

# Finno-Ugric Languages and Linguistics

## Style sheet

The Editors

The aim of this style sheet is to establish formatting guidelines for manuscripts submitted to Finno-Ugric Languages and Linguistics (FULL). Our style sheet is consistent with norms for published work in general linguistics, and is based on style sheets of other journals in the field. The present style sheet and further information on submission, refereeing, revisions, and publication are available on FULL's website at <http://full.btk.ppke.hu>.

Keywords: *Finno-Ugric Languages and Linguistics, formatting, paper submission, style sheet*

### 1 The submission

FULL employs the Open Journal System (OJS) journal management software to process and to publish submissions. Submissions can be made through the journal's webpage at <http://full.btk.ppke.hu>. For technical guidelines please follow the Submission Guidelines link.

In both the review stage and the publication stage, manuscripts are required to be uploaded either as an MS-Word file (rtf, doc, or docx) or as a LaTeX file (tex). In either case, the manuscript needs to be accompanied by a pdf printout. A convenient way to produce a pdf printout is to use a virtual pdf printer driver. If the manuscript contains special fonts (viz. fonts not included in our Special Fonts collection), they must be included with the submission.

Submissions must be accompanied by an abstract and up to five keywords (or brief phrases) listed in alphabetical order. These are to be uploaded in a separate pdf file. The abstract should not exceed 200 words, and it is ideally less than 150 words. If the paper is accepted, the published version of the abstract, whenever possible, should be restricted to contain only ASCII (~ 'plain text') characters.

Files supplementing a paper may also be uploaded alongside the submission. If the submission is accepted, these supplementary files (for instance, containing sound recordings, the output of a corpus search, transcriptions) are published together with the paper.

### 2 General guidelines

#### 2.1 Copyright issues

FULL only accepts previously unpublished and original work for which the copyright lies with the author(s). In case your paper is partly based on your previous work, please contact the editors before making a submission. Authors must obtain written permission for the use of material (e.g., figures) for which the copyright is owned by others.

## 2.2 Anonymization

As FULL employs a double-blind review policy, all files of your initial submission must be fully anonymized. In order to anonymize your initial submission, you should make sure that:

- (1) a. Any mention of funding sources and personal acknowledgments are removed.
- b. References found in running prose that cite papers of which you are the/an author are in the third person.
- c. The document Properties are also anonymized.

Once your submission has been accepted, anonymization is no longer necessary.

## 2.3 Language

The language of FULL is English (both British and American varieties). Examples from all languages other than English must be carefully glossed, as explained in Section 4. Authors who are not native speakers of English are advised to have their contribution carefully checked by a native speaker.

## 3 LaTeX

It is possible to submit both the initial and the final version of your paper in a tex-file together with its pdf printout. If you work with (La)TeX, you may want to work directly with the tex-file of the tex version of the present style sheet and embed your material directly into it. The tex-file of this style sheet is available at the journal web page. For technical editing we make use of the following packages: pstricks, pst-xkey, pst-jtree for drawing phrase-structure trees, and gb4e for glossing. You may use any of these packages when preparing your own work.

## 4 Formatting guidelines

FULL imposes less specific formatting requirements on a submission during the review stage than it does during the publication stage, i.e., once a submission is accepted. Section 4.1 below provides the guidelines for initial submissions, while the additional formatting requirements of accepted manuscripts are given in Section 4.2. The main rationale for not requiring authors to apply the full set of formatting specifications during the review stage is to ensure that papers are initially submitted in a format which makes them easy to prepare. Authors of accepted manuscripts will be requested to bring their paper into conformance with the full set of specifications in Section 4. Of course, authors may choose to already apply the full set of formatting specifications of Section 4 to their initial submission.

The formatting of the present Style Sheet document can be viewed as an exemplification of the full set of formatting specifications provided in this section. For questions not dealt with in the present style sheet, authors are encouraged to consult *The Chicago Manual of Style* or contact us at FULL's email address.

## 4.1 Formatting instructions for initial submissions

### 4.1.1 Page layout

Paper size should be A4, with 1.25 inch (or 3.17 cm) margins on all four sides. Page numbers should be inserted in the footer.

### 4.1.2 Fonts and typefaces

Any standard font can be used to type your paper. Font size should be 12 pts throughout the main text (including section headings), and preferably 10.5 pts for notes and for entries of bibliographic references.

Use italics for a letter, word, phrase, or sentence cited as a linguistic example or subject of discussion.

### 4.1.3 Headings, indents, alignment, and spacing

All section headings begin flush left and should employ the following numbering system: 1. First-level heading, 1.1 Second-level heading, 1.1.1 Third-level heading. Do not use more than three levels of embedding.

Except for the first paragraph after a heading, the first line of each paragraph should be indented (preferably by 1 cm).

