

## **Acta Linguistica: Instructions for authors**

### **Manuscript Submission**

Manuscripts should be submitted to *Acta Linguistica* via e-mail. Complete contact information of the corresponding author, first and last names, e-mail addresses, and institutional affiliations of all coauthors are required. The manuscript should include an abstract. In addition, please give five fitting keywords below the abstract. If you use special fonts, please do not forget to attach them as well. Do not submit articles which have already been published elsewhere completely or partly. We do not expect you to stick to the popular manuscript structures like «Introduction» > «Methods» > «Results» > «Discussion», but the section with a conclusion at the end of the text is obligatory.

Articles and book reviews in English, German, and Russian can be submitted. Please give your text to a native speaker if your (foreign) language skills are not perfect.

### **Manuscript File Formats**

- Possible manuscript file formats are .doc and .docx. Please do not send us pdf files.
- The length of the manuscript (incl. references, tables, and figures) should not exceed 20 pages (A4, single-spaced, Times New Roman 11) and should not be less than 8 pages.
- The length of the abstract should not exceed 6 lines.
- An appendix with up to five pages can appear in the print version of the journal, longer appendices can be published online only.

### **General format information**

- top margin: 3,0 cm or 1,2"
- bottom margin: 2,7 cm or 1,1"
- left margin: 2,5 cm or 1"
- right margin: 2,5 cm or 1"
- Set the title of the manuscript in 12 point-sized bold font Times New Roman and in capital letters.
- Examples from foreign languages should be set in italics, their meanings in single quotation marks: '...'
- Please use angle quotation marks «...» instead of double quotation marks "...".
- Breaks are marked by an indentation (0,7 cm or 0,3" to the left margin). Please do not add spaces between paragraphs.
- Avoid double blanks.
- Do not number pages.
- There must be no full first names and no spaces between initials and surnames: «M.P.Miller mentions that...»
- Do not turn on the syllable division function.
- Hyphen (-) and dash (–) have different functions in German, English, and Russian.
- Footnotes should appear on the respective page and not at the end of the article.
- The author's name should be set in 12 point-sized font Times New Roman and bold-italics. The author's institutional affiliation and city/ town should be set in 12 point-sized font Times New Roman.

Example:

## THE TITLE OF THE MANUSCRIPT

**Max M. Mustermann**

Institutional Affiliation, City, Country

- The titles and subtitles of each section must be numbered consecutively (e.g. 1., 2., 2.1, 2.2, 3.) and should be typed in point-sized bold font Times New Roman, font size 11.
- Manuscripts should be set in Times New Roman font, font size 11, single-spaced, and in justification.
- Tables and figures should be embedded in the text and numbered consequently according to the order of the citation in the text. Include a title for each table or figure above it (e.g. *Tab. 1.* Title of table 1, *Fig. 1.* Title of figure 1). The titles should be set in Times New Roman font, 12-point in size, single-spaced.
- It is easier to handle examples from foreign languages if you place them in an invisible table:

### Example 17

Kulala	a-	pend-	-a	sana	ni	kufanya	kazi	ha-	pend-	-i
To sleep	3PS.an.SPP	like	FV	a lot	is	to do	work	Neg-	like	Pres

‘To sleep, he likes very much, it is to work that he does not like’

## References

Authors are responsible for the accuracy and completeness of their references and for correct text citation. Every citation in the text should be labeled as such by the appropriate reference. Please use the following form for citations and references in the text:

1. One author: «citation» [Author Year: page], e.g., [Miller 2001: 20].
2. Two authors: «citation» [Author, Author Year: page], e.g., [Miller, Schmidt 2001: 20-21].
3. More than two authors: «citation» [Author et al. Year: page], e.g., [Miller et al. 2001: 20]. Please name all the authors in the reference list.

If you refer to several sources, use commas to divide them within square brackets: [Miller 2001, Miller, Schmidt 2000, Höchst 2009a, Grabman et al. 2001, 2003].

Each reference cited in the text must be listed in the Reference list and vice versa.

- List the references in alphabetical order according to the surname and initials of the first author.
- If your text is written in English or German and you cite works in other languages, translations of the titles should be given in square brackets.
- Please use hanging special-indentation (1 cm or 0,4 $\square$ ) when formatting your references.

Follow the given examples.

### Book

Basic form: Author Year – *Author A.A.* Title of the work. Location: Publishing house, year.

Buss 2003 – *Buss D.M.* The Evolution of Desire: Strategies of Human Mating. New York: Basic Books, 2003.

Eckert, McConnell-Ginet 2003 – *Eckert P., McConnell-Ginet S.* Language and Gender. Cambridge: Cambridge University Press, 2003.

КЛИМОВ 1977 - *Климов Г.А.* Типология языков активного строя [Typology of active languages]. Москва, 1977.

### **Article in a book**

Basic form: Author Year – *Author A.A.* Title of the work // Editor's name (ed.). Book's title. Location: Publishing house, year.

Miller 1999 – *Miller G.F.* Sexual selection for cultural displays // R.Dunbar, C.Knight, C.Power (eds.). *The Evolution of Culture. An Interdisciplinary View.* Edinburgh: Edinburgh University Press, 1999.

### **Article in a journal**

Basic form: Author Year – *Author A.A.* Title of the work // Journal, volume (year).

Feingold 1992 – *Feingold A.* Gender differences in mate selection preferences: a test of the parental investment model // *Psychological Bulletin*, 112 (1992).

Garcia et al. 1991 – *Garcia S., Stinson L., Ickes W., Bissonnette V., Briggs S.R.* Shyness and physical attractiveness in mixed-sex dyads // *Journal of Personality and Social Psychology*, 61 (1991).

### **URL Source**

Basic form, if the year of the publication is known: Author Year – *Author A.A.* Title of the work. Available at: URL (retrieved: Day Month Year).

Basic form, if the year of the publication is not known: Author www – *Author A.A.* Title of the work. Available at: URL (retrieved: Day Month Year).

Malyarchuk et al. 2004 – *Malyarchuk B., Derenko M.V., Grzybowski T., Lunkina A.* Differentiation of Mitochondrial DNA and Y Chromosomes in Russian Populations // *Human Biology*, 76 (2004). Available at: [http://muse.jhu.edu/journals/human\\_biology/v076/76.6malyarchuk.pdf](http://muse.jhu.edu/journals/human_biology/v076/76.6malyarchuk.pdf) (retrieved: 05.12.2009).

Strabo www – *Strabo.* Γεωγραφικά [Geographica]. Available at: <http://www.perseus.tufts.edu/hopper/text?doc=Strab.+toc&redirect=true> (retrieved: 12.12.2011)

If you cite an article, which exists both in online and print forms, please cite the print form.