DE GRUYTER

Lexicographica (LEX) and Lexicographica Series Maior (LEXSM)
Stylistic guidelines

1 Languages of publication

Articles submitted for publication in **LEX** can be written in either German, English, or French. Manuscripts submitted for publication in **LEXSM** can be written in either German or English (**edited volumes LEXSM**: ideally choose German only or English only).

2 File preparation

If possible please use Word (for Windows or MAC). Otherwise please use a text processing program that enables you to export data in Word format. Additionally, we ask you to submit a PDF version with all fonts embedded.

3 Text structure

3.1 Chapter levels and headings
- **LEX + LEXSM (edited volumes):** Each article or chapter should be structured using headings and subheadings (1, 2, 3, etc., plus possibly 1.1, 1.2, 1.3, etc.). The bibliography must also carry a chapter heading and number.
- **LEXSM (monographs):** Each book chapter must be numbered, including introduction and bibliography.

3.2 Author information, abstract, and keywords (not relevant for LEXSM monographs)

- **LEX + LEXSM (edited volumes):** In articles and reports, the main text is preceded by the name of the author (first name and last name) as well as their contact details including name, affiliation, postal address, and email address.

- **LEX:** In addition to name and contact details, each article must be preceded by a short English abstract (between 100 and 150 words) and approximately five keywords. The keywords must be listed in both the publication language of the article and English.

4 Manuscript preparation

Please make sure that your text is clearly structured and that text elements such as headings, indented quotations, new paragraphs, etc., are easily identifiable. Optionally, Word formatting style sheets can be used.

Please leave no comments, track-changes mark-ups, or highlighting in your file (unless they provide important information for typesetting).

4.1 Footnotes

Please use the Word footnote function. Footnote numbers must follow any punctuation and should not be placed within headings or attached to headings as that can create technical problems in the e-book. Footnotes start in a capital letter and close with a full stop. Please refrain from using short references such as "loc. cit." or "op. cit."

- **LEX + LEXSM (edited volume):** Footnotes are numbered consecutively per article. Footnotes should contain more information than bibliographical references alone.

- **LEXSM (monographs)**: Footnote numbering starts from scratch in each main chapter (main level headings). In case your manuscripts will be handled by a professional typesetter, the numbering can be adjusted during typesetting.

Please avoid internal references to footnotes. Preferably refer to the respective chapter or sub-chapter instead: (cf. chap. 3.2).

4.2 General mark-ups

Please use the following mark-ups:

italics	for linguistic examples, highlighted terms, and titles of books and journals
SMALL CAPS	for etyma
bold	lemmata that the text refers to (in metalexicography)

Please do not use other forms of typographical highlighting (underscoring, **bold characters** in other contexts than the one defined above, s p a c i n g o u t). If you wish to highlight text, inverted commas should be used, see 4.3.

4.3 Inverted commas

Please use inverted commas for:

- quotations within the text
- terms and expressions used in a specific, context-dependent sense or that you wish to emphasize

Depending on the language of your text, use the following types of inverted commas:

- in German texts: „...“ (‚...‘ within quotations)
- in English texts: "..." ('...' within quotations) – or the other way round, for British English
- in French texts: « … » (‹ … › within quotations: please remember to use no-break spaces)

For meanings of words, definitions, and translations, please always use the following:

- '...'

4.4 Quotations

- Shorter quotations (up to approx. 250 characters, spaces included) should be integrated into the main text using inverted commas as defined above.
- Longer quotations should be indented, ideally using the Word formatting style sheet. Longer quotations are not placed in inverted commas.
- Omissions should be marked using square brackets: […].
- Modifications of the original must also be flagged in square brackets: "[his] accent."
- Square brackets are also used for your own personal comments: "her [i.e. Maria's] decision."

4.5 Titles and chapter headings in English manuscripts

In LEX und LEXSM, titles of English chapters and articles should appear in "sentence style," i.e. use capital letters only for the first word and for proper names. If you wish to use "title case" instead, please make sure to present your text consistently.

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5 Images and illustrations

The following graphic formats can be used: TIF, JPG, EPS, AI, SVG, PNG, GIF und BMP (preferably uncompressed images).

- All figures and tables must be numbered and have a caption.
- Please submit your images as separate files and do not integrate them into the text directly (exception: line drawings and diagrams generated in Word).
- Please name the image files in accordance with the pertaining text files (e.g. Title_AuthorName_Ill.1.png).
- Please make sure that all images used come in printable quality, i.e. a resolution of at least 300 dpi in final print size for images (color/grayscale) without text, at least 600 dpi in final print size for images (color/grayscale) with text, at least 1200 dpi for monochrome line drawings.
- Please mark the position in your manuscript where the image must be inserted, indicating the exact file name and caption.
- Please only use illustrations/images for which you own the copyright, that are not copyright-reserved, or for which you have acquired the right of reproduction. This means that all authors must acquire the right of reproduction for all previously published third-party material they wish to use, including illustrations, tables, and charts, before the manuscript is submitted.
- **Please note (this only goes for the book series LEXSM, not for periodicals such as LEX):** According to the European Accessibility Act all figures (but not tables) that appear in e-books published from June 2025 must contain a so-called "alternative text", i.e. a short description facilitating access for visually impaired readers (details and examples can be found in the separate guidelines).

