

Word Structure

Word Structure is an international journal of linguistic morphology and all related disciplines. Its outlook is both synchronic and diachronic. Its interests are both empirical and theoretical. Its aim is to further the understanding of the nature of words, in every sense and in the broadest definition, in the languages of the world by applying to that concept the methodologies of disciplines such as morphology, syntax and phonology, of sociolinguistics and psycholinguistics, of formal, computational, cognitive and historical linguistics and of any other relevant sub-discipline of linguistics.

This is a broad remit, but it nevertheless has limits. Submissions not *centrally* concerned with the nature of words may be regarded by the Editors as unsuitable, and in case of doubt potential contributors are encouraged, to avoid disappointment and publishing delays, to consult the Editors before submission. The Editors may be able to recommend alternative outlets for such submissions.

Submission of articles

Submission of material for publication in *Word Structure* indicates that the work has not appeared elsewhere and is not currently being considered for publication in an alternative publication. If material is accepted for publication, Edinburgh University Press will ask for the copyright in the material. In assigning your copyright, you are not forfeiting your right to use your contribution elsewhere. This you may do after seeking permission from the journal and subject to appropriate acknowledgement. *Word Structure* publishes research on all human languages; contributions must be written in English.

Ordinarily, first submissions should be sent electronically (in PDF format); if this expectation poses undue difficulty, authors should contact one of the Editors to arrange sending their submissions in some other electronic format (e.g. Word format) or in hard copy. Submission may be made to any one of the Editors, but you are requested NOT to copy a submission to several or all of the Editors. If your submission is accepted for publication, an electronic copy in Word format will be requested.

The file containing the submission itself should be anonymous: do not indicate authorship on any of its pages, but put the title and an abstract (not to exceed 200 words in length) at the head of the first page. Number all pages in a single sequence. Be sure that the name of the file containing the submission itself does not reveal its authorship; in the file itself, avoid expressions which inadvertently identify authors, such as “As we have argued in Author1 & Author2 (2003) ...”

In submitting your contribution electronically, please include a SEPARATE text file in which you note the title of the contribution, the names and affiliations of all the authors, the name and contact details (postal address and e-mail address) of the corresponding author, and the length of the submission (including references) in number of words.

Clarity

Make your contribution reader-friendly. Define any abbreviations or technical terminology that may not be widely familiar to the journal’s readership. In references to

less familiar languages, it is important that these be identified uniquely; for this purpose the ISO/Ethnologue codes may prove useful (<http://www.ethnologue.com/>).

Style and formatting

The Editors are willing to consider initial submissions whose style and format aren't in full conformity with the following guidelines; final submissions must, of course, conform fully to these guidelines.

All submissions (whether electronic or in hard copy) should be formatted with double-spacing in a font of at least 12 point, with wide margins sized for either A4 or American Letter paper.

Although submissions are not in principle limited in length, authors should note that articles significantly exceeding ten thousand words will be accepted only exceptionally, and may be subject to delay in publication.

Headings

Headings should be in bold type, in the same font as the text, and numbered, using a decimal numbering system. Use if possible no more than three levels of heading (e.g. 2.3.1). Do not put extra hard returns before or after headings.

Spelling

Either British or American spellings may be used, but should be used consistently. Spellings such as <organize> with a <z> are permissible within either variety, but <analyze> is permissible only within American spelling conventions.

Punctuation

Use double quotation marks only within single quotation marks. When quoting something within a longer sentence, the punctuation for the carrier sentence normally comes outside the quotation marks unless it is a part of the quotation. Use full stops/periods in abbreviations like *i.e.* and *e.g.*, though it is often preferable to use *that is* and *for example* in text. Note *etc.* and *et al.* both receive one full stop only. Hyphenate sparingly.

Quotations

Short quotations should be enclosed within quotation marks and run on in the text. Quotations of more than 25 words should be set off as a separate paragraph, indented. Provide page references for all quotations. Changes in quoted material should be indicated with square brackets:

In Anderson's words, '[t]he 1980s saw a growth of interest [...] that can properly be called explosive' (1992: 8).

Notes

Present notes together at the end of your submission with the heading 'Notes'. Number notes with a superscript numeral with no parentheses. In the text, the note number should occur after any relevant punctuation. A note containing acknowledgements should occur as the first endnote, carrying the number 1.

Notes should be used sparingly; for example, bibliographical reference alone would not warrant a note. For the sake of anonymity, note 1 containing acknowledgements should be replaced with a dummy note (e. g. “I wish to thank XXX.”) in the initial submission.