Headings should be left-aligned, while the rest of the main text should be justified (both left- and right-aligned).

Double spacing should be applied throughout the whole document.

### 4.1.4 Linguistic examples and numbering

Linguistic examples should be presented in the following form. There should be three lines with no skip in between: original example, morpheme-by-morpheme gloss, and an English translation. When using examples from several languages, indicate the language if it is not otherwise obvious from the main text. Supply full morpheme-by-morpheme glosses only for those elements that are relevant to the matter at hand, avoid glossing everything. Use CAPITALS, or preferably, SMALL CAPITALS, for glosses of grammatical morphemes. Each abbreviation used should be explained in a separate footnote at the beginning of the article or when the first example is discussed. Boldface font may be used in the glosses to emphasize particular words or morphemes.

Each (set of) example(s) should be numbered using arabic numbers in an ascending order throughout the main text. Subexamples should be preceded, in addition, by lowercase roman letters in the order of the English alphabet. In text references place letters referring to subexample numbers inside parentheses, as, for example, in (9a), (15a–b), (11a,c).

Words of the example line should be vertically aligned with their glosses using (preferably 0.5-cm) tabs. (2a–b) provides a model.

- (2) a. *Pekka rakasti Merjaa.* (Finnish)  
Pekka loved Merja.PRT  
'Pekka loved Merja.'  
b. \**Pekka rakasti Merja-n.*  
Pekka loved Merja-ACC

All examples originally not written in the Latin alphabet should be romanized, i.e., transliterated into the Latin alphabet. Please capitalize and punctuate the sentence (and any proper nouns in the sentence) according to the conventions used for English. Preferably, only the transliterated version of the examples should be presented. Alternatively, you may present the example in its original orthographic form, followed by its transliterated form on the next line (but please keep to the same choice throughout the paper). In the latter case, there will be four lines for each example: the original example, its transliteration, the glosses, and the English translation. The transliterated words should be vertically aligned with the original words, similarly to the words in the gloss line.

#### *4.1.5 Tables and figures*

Tables and figures should be numbered. The numbering of tables and the numbering of figures should follow their own independent ascending orders (independent of each other, and independent of the numbering of linguistic examples). Tables and figures should be inserted where they are intended to appear in a published version of the paper (rather than at the end of the paper, or in a separate file).

#### *4.1.6 Notes*

Notes should appear as footnotes at the bottom of each page and should be numbered by arabic numerals.

#### *4.1.7 Citations*

FULL adopts the citation or in-text reference conventions used in most linguistics journals. Please use the author-date system: cite the last name(s) and the year, and if you wish to refer to specific page numbers, add them after the year.

#### *4.1.8 Bibliographic references*

All references cited in the paper should be collected in an alphabetic order at the end of the paper under a first-level heading 'References'. The reference section should include only those works that were cited in the text. Please use a consistent system to provide the bibliographic details of references.

## **4.2 Additional formatting instructions for accepted papers**

### *4.2.1 Page layout*

Page numbers should be removed. (They will be inserted immediately before publication.)

### *4.2.2 Fonts and typefaces*

The font used throughout your paper should be Garamond. Font size should remain 12 pts throughout the main text (including section headings), and it should be 10.5 pts for notes, block quotations, the abstract and the keywords, as well as the entries of bibliographic references. For typefaces to be used in headings, see 4.2.3 below.

Please use SMALL CAPITALS for glosses of grammatical categories or grammatical category morphemes in a linguistic example. The paper's title should apply the following capitalization conventions. The first word, the last word, as well as all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions should be capitalized. Articles,

coordinating conjunctions and prepositions are not capitalized. For further capitalization guidelines, please consult the Chicago Manual of Style.

Please use italics for emphasis. Use boldface to highlight a word or phrase in a linguistic example, or in a gloss.

#### 4.2.3 *Headings, indents, alignment, and spacing*

All section numbers should be flush left, and all section titles should start at a 1-cm distance from the left margin. The first paragraph under a heading should begin flush left. First- and second-level headings should be typed in boldface, while third-level headings should be in italics. Begin numbering sections with “1” (rather than “0”).

Two lines should be skipped before a first-level heading. One line should be skipped after first- and second-level headings. There is no line skip after a third-level heading. One line is to be skipped between the title and the author’s name, and two lines should be skipped between the author’s name and the abstract.

The abstract (which is to be inserted below the author’s name) and any block quotations should be indented by 1 cm on both sides. Except for these and the first paragraph after any heading, the first line of each paragraph should be indented by 1 cm. The number of a note should be indented by 0.5 cm, while the first line of the note text should be indented by a further 0.5 cm (the note text should begin at a 1-cm distance from the left margin).

The title and author names at the beginning of the paper should be centered. Bibliographic references should be justified (both left- and right-aligned).

