

Series editors

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Guidelines for the Formatting and Submission of Articles

1 Manuscript Submission

Please submit your article both electronically and as an identical paper copy to the editor in charge of the volume. We kindly ask you to respect the given character limit (rule of thumb: 3,000 characters per book page, spaces included) and to provide an additional abstract (1,000 characters, spaces included) as well as five keywords outlining the contents of your article. The author's name should appear in small caps at the end of the article, following the bibliography (on the right-hand margin of the page).

When preparing your manuscript, please bear in mind the following:

- Only use standard text processing programmes (Word for Windows/Mac, Open Office).
- Use a font that is commonly available (e.g. Arial or Times New Roman). Should you need to use special fonts (e.g. for transcriptions), please inform us which font(s) you used.
- Please leave no comments, modification traces or highlighting in your file.
- It is important that the typesetter can easily identify specific text sections such as headings, indented quotations etc. Please format these consistently and clearly differentiate between different text sections (ideally using the available Word styles).
- Editors of English-language volumes will probably accept contributions both in British and American English, however it is worth double-checking before you start writing. It is really important that you choose one style and then use it consistently throughout your article.

2 Stylistic Guidelines

2.1 Structure of Articles and Headings

Please number your headings with Arabic figures:

1. Main Heading

1.1 Subheading

1.2 Subheading

Hierarchies should be formatted consistently and should be easy to identify.

2.2 Highlighting

Highlighting should be used as follows:

<i>italics</i>	for titles of books, journal articles and contributions from collected volumes (however do not italicize journal titles!) as well as for word examples, foreign-language expressions and emphases (please use italics for emphases only where needed)
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SMALL CAPS	for etyma
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smaller font size	longer quotations (more than five lines of your text), verses etc. (indented).
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2.3 Quotations Marks

For texts in Romance languages, quotation marks should be used consistently as follows:

- «...» for quotations within the text as well as for words, terms, expressions and phrases used in a specific, context-dependent sense (e.g. ...la cosiddetta «Questione della lingua»...)
- <...> for quotations and emphases within quotations
- ‘...’ for meanings of words (translations), paraphrases and definitions.

For English texts, accordingly, English double quotation marks (“...”) and English single quotations marks (‘...’) should be used.

2.4 Footnotes

If possible, please try to avoid using footnotes. If used, they should contain more than a simple reference. Please number your footnotes consecutively. Note reference numbers must appear in superscript (without brackets) and should follow any punctuation:

According to Chomsky,² or There is no evidence for this.¹⁴
not: According to Chomsky², or There is no evidence for this¹⁴.

2.5 Numbers and Dates

Please always use full numbers: 1970–1973 (*not* 1970–73), even for page references.

No spaces must be used in information such as §3 or 50% .

For larger figures, please use the format 34,000 / 500,000 (or 34.000/500.000 in non-English texts).

2.6 Accents

When using capital letters, we recommend considering standard accents (*Moyen Âge* rather than *Moyen Age*).

2.7 Abbreviations

For references and bibliographical entries, please use standard Latin abbreviations (cf. appended list, 5.). In the main text, please use only common abbreviations in the language you are writing in (e.g. French *par ex.*; Engl. *i.e.*). “Siècle” oder “century” should not be abbreviated in the main text but can be abbreviated in short references in brackets.

2.8 Quotes

Longer quotes (comprising more than five lines in your manuscript) should be indented. Please use a smaller font size.

Indented quotes appear in «...» (or, in English contributions, in “...”).

Please conclude the indentation with a full stop (following any reference).

We kindly ask you to translate foreign-language quotes (other than French, Italian, Spanish or English) into the language your contribution is written in. Please indicate whether you are quoting from an already published translation or presenting your own translation. Please also include the original-language version of the quote.

In contributions written in English, you can provide English translations in all cases, if it seems appropriate.

2.9 Tables and Illustrations

Please make sure that all illustrations used are of good enough quality to be printed (resolution of at least 300 dpi). Illustrations must be submitted separately (ideally as .jpg files).

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. All authors must acquire the right of reproduction for all previously published material they wish to use, including illustrations, tables and charts, before the manuscript is submitted.

2.10 Cross-references within the Volume

For cross-references to other chapters in the same volume, please use ### and refer to the respective chapter number and title (###5.2 Title of the contribution). In the printed volume, this will look different, but for now it will help identify cross-references. Please do not use page numbers for cross-references.

2.11 References

References must comprise the name(s) of the author(s)/editor(s) (up to three names can be listed, separated by forward slash without spaces; if there are more than three authors, only the first name should appear followed by: et al., the year of publication and, following a comma, the page number(s), e.g.:

Pérez (1979) a bien analysé cet aspect...

Comme nous avons déjà vu (cf. Althaus/Henne/Wiegand ²1980, 24) ...

... it is also known that “in Italia [...] non si dice così” (Berger 1980, vol. 2, 112–123), ...

Several titles should be separated by means of a semicolon:

(cf. Müller/Schweickard 2005, 50–67; Sabatini 1946; García 1988; Meyerhöfer 2010).

