

# Sprache im Kontext/Language in Context [SIK] Style Sheet\*

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## 1 Manuscript submission

- For general advises on manuscript submission, please also refer to the publisher’s website at <https://www.degruyter.com/dg/page/1829/ihr-buch>. This page also provides templates (Word, L<sup>A</sup>T<sub>E</sub>X); we strongly encourage you to use them.
- If you attempt to provide a camera ready copy, the publisher will provide you with fonts and specific design instructions.
- Ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps (see section 2 and 9).
- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa. Do not list any works that are not cited (see section 6).
- Please assure to obtain written permission for the use of material (e. g., maps, figures) for which the copyright is owned by others (see section 11).
- Note that corrections made during the proof stage should be kept to an absolute minimum and should only include typesetting errors.

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\* Version 1 (May 11, 2019); this Style Sheet draws on the *Mouton Journal Stylesheet* ([https://www.degruyter.com/staticfiles/pdfs/mouton\\_journal\\_stylesheet.pdf](https://www.degruyter.com/staticfiles/pdfs/mouton_journal_stylesheet.pdf)) and the *De Gruyter Guidelines for Drafting Manuscripts* ([https://www.degruyter.com/fileasset/pdfs/AUTH\\_GuidelinesforDraftingManuscripts.pdf](https://www.degruyter.com/fileasset/pdfs/AUTH_GuidelinesforDraftingManuscripts.pdf)).

## 2 Outline and headings

- All headings begin flush left and should follow the following numbering system:
  - 1 First-level heading
  - 1.1 Second-level heading
  - 1.1.1 Third-level heading
- Do *not* use headings below the third level (1.1.1.1 etc.).
- Never begin numbering sections with “0” (“0” should not be used anywhere in section numbering).
- If the manuscript is in English, please write headings either in *sentence casing* (i. e., capitalization of the first word and all proper nouns) or in *title casing* (i. e., capitalization of all words, except articles and prepositions). Make sure that headline capitalization is uniform throughout the entire document. The main title of the publication should be set in title casing notwithstanding the headline style.
- References to chapter, section or subsection numbers should include the word “chapter” (for chapters) or “section” (for sections and subsections) followed by the section number; e. g., “see chapter 2”; “see section 4.2”. Please restrict the term “chapter” to uppermost level entities (chapters in monographs or edited volumes) and use “section” for all lower-level entities.

## 3 Typeface, emphasis, and punctuation

Please use emphasis sparingly in general.

*Italics* should be used for:

- Words, phrases, and sentences treated as linguistic examples (e. g., “*This* is a demonstrative pronoun”)
- Foreign-language expressions
- Titles of books, published documents, newspapers, journals and conferences (in case of unpublished talks)
- Drawing attention to key terms in a discussion at *first* mention only
- Emphasizing a word or phrase in a quotation indicating [emphasis mine]

**Bold** or underlining should be omitted if possible.





CAPITAL LETTERS and SMALL CAPS

- should not be used for emphasis.
- SMALL CAPS can be used to mark (cognitive and metaphorical) concepts (e. g., ARGUMENT IS WAR).
- In German text, please substitute the letter <ß> in capital letters and small caps generally with <SS> or <ss>, respectively.

Quotation marks (beyond quotations)<sup>1</sup>:

- Single quotation marks should be used to mark meaning, e. g., *cogito* ‘I think’ as well as for scare quotes (but please don’t overuse the latter).
- Please always use typographic quotation marks (see section 4).

Dashes:

- Spaced EN-dashes are used as parenthetical dashes (“text – text”). Please do not use hyphens (“text - text”) [input with Word on Windows:  +  (numeric keypad); on the Mac:  +  ]

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<sup>1</sup> For quotations, please refer to section 4.

- Unspaced EN-dashes should be used between inclusive numbers (such as page and year ranges), e. g., 153–159, 1975–1979. Do not use hyphens here either.
- Please also use EN-dashes (not bullets) for any unnumbered lists.

Spacing before and after letters:

- Type one space (not two) after periods, commas, and colons.
- Do not insert any blank before and after slashes: “and/or”, not “and/ or” or “and / or”. In order to allow for a line break after a slash with Word, you can insert a “no-width optional break” character (to be found at Symbols→Special Characters).<sup>2</sup>

Brackets:

- Do not use double round brackets: brackets within brackets should be square brackets, e. g. “(as introduced by Bloomfield [1933: 123–125])”.

Ellipses: Use a real ellipsis character, not three consecutive dots (“...”, not “…”).

#### 4 Quotations

- Short quotations (fewer than 60 words) should run-on in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations. The reference follows after the quotation in parentheses. Punctuation is inserted *after* the reference.
- Longer quotations should appear as a separate block, indented and in smaller size, and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote *following* the punctuation.
- All quotations in languages other than English and German should be followed by a translation in square brackets.
- Always give (inclusive) page number(s) for quotations.
- Please use a uniform quotation mark style throughout your book. Don’t adopt quotation mark styles from quoted documents, but rather adapt them to our own style.
- In English text, use “these double quotation marks” (not “straight ones”) and ‘these single quotation marks’.
- In German text, we prefer »guillemets« (with ›these single quotation marks‹). Don’t use > and < instead of › and ‹.
- If you prefer „Gänsefüßchen“ (with ‚these single quotation marks‘) for German texts, please assure to use them consistently and exclusively (never mix guillemets with Gänsefüßchen).
- Note that the closing single Gänsefüßchen in German is different to the English closing single quotation mark (‚like this‘, not ‚like this‘).
- Omissions or additions in quotations should be indicated by square brackets. For omissions, please use the ellipsis character rather than three separate dots: [...], not [...] (see section 3).

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<sup>2</sup> For a guide, please refer to <https://www.techrepublic.com/blog/microsoft-office/use-words-no-width-optional-break-character-to-facilitate-wrapping/>

## 5 Citations

Brief citations are used within the text as follows:

- One author: (Bouissac 1985)
- Two authors: (Smith and Jones 1995)
- Three or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry
- Several works by one author: (Bouissac 1987a, 1987b, 1994)
- Works by different authors: (Bouissac 1985; Deakin 1993)
- Citation of an entire chapter: (Auer 2007: chap. 3)
- Reprints: (Dickens 1987 [1854]: 73)
- Page number ranges: (Hockett 1964: 140–145); please do *not* drop digits (e. g., 140–5)
- Page citations in a work being reviewed in a book review: (p. 36), (pp. 133–136)

### Please note:

- The date is always given in parentheses: “Bloomfield (1933: 123–125) introduced the term ...”; “In his (1922) article Sapir argued that ...”
- Always use “and” to conjoin author names in citations: “De Beaugrande and Dressler (1981) noted ...”
- Page ranges are marked with EN-dash (not hyphen); see section 3.
- In running text, citations precede sentence punctuation, in displayed quotations, they follow sentence punctuation. Both use parentheses.
- Give page numbers in full: do not use “f.”, “ff.”
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.”, or “ibid.”
- When citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: Smith (2004a, 2004b, 2004c).
- When citing edited works, do not include the abbreviation “ed.” or “eds.” in the citation.
- Name prefixes are spelled out: “van Leeuwen (2006)”; “de Certeau (1986)”.

## 6 References

The format for reference entries should follow the *Unified style sheet for linguistics*<sup>3</sup> (see below for examples).

### General notes:

- All works cited in the running text must be listed in the reference section.
- The reference section should include only those works that were cited in the text.
- Whenever possible, please give the full first names of authors and editors.
- Initials require periods and should be spaced, e. g., Ronald W. Langacker, R. M. W. Dixon.
- Names with *lower-cased* prefixes (such as “von”, “van”, “de”, etc.) are sorted by the first upper-case element: “Leeuwen, Theo van”, but “De Fina, Anna”, “D’hondt, Sigurd”.
- Entries should show the full title and subtitle of each work.

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<sup>3</sup> <http://linguistlist.org/pubs/tocs/JournalUnifiedStyleSheet2007.pdf>

- Titles and subtitles are divided by colon.
- English book, chapter and article titles use *sentence casing*; journal and series titles use *Title Casing*.
- The sorting author is written in the form “Surname, Prenom [prefix]” (“Saussure, Ferdinand de”), co-authors as well as editors in the form “Prenom [prefix] Surname” (“Ferdinand de Saussure”)
- Multiple authors are separated by comma, the last one by ampersand (“&”) [this differs from citations, where “and” is used]
- Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- Multiple works within a year are sub-sorted alphabetically by title
- The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately (edited works follow authored works).

### Please do

- provide both the place of publication and the name of the publisher; two locations or publishers are conjoined by the ampersand (“Berlin & Boston: De Gruyter”). If there are more than two locations or publishers, please use “et al.” (“Frankfurt a. M. et al.: Peter Lang”).
- omit organizational additions such as “Publishing House”, “Inc.”, to publisher names (“Multilingual Matters” rather than “Multilingual Matters Ltd.”; “Peter Lang” rather than “Peter Lang Verlag”)
- translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in roman upright, written in lower case, and should be placed in square brackets directly following the italicized original title.
- abbreviate “edition” in reference entries as “edn.”, one editor as “ed.”, multiple editors as “eds.”

### Please do not

- drop digits in inclusive page numbers.
- abbreviate the names of journals, book series, publishers or conferences.
- use “et al.” in reference entries; all author/editor names should be listed.
- use EM-dashes to replace repeated author/editor names.
- use line returns within individual reference entries (not even with URLs).

Note that all common bibliography managers (*Endnote*, *Citavi*, *Zotero*, *Mendeley*, *BibTeX*, *