Single spacing should be applied throughout the whole document.

#### 4.2.4 *Linguistic examples*

0.5-cm tabs should be used to vertically align words of an example line with their glosses. ‘Single quotes’ (inverted commas) should be used for translations in glosses, and for in-text translations. Direct quotations should appear in “double quotes.” Punctuation marks should follow a closing single quote, while they should precede a closing double quote.

Examples (or sets of examples) in footnotes should be numbered by lowercase roman numerals, e.g., (i), (iv). In references to these examples, letters referring to subexamples should be placed inside parentheses after the lowercase roman numeral, separated from the numeral by a full stop, as, for example, in (i.a), (iv.a–b), (ii.a,c). Restart example numbering in each footnote.

#### 4.2.5 *Tables and figures*

Any information presented together in rows and columns is to be considered a ‘table’, while any graph, graphic illustration and the like is to be considered a ‘figure’. Tables and figures should be followed by a line immediately underneath them of the form Table n: *Caption describing the table*, or Figure n: *Caption describing the figure*, where *n* is the arabic number of the table or figure.

#### 4.2.6 *Notes*

Footnote numbers should preferably be inserted only at the end of sentences, and must follow all punctuation marks. If a note listing acknowledgments, grants, and other credits is appropriate, type it as the first footnote, and mark it with an asterisk, not a number.

#### 4.2.7 Citations

Cite the last name(s) and the year in citations of works authored or edited by not more than two persons. If you cite multiple works by the same author(s) published in the same year, differentiate them by adding letters of the English alphabet to the year, as in *1995a*, *1995b*. Use ‘&’ for works authored/edited by two persons, and use the last name of the first author followed by ‘*et al.*’ and the year for works having more than two authors/editors. To refer to specific pages, page numbers should be added after a comma. In an in-text reference the date of the work is normally enclosed in parentheses. However, if the citation itself appears between parentheses, no parentheses are added to the year. The following examples serve as illustrations.

- (3) a. ...as Vainikka (1989) shows...  
b. ...in Estonian (see Erelt & Metslang 2006, and especially Erelt 2009, 20–22).

Short quotes from another work should appear in the running text. Any quotation exceeding three lines should be inserted as a block quotation.

#### 4.2.8 Bibliographic references

Please use the referencing format in the Unified Style Sheet for Linguistics Journals to the list of references. See the sample list of references below for an illustration.

##### *Books:*

Nikolaeva, Irina. 2006. *A historical dictionary of Yukaghir*. Berlin: Mouton de Gruyter.  
Nikolaeva, Irina & Tolskaya, Maria. 2001. *A grammar of Udihe*. Berlin: Mouton de Gruyter.

##### *Edited volume:*

Wei, Li & Cook, Vivian (eds.). 2011. *Language for the real world*. (Contemporary Applied Linguistics 2). London: Continuum

##### *Paper in edited volume:*

Holmberg, Anders. In press. The syntax of the Finnish question particle. In Peter Svenonius (ed.), *Functional structure from top to toe*. Oxford: Oxford University Press.  
Nedjalkov, Vladimir P., Skribnik, Elena K., Kuzmenkov, Evgenij A. & Yakhontova, Natalija S. 2007. Reciprocal, sociative, comitative and assistive constructions in Khalkha-Mongol and Buryat. In Vladimir P. Nedjalkov (ed.), *Typology of reciprocal constructions*. (Typological Studies in Language 71. Vol. 3), 1281–1348. Philadelphia: John Benjamins.

##### *Journal article:*

Erelt, Mati & Metslang, Helle. 2006. Estonian clause patterns – from Finno-Ugric to standard average European. *Linguistica Uralica* 42(4). 254–266.

##### *Paper in proceedings:*

Hudson, Richard. 1996. The difficulty of (so-called) self-embedded structures. In Phillip Backley & John Harris (eds.), *UCL Working Papers in Linguistics 8*, 283–314. London: University College London.

*Dissertation:*

Vainikka, Anne. 1989. *Deriving syntactic representations in Finnish*. Amherst, MA: University of Massachusetts dissertation.

*Lexicon entry:*

*Wogulisches Wörterbuch*, 1st edn. 1986. Budapest: Akadémiai Kiadó.

*Manuscript:*

Krifka, Manfred. 2011. *Embedding speech acts*. University of Berlin, manuscript. <http://amor.cms.hu-berlin.de/~h2816i3x/> (1 November 2011)

*4.2.9 Appendices*

A single appendix should appear under the heading ‘Appendix’, followed by its title. Two or more appendices should be headed Appendix A, Appendix B, and so on, followed by their titles. All appendices must immediately precede the references.

*4.2.10 Author information*

The paper should end with author information: for each author, place the author’s name, affiliation(s) and email address on consecutive lines.