

## **Guidelines for the authors**

Please send your paper via email attachment to Thorsten Roelcke, E-Mail: [thorsten.roelcke@ph-freiburg.de](mailto:thorsten.roelcke@ph-freiburg.de) (hard copies to: Prof. Dr. Thorsten Roelcke, Rappenstockweg 2, D-79872 Bernau im Schwarzwald).

All standard/current word processing programs, preferable Word for Windows are allowed. Please do not use any write protection. Languages of publication are English and German. The contributions will be reviewed; the editors have a right to return a contribution reviewed by the members of the editorial board to the author for revision.

### **Divide your manuscript as follows:**

- Your name (e.g.: THORSTEN ROELCKE)
- Title (and subtitle) of the article
- Abstract
- Keywords
- Body of the text (including footnotes)
- Appendix
- Abbreviations
- References
- Correspondence address

### **Tables and figures:**

Figures must be sent as separate files, using image file formats (jpg, png, tif, eps - min. 600 dpi) and not embedded in Word documents. Tables can be imbedded in Word documents.

### **Form of the manuscript:**

Please, prefer plain and avoid esthetic formatting.

Use *italics* for cited linguistic forms (in the running text, in examples as well as in figures and tables), for non-English resp. non-German words, for titles of books and journals in the running text.

Use SMALL CAPITALS for abbreviated category labels and for surnames of authors and editors (regardless of whether they occur in the running text, in examples or in the references).

Use single quotation marks for the translation of linguistic forms (e.g. *mit* ‘with’) and double quotation marks for short quotations in the running text and “qualified” words or phrases. Longer quotations (more than three lines) have to be presented as block quotation (small type size).

Please use scientific transcription or transliteration for examples from languages with non-Latin, non-Cyrillic or non-Greek script.

### **Notes:**

Please print notes as footnotes (no endnotes!) and number them consecutively. Do not burden them with too much text, illustrations and tables.

### **Bibliographical citations and references:**

Within the text please refer by means of author's or editor's surname, year of publication and page number (ALTMANN & LEHFELDT 1973: 132).

In the list of references, please do not abbreviate journal titles and first names of authors and editors. Follow the examples below:

For books:

KÖHLER, REINHARD (2012): *Quantitative Syntax Analysis*. Berlin: De Gruyter Mouton.

KÖNIG, EKKEHARD & GAST, VOLKER (2009): *Understanding English-German Contrasts*. 2<sup>nd</sup> ed. Berlin: Schmidt.

For edited books:

ROELCKE, THORSTEN (Hg./ed.) (2003): *Variationstypologie. Ein sprachtypologisches Handbuch der europäischen Sprachen in Geschichte und Gegenwart / Variation Typology. A Typological Handbook of European Languages Past and Present*. Berlin: de Gruyter.

MAYER, FELIX (ed.) (2001): *Language for Special Purposes: Perspectives for the New Millennium. Vol. 2: LSP in Academic Discourse and in the Fields of Law, Business and Medicine*. Tübingen: Narr.

For contributions to edited books

RIECKE, JÖRG (2012): Die „Idee von Sprachgeschichte“ in Egon Friedells Kulturgeschichte, in: BÄR, JOCHEN A. & MÜLLER, MARCUS (Hg.): *Geschichte der Sprache – Sprache der Geschichte. Probleme und Perspektiven der historischen Sprachwissenschaft des Deutschen. Oskar Reichmann zum 75. Geburtstag*. Berlin: Akademie, 585–607.

For contributions to journals:

POPESCU, IOAN-IOVITZ; ČECH, RADEK & ALTMANN, GABRIEL (2010): Structural Conservatism and Innovation in Texts, in: *Glottology* 3, 43–63.

For reviews:

BUSCH-LAUER, INES-A. (2011): Review of: KVAM, SIGMUND; KNUTSEN, KAREN PATRICK & LANGEMEYER, PETER (Hg./ed.): *Textsorten und kulturelle Kompetenz. Interdisziplinäre Beiträge zur Textwissenschaft / Genre and Cultural Competence. An Interdisciplinary Approach to the Study of Text*, Münster [et al.]: Waxmann, in: *Fachsprache. International Journal of Specialized Communication* 34, 223–226.

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