**Style Sheet**

***Scandinavian Studies in Language***

Your paper must be written in English with an abstract in English or a Scandinavian language. We accept either American English or British English spelling, but please be consistent. The journal does not offer any assistance with English or copy editing. This means that you are responsible for the copy editing, as well as the idiomaticity of the English text.

**1. General information**

a. Please prepare the text of your manuscript in a basic word-processing program like Word and send it to the editor as a .docx file.

**2. Basic Formatting**

a. Set paper size to A4.

b. Set line spacing to 1.5 throughout the document.

c. Use 12 point font throughout the document (including title, headings, and notes), in a simple roman face except

where indicated below (§3).

d. Set margins of 2.54 cm. on all four sides of the paper.

e. Left-align throughout the document.

f. Do not use line-end hyphens.

g. Indent the first line of each paragraph of text 1 cm from the left margin. Do not use the space bar.

h. Use a single space after all punctuation, not two spaces.

i. Do not number the manuscript

j. Do not use any other headers or footers.

k. Special matter (tables, tableaux, figures, maps) should initially just occur as incorporated in the text file. If the article is accepted for publication, the special matters should be given on separate pages at the end of the document, or in a separate file or files.

l. Use footnotes rather than endnotes.

m. Use the following order and numbering of pages.

i. page 0: title and subtitle; authors' names and affiliations as they will appear at the beginning of the article;

email addresses for all authors (and mailing addresses, as desired, for first or all authors), to appear at the end of the article.

ii. page 1: title and subtitle only

iii. page 2: abstract of about 100 words (for articles and short reports) with asterisked acknowledgment footnote and a list of 5–7 keywords (place after the abstract: Keywords: X, Y … ).

iv. body of the work

v. (appendix, if applicable)

vi. references, beginning on a new page

vii. all special matter (or in separate file or files; see below)

**3. Special Matter**

Special matter includes all tables, figures, diagrams, art work, social media screen dumps (not example sentences).

a. Numbering of special matter

i. Tables should be numbered separately from other examples: Table 1, Table 2, etc.

ii. Figures (including charts, graphs, pictures, trees) should be numbered separately

from other examples and tables: Figure 1, Figure 2, etc.

iii. OT tableaux and some syntactic trees can be numbered as regular examples within

the text, but should still follow the conventions outlined below.

b. File formats: Tables, and other text-based special matter (including some figures) should be set in a word-processing

program, and submitted in a .doc file or the equivalent. Each table, or other text-based special matter should appear

on a separate page at the end of the main text file, or on a separate page in a separate file of special matter.

Centered below each table or figure, put its number, followed by a brief legend.

Table 1. Semantic Primes, Danish exponents.

Other special matter that is numbered as a regular example does not need a legend, but should be keyed to its place in the text.

d. Figures that are not text-based should be sent as individual files (containing just the figure itself, not including the figure number and legend); these files can be sent in various formats, such .pdf, .eps, .jpg, .bmp, .xls, .doc, depending on how the figure was originally created and what would give the best product. Figures should be as high resolution as possible, and should be in black and white. Name figure files according to their number (Figure1, Figure2b, Figure 2b, etc.). The figures in these files should be camera-ready. In addition to the separate figure files, figure numbers and legends should appear on a separate page at the end of the main text file, or in a separate file of special matter; images of the figures can be included in that file as well, for reference.

Figure 2. Map of Copenhagen neighbourhoods.

The accompanying .pdf file of the whole document that is sent should also include all of the figures and tables with

their legends. Please note, however, that the figures cannot be set from this file or from an image inserted into a .doc

file, and thus it is important to send a separate file for each individual figure, as indicated above.

**4. Typefaces and special fonts**

a. Use *italics* for all cited linguistic forms and examples in the text. Do not use italics for emphasis, or to mark

common loanwords or technical terms: ad hoc, mutatis mutandis, etc.

b. Use “scare quotes” to mark a technical term at its first use or definition, or to give emphasis to a word or phrase in the text.

c. Please do not capitalize names of laws, theories, or hypotheses; the first appearance may be given in scare quotes to indicate the use as a technical term.

d. Use boldface to draw the reader’s attention to particular aspects of a linguistic example, whether given within the

text or as a numbered example.

**5. Punctuation**

a. Use double quotation marks for quotes (both theory and data).

b. Use single quotation marks for technical terms and highlighted concepts.

c. Use italics for “materialiter”.

d. Indent long quotations (more than about forty words) without quotation marks – both left and right margins.

e. Indicate ellipsis by three periods, close set, with a blank space before and after, like … this.

