume; edited volume; journal article; authored book; dissertation; manuscript; and conference paper.


**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 corrected proofs within one week. Corrections should be limited to the essential; it is at the publisher’s discretion not to implement substantial textual changes at this time. Detailed instructions for indicating corrections will be supplied with the proofs.

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