Font style

Use small capitals for

- technical terms being introduced
- lexemes
- stress or emphasis
- the labels for grammatical categories in glosses
- the letters AD and BC (or CE and BCE) in dates

If your word-processor will not display small capitals, you should use lower-case letters with double underlining. Do not use large capitals. Use italics for

- citing example morphs, words or phrases embedded in your own text
- titles of books and journals
- unassimilated foreign words (including *et al.*)

but not for emphasis.

If your word-processor will not display italics, you should use single underlining. Do not underline or italicise punctuation marks. Avoid the use of bold type except in headings.

If you are using IPA symbols we ask that, at least in the electronic version of your submission, you use either the Doulos SIL or Charis SIL font, both of which are Unicode-compatible. (These are freely available from <http://www.sil.org>.)

Numbered examples

When using numbered examples, number them as follows:

(1)

(2) (a)

(2) (b)

(3)

Note that the numbers go against the left margin, and that any (a)s and (b)s go in separate parentheses. In the text make reference to, for example, (2b). Examples in notes, if necessary, should be numbered with small roman numbers. When abbreviating grammatical categories for glosses provide a list of abbreviations used, either as an endnote, or in an appendix. Align words of the original language with words of their glosses. Provide a translation, enclosed in single quotation marks, as well as a gloss in anything but the most obvious of cases, and always if an entire text is being glossed. If required, underlining may be used for emphasis or highlighting in such examples. Use small capitals for the glosses of grammatical categories. Where two English words correspond to a single morpheme in the original, link them by an underscore. In general, we suggest that authors adhere to the Leipzig Glossing Rules (<http://www.eva.mpg.de/lingua/files/morpheme.html>); this website is also a good source for recognised grammatical abbreviations.

Tables and figures

Tables and figures should be numbered sequentially in two separate series, and their preferred location should be indicated in the text. It must be realised, however, that the typesetter may have to move them from this ideal position, and nothing in the text (e.g. the words *below* or *opposite*) should be used which might be compromised by such movement. Tables and figures should be presented on separate pages. Tables should use a minimum of dividing lines. Figures which involve line drawings should be presented in camera-ready form. All tables and figures should have a heading under them. OT tableaux may be treated as tables, but should be listed as examples rather than as tables.

References

In-text references should take the form Author (date: page(s)) if Author is part of the syntax of the sentence in which it appears, but should take the form (Author date: page(s)) if it is not. Nevertheless, if the reference comes at the end of a parenthesised sentence, double parentheses should be avoided. Examples:

As Anderson (1992: 25) observes, ...

See also Anderson (1992: 25).

The boundary between word structure and sentence structure is complicated in a language such as Eskimo (Anderson 1992: 25).

This can be complicated in languages like Eskimo (as observed by Anderson 1992: 25).

This can be complicated in languages like Eskimo (as observed by Anderson (1992: 25) and others).

All works referred to in the text and no others should be listed in the reference list, which should employ the conventions exemplified below. Where several references are given at the same point in the text, they should be presented in chronological order. Where two authors or editors are mentioned, link their names by ‘&’ rather than the word ‘and’. Where the original date of publication differs from the date of the edition to which reference is made and this is important, use the date of the edition to which reference is made and enclose the original date in square brackets following that date. Where several works by the same author or authors have the same date of publication, distinguish between them as, for instance, 1991a, 1991b. Avoid the use of abbreviations such as *ibid.*, *loc.cit.* etc. when using the name-date-page system, and give full page ranges, writing, for example, 19-22 rather than 19ff. Treat theses/dissertations as books. Note that Givenname in the examples below should be interpreted as being the name used for publication by the author. If an author habitually uses only initials, this should be reproduced.

Author, Givenname 2004a. Alphabetically first title with minimal capitalisation. *Journal of Something with Content Words Capitalised* 5(1): 20-21.

Author, Givenname & Givenname2 Author2 2004b. Alphabetically second title. In Givenname1 Editor1 & Givenname2 Editor2 (eds.), *Title of volume with minimal capitalisation*. Cityofpublication MA: Publisher. 000-000.

Author, Givenname (ed.) 2005. *Title of book with minimal capitalisation*. (= Seriesname Capitalised 1). Cityofpublication: Publisher.

Author1, Givenname1, Givenname2 Author2 & Givenname3 Author3 2002 [2000]. *Title of book*. 2nd edn. Amsterdam and Philadelphia: Benjamins.

Saussure, Ferdinand de 1983 [1916]. *Course in general linguistics*. Tr. Roy Harris. London: Duckworth. [Similarly with names with *van*, *von* where these are written separate from the rest of the name]

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