6 Bibliographical references in the text

References ideally appear in the main text (not in footnotes), as follows:

- …Wiegand (2007) has argued that ...
- ... (Berger 1980, vol. 2: 112–123) ...
- ... (cf.. Eichler/Saß/Walther 1985: 30–35) ...

7 Bibliography

7.1 General guidelines

- The bibliography lists all titles quoted (and only those) alphabetically, with the last name(s) of author(s) and editor(s) presented first.
- In the bibliography, all titles appear in regular font, but please italicize titles within titles. Quotations and terms in titles are placed in inverted commas.
- It may be helpful or even necessary to subdivide the bibliography into sub-sections, e.g.: 7.1 Monographs and articles, 7.2 Dictionaries.
- Several works by the same author must be listed chronologically.
- If you include more than one title by the same author(s) of the same year, please differentiate by adding a small letter to the year of publication: (2023a), (2023b).
- When referring to a title by several authors/editors, please separate their names by slashes. In case there are more than three authors/editors, only give the first name, followed by "et al.".
- We kindly ask you to not abbreviate first names and to always provide the full name, even if there are several entries for the same author.
- If you quote a later edition, please indicate the number of the edition (in short form, following the title and before the place of publication).
- For page intervals, please use en-dashes (–) instead of hyphens (-), e.g. 77–79 rather than 77-79.
- Provide the full page range each time and avoide short forms using f. or ff.

- Please do not abbreviate page numbers: 3421–3426 (rather than 3421–6).
- Language and inverted commas in the bibliography follow the language of your article/book, with places of publication always listed in the original wording.

7.2 Examples

    a)   **Monographs, edited volumes, and articles in edited volumes or journals**

Kontzi, Reinhold (1978) (ed.): Zur Entstehung der romanischen Sprachen. Darmstadt: Wissenschaftliche Buchgesellschaft.

Mencken, Henry Lewis (1974): Names for Americans. In: American Speech 22, 241–256.

Schierholz, Stefan J. (2003): Die Grammatik der Substantive im GWDS. In: Wiegand, Herbert Ernst (ed.): Untersuchungen zur kommerziellen Lexikographie der deutschen Gegenwartssprache I. Duden. Das große Wörterbuch der deutschen Sprache in zehn Bänden. Print- und CD-ROM-Version. Tübingen: Niemeyer, 337–351.

Vincenzo Mengaldo, Pier (1969) (ed.): Dante Alighieri. *De vulgari eloquentia*. Padova: Antenore.

Wiegand, Herbert Ernst (1977a): Nachdenken über Wörterbücher: aktuelle Probleme. In: Drosdowski, Günther/Henne, Helmut/Wiegand, Herbert Ernst (eds.): Nachdenken über Wörterbücher. Mannheim/Wien/Zürich: Bibliographisches Institut, 51–102.

Wiegand, Herbert Ernst (1977b): Einige grundlegende semantisch-pragmatische Aspekte von Wörterbucheinträgen. Ein Beitrag zur praktischen Lexikologie. In: Kopenhagener Beiträge zur germanistischen Linguistik 12, 59–149.

    b)   **Dictionaries**

ALD5 = Oxford Advanced Learner's Dictionary of Current English. Ed. by Crowther, Jonathan. Oxford: Oxford University Press, ^{5}1995 [^{1}1948 Komp. A.S. Hornby].

W III = Webster's Third New International Dictionary of the English Language. Ed. by Gove, Philip. Springfield, MA: Merriam, 1961 [Supplement 6000 Words 1976].

DÉRom = Dictionnaire Étymologique Roman. Ed. by Buchi, Eva/Schweickard, Wolfgang. Publication électronique, http://www.atilf.fr/DERom (last access: June 11, 2024).

8 Abbreviations

Abbreviations **either** follow the language of your article/book, e.g.: (Hrsg.), Hrsg. v., vgl., ebd., Bd., etc., for German; (ed.)/(eds.), ed. by, cf., ibid., vol., etc., for English; (éd.)/(éds.), éd. par, cf., ibid., vol., etc., for French **or** you generally use Latin abbreviations (ed. = edidit, edd. = ediderunt, cf. = confer). Please make sure your presentation is consistent throughout.

9 Preparation of camera-ready copy/CRC (only for book series LEXSM)

In case your book contract obliges you to produce a typeset print-file yourself, you will receive further information and guidelines from the publisher. This document contains the general stylistic guidelines which must be observed for all LEX and LEXSM manuscripts before typesetting and final layout.