In round brackets, no further parantheses (round or square brackets) should be used.

The abbreviations “ed.” and “edd.” for editor(s) should not be used in references.

3 Bibliography

Every article should be concluded by a bibliography arranged in alphabetical order. The bibliography should have a number just like the other sections of your article.

Please use hanging indent, and conclude every entry by a full stop.

The bibliography should contain all titles that you refer to in your text. Other than that, please include no more than about five to ten additional titles, and only if absolutely necessary.

Please do not use short references within the bibliography (e.g. in: *Holtus 1994*), but give the full details of every title (even if the name of an author appears more than just once), including titles of journals.

MONOGRAPHS / COLLECTED VOLUMES

Appel, Carl (⁶1930), *Provenzalische Chrestomathie mit Abriß der Formenlehre und Glossar*, Leipzig, Reisland.

Martínez, Juan (ed.) (2010), *The Spanish Language in the World*, 3 vol., Frankfurt, Lang. [= one editor]

Beck, Hans-Georg/Manoussacas, Manoussos/Pertusi, Agostino (edd.) (1977), *Venezia centro di mediazione tra oriente e occidente (secoli XV–XVI)*, Firenze, Olschki. [= several editors]

When referring to a title with more than three authors/editors, only use the first name, followed by: et al.

If relevant, the year of the first edition can be added as follows:

Auerbach, Erich (2008, ¹1946), *Mimesis*, Stuttgart, Metzler.

ARTICLES IN COLLECTED VOLUMES

Hall jr., Robert A. (1978), *The Reconstruction of Proto-Romance*, in: Reinhold Kontzi (ed.), *Zur Entstehung der romanischen Sprachen*, Darmstadt, Wissenschaftliche Buchgesellschaft, 216–244.

Bouvier, Jean (2013), *Le français*, in: Kai Meier/Peter Clark (edd.), *Die romanischen Sprachen*, 2., aktualisierte Auflage, vol. 1, Berlin/Boston, De Gruyter, 2–88.

JOURNAL ARTICLES

Badía Margarit, Antonio (1974), *De nouveau sur la sonorisation spontanée des consonnes sourdes en catalan: les palatales*, *Revue de Linguistique Romane* 38, 20–25.

If possible, please provide the DOI for online journals.

EDITIONS

Dante Alighieri (2000), *De vulgari eloquentia*, edd. Marco Bianchi/Maria Santini, Roma, Bulzoni.

DICTIONARIES (CAN BE USED WITH ABBREVIATIONS)

DCECH = Joan Corominas/José Antonio Pascual (1980–1991), *Diccionario crítico etimológico castellano e hispánico*, Madrid, Gredos.

ELR = Marius Sala (ed.) (2001), *Enciclopedia limbii române*, București, Univers Enciclopedic.

ONLINE SOURCES

Please provide as much information as possible (DOI for journals) and, in brackets, the date of your last access, format: (04.10.2011).

Should you include more than one title by the same author(s) of the same year, please differentiate as follows:

Bouvier, Jean (2013a), *Le français*, in: Kai Meier/Peter Clark (edd.), *Die romanischen Sprachen*, 2., aktualisierte Auflage, vol. 1, Berlin/Boston, De Gruyter, 2–88.

Bouvier, Jean (2013b), *Les frontières linguistiques*, in: Susanne Bauer/Franco Guicciardini (edd.), *Historische Sprachwissenschaft*, Frankfurt, Lang, 456–489.

If you quote several titles by the same author from different years, please arrange them proceeding from “old” to “new” (e.g. first 1978, then 1987, then 1999, then 2001).

Information concerning the edition (“2nd, completely revised edition”, “2., aktualisierte Auflage”) and the place of publication (Firenze, Den Haag, Köln) should be provided in the original language of the publication (cf. above, examples Bouvier 2013a and Bouvier 2013b).

As for the use of capital versus small initial letters in titles (of monographs, articles, journals), we kindly ask you to follow the spelling of the original. If in doubt, please use the titles given in the overview list on *Lexikon der Romanistischen Linguistik* (LRL).

4 Correction of Galley Proofs

You will receive your galley proofs in PDF format. Please mark your corrections in the PDF document itself or in a paper copy and send the proofs back to the volume editor in charge. Later changes and amendments (compared with the submitted manuscript) will be carried out at the expense of the author.

5 List of Latin Abbreviations

adj.	adjective	pers.	person
adv.	adverb	pl.	plural
anon.	anonymous	r ^o	recto
ca.	circa	s. / ss.	sequens / sequentes (with page numbers: 75s. / 143ss.)
cap.	chapter	s.a.	without a year
cf.	see / compare	sg.	singular
ed. / edd.	editor(s)	s.l.	without a place
et al.	and others	subst.	noun
etc.	and so forth	s.v.	under the word / heading
f. / ff.	folium / folia	v ^o	verso
fasc.	fascicle	vol.	volume(s)
i.e.	that is		
loc. cit.	in the place cited		