**5. Footnotes**

a. Number all footnotes to the body of the text serially throughout the document.

b. The note reference number in the body of the text is a raised European digits (1, 2, 3), not enclosed in parentheses.

Place footnote numbers at the ends of sentences wherever possible, or after a comma, semicolon, or other punctuation mark that indicates a pause or natural break; the note reference number should be placed after the punctuation mark. Do not link more than one note to a single place in the text.

c. Each footnote should be a separate paragraph beginning with its reference number, raised above the line and not

followed by any punctuation mark.

d. Place the acknowledgment footnote at the end of the abstract, keyed with an asterisk.

f. Number footnotes to special matter (numbered as a, b, c) separately for each piece of special matter and place them

as footnotes on the same page as the special matter.

**7. Cited forms**

a. Do not italicize numbered examples. Italicize words or other linguistic forms only when cited within the text.

b. Enclose transcriptions either within (phonetic) square brackets or within (phonemic) slashes: the suffix [q], the word

/lap/. Do not italicize bracketed transcriptions.

c. Use angle brackets for specific reference to graphemes: the letter <q>.

d. Transliterate or transcribe all forms in any language not normally written with the Latin alphabet, including

Greek, unless there is a compelling reason for using the original orthography. Use IPA symbols unless there is

another standard system for the language.

e. After the first occurrence of non-English forms, provide a gloss in single quotation marks: Danish *får* ‘sheep’ is

a noun. No comma precedes the gloss and no comma follows, unless necessary for other reasons: Danish *får* ‘sheep’, *hund* ‘dog’, and *hest* ‘horse’ are nouns. See §8 for other instructions on glosses.

**8. Numbered Examples**

a. Place each numbered item on a separate line with the number in parentheses; indent after the number; use

lowercase letters to group sets of related items.

(2) a. You gotta use words to talk

b. You gotta do what you gotta do

b. In the text, refer to numbered items as 2, 2a, 2a,b, 2a-c (with no parentheses).

c. Examples in notes should be numbered as (i), (ii), (iii), etc., and should be referred to assuch in the text.

**9. Glosses and translations of examples**

Examples not in English (including all Scandinavian-language examples) must be translated or glossed as appropriate. Sometimes, both a translation and a word-for-word or morpheme-by-morpheme gloss are appropriate.

a. Place the translation or gloss of an example sentence or phrase on a new line below the example, indented.

(26) *Roskilde Festival forventer et overskud trods regn*

‘Roskilde Festival is expecting a surplus despite of the rain ’

b. Align word-for-word or morpheme-by-morpheme glosses of example phrases or sentences with the beginning of

each original word; use tabs to make alignments rather than multiple spaces.

(17) *selvom det er tydeligt at han er syg*

because it is clear that he ill is

c. Observe the following conventions in morpheme-by-morpheme glosses:

i. Place a hyphen between morphs within words in the original, where relevant, and a corresponding hyphen in the gloss; do not use any hyphens in the gloss that do not have corresponding hyphens in the original.

ii. If one morph in the original corresponds to two or more elements in the gloss, separate the latter by a period,

except for persons; there is no period at the end of a word.

(4) *student-er-ne-s hus*

student-PL-DEF-G house

‘the house of the students’

iii. Abbreviate glosses for grammatical categories. List the abbreviations in a note.

**10. Abbreviations**

a. Abbreviations ending in a small letter have a following period; abbreviations ending in a capital do not.

b. Abbreviations such as e.g., i.e., etc., cf., and others should only be used within parentheses; elsewhere, spell out ‘for

example, … ’, ‘that is, … ’, and so forth.

**11. Citations in the text**

Within the text, give a brief citation in parentheses consisting of the author's surname, the year of publication, and page number(s): (Ameka 1992, Koptjevskaja-Tamm 2016:8–9).

a. If the citation is of the **work**, place either everything within parentheses: (e.g. Joseph & Janda 2004:121), or nothing in parentheses: More discussion of issues related to historical reconstruction can be found in Joseph & Janda 2004:121. In this case, use an ampersand between two authors’ names, and if there are more than two authors, use the surname of

the first author, followed by et al.: (see Yip et al. 1995).

b. If, by contrast, the citation is of the **author**, and the author's name is part of the text, then use this form: Ameka (1992:55) shows that ..., Joseph and Janda (2004:121) note that …, Steensig and colleagues (2018:34) argue that … .

Please note the following specifications: only the date (and page numbers) are in parentheses; use ‘and’ rather than

‘&’ between two author names; use ‘and colleagues’ or the like rather than ‘et al.’ for more than two authors.

c. Do not use notes for citations only, other than for website URLs when necessary.

c. Do not use footnotes for citations only, other than for website URLs when necessary.

**12. References**

At the end of the manuscript, provide a full bibliography, 1.5 spaced, beginning on a separate page with the heading References.

a. Arrange the entries alphabetically by surnames of authors, with each entry as a separate hanging indented paragraph. Surnames with a separately written prefix (e.g. von, de, van der, etc.) should be alphabetized by the prefix.

Van der Voort, Hein. 2004. *A grammar of Kwaza*. Berlin: De Gruyter Mouton.

Wierzbicka, Anna. 2014. *Imprisoned in English: The hazards of English as the default language*. Oxford: OUP.

Hayhoe, Mary & Dana Balard. 2005. Eye movements in natural behavior. *Trends in Cognitive Sciences*, vol. 9, 4, p. 188-194.

Land, Michael and Benjamin Tatler. 2012. *Looking and Acting: Vision and eye movements in natural behaviour*. Oxford Scholarship Online. Chap. 3, 1-30.

Malinowski, Bronislaw. 1969/1923. The Problem of Meaning in Primitive Languages. C.K. Ogden and I.A. Richards (eds.) *The Meaning of Meaning: A Study of the Influence of Language upon Thought and of the Science of Symbolism*, eighth edition. New York: Harcourt, Brace & World, 296-336.

Roth, Emilie M. and David D. Woods. 1989. Cognitive Task Analysis: An Approach to Knowledge Acquisition for Intelligent System Design. G. Guida and C. Tasso (eds.) *Topics in Expert System Design*. North-Holland: Elsevier Science Publishers B.V.

b. List multiple works by the same author in ascending chronological order. No distinction should be made between works for which the author was the editor vs. the author.

Hymes, Dell. H. 1974a. *Foundations in sociolinguistics: An ethnographic approach*. Philadelphia: University of Pennsylvania Press.

Hymes, Dell. H. (ed.) 1974b. *Studies in the history of linguistics: Traditions and paradigms*. Bloomington: Indiana University Press.

Hymes, Dell. H. 1980. *Language in education: Ethnolinguistic essays*. Washington, DC: Center for Applied Linguistics.

c. Use suffixed letters a, b, c, etc. to distinguish more than one item published by a single author in the same year.

d. Do not replace given names with initials unless the person always uses initials: Grice, H.P., but Togeby, Ole.

e. Use a middle name or initial only if the author normally does so: Jensen, Eva Skafte; Greenberg, Joseph H.

f. Book and journal names should be given in italics. Capitalize only the first word of the title

and subtitle of an article or book, as well as any other words required to be capitalized in

the language’s orthography.

g. Each entry should contain the following elements in the order and punctuation given: (first) author’s surname, given

name(s) or initial(s); given name and surname of other authors. Year of publication. Full title and subtitle of the work. For a journal article: Full name of the journal and volume number (roman type) inclusive page numbers for the entire article. For an article in a book: title of the book, ed. by [full name(s) of editor(s)], inclusive

page numbers. For books and monographs, the edition, volume or part number (if applicable); series title (if any) in parentheses. Place of publication: Publisher.

h. Use en-dashes between page numbers; include appropriate page numbers as follows: 12–17, 143–46, 198–205,

1147–55, 1195–203, etc.

i. If a reference is published online—for example, an unpublished manuscript hosted on the author’s website, or an

open-access online publication, such as a journal or conference proceedings—please include a link to the article, as in the examples below. Do not include links for articles published in hard-copy books or journals, unless the electronic version is open-access and hosted by the owner of the copyright.

Donohue, Mark. 2009. Geography is more robust than linguistics. Science e-letter, 13 August 2009. Online: http://www.sciencemag.org/cgi/eletters/324/5926/464-c.

Saltzman, Elliot; Hosung Nam; Jelena Krivokapic; and Louis Goldstein. 2008. A taskdynamic toolkit for modeling the effects of prosodic structure on articulation. Proceedings of the 4th International Conference on Speech Prosody (Speech Prosody2008), Campinas, 175–84. Online: <http://aune.lpl.univaix>. fr/~sprosig/sp2008/papers/3inv.pdf.

Sundell, Timothy R. 2009. Metalinguistic disagreement. Ann Arbor: University of Michigan, MS. Online: <http://faculty.wcas.northwestern.edu/~trs341/papers.html>.