



Topics in Linguistics

Style Sheet

Language

As for language, you are fully responsible for the language correctness of your article. **If your native language is not English, it is strongly recommended that you have the manuscript checked by a native speaker before submission.** Our journal accepts both British and American spelling provided that you are consistent in your paper.

Anonymization

Your manuscript will be subject to blind peer review, it is therefore to be anonymized. Do not include information about the authors in the manuscript; in case the manuscript refers to authors' previous publications, make sure to also anonymize any such references by replacing names and titles with generic placeholders. Remove all metadata about the authorship of the file as well.

Paper structure

In preparation of your manuscript, please follow the guidelines below and use the [template available at the journal's website](#). If your paper fails to meet the given requirements, it will be returned for rework. Note that the submission template is simplified, and authors are not to provide the text in its final layout form.

Specific requirements and suggestions for the manuscript are as follows:

1. Title

Capitalize only the first letter in the title of your paper.

2. Abstract

Your abstract should be written in English and it should be 150-250 words long.

3. Key words

We require between 5 and 8 key words.

4. Introduction

Usually one paragraph, numbered.

5. Body

Use sections with 1.1, 2.1 etc. numbering.

6. Conclusion

Usually one paragraph, numbered.

Examples of the data in languages other than English

The non-English words in the texts should be in *italics*. The translations are enclosed in single quotation marks. E.g. ‘mind’. All the examples and sub-examples are numbered, using numbers in brackets for examples and letters followed by a stop for sub-examples.

The examples are followed by word-by-word or morpheme- by-morpheme glosses depending on the purposes of the paper. The initial letter of the gloss is placed exactly below that of the example. Please follow the standard conventions proposed in *The Leipzig Glossing Rules*. For example:

- (1) a. *Sophie reist in die Provence.*
Sophie travels in the.ACC.F Provence.
‘Sophie will travel to Provence.’
- b. *Sophie reist in der Provence.*
Sophie travels in the.DAT.F Provence.
‘Sophie is travelling in Provence.’(from Gutzmann & Turgay 2011)

Mind that the original units and their glosses are to be aligned; use tab stops to structure glosses.

Tables and figures

Each table is to be provided a numbered caption preceding the table itself, preferably with a description of the table contents. Use only horizontal cell borders above and below the table body; supplemental horizontal borders are allowed if they improve visual transparency of the data presented.

Graphs, charts, and other visual elements are to be labelled as ‘figures’ and provided numbered captions following these elements, preferably with descriptions. Embed graphs and charts in a format allowing for further layout adjustments. If using images, provide files with a sufficient resolution (at least 300 dpi). The journal editors may ask you to rework any visual elements during the production stage.



References in the text

Topics in Linguistics uses APA style for references in text and bibliography.

References in the body of the text must include the author's name, the year of publication, and page numbers, if appropriate. For example:

Shore (1996) argues that...

or

(Shore, 1996)

When a work has two or three authors, they all must be listed. The surname listed last is preceded by an **and**. If there are more than three authors, only the first one is listed and **et al.** is added. For example:

(Lakoff and Johnson, 1980)

Further research (Beňačka, et al., 2009)...

If there are more publications from several authors, the references are ordered chronologically. For example:

(Lakoff and Johnson, 1980; Johnson, 1987; Sweetser, 1990)

When several publications of the same author are cited, they must appear in chronological order. For example:

As argued by Kramsch (1993a; 1993b; 1998)... Earlier research (Kramsch 1993a; 1993b; 1998)...

When referring to another author's publication found in the source, use secondary referencing. For example:

(Brown, 1987 cited in Byram and Morgan, 1994, p. 11)

Quotations in the text

If you quote less than 4 lines, include the sentences in the text within double quotation marks. Use **p.** for a single page and **pp.** for a page range. For example:

Wierzbicka (2003, p. 70) states that "English ways of speaking are characterised by a high degree of self-assertion, whereas in Japanese self-assertion is avoided and suppressed".

Longer sections should be indented and set off from the text as a separate paragraph without quotation marks. The quotation is followed by the surname, year and page reference in brackets. For example:

Rather than being a biological given, embodiment is a category of sociocultural analysis, often revealing complex dimensions of the interactions between bodies and personhood. [...] Culture does not just inform embodied experience; embodied experience is itself culturally constituted. (Gibbs, 2006, p. 37)

Footnotes

Place footnotes at the bottom of the page. They must be numbered consecutively throughout the text, starting with number 1.

References

List of references is to follow APA style. In the reference list all authors must be included in alphabetical order by the first author's surname. Make sure that all the works cited in the text, including footnotes and abstract, appear also in the list of references (and vice versa). The book, edited book and journal titles are in italics. In journal titles capitalize all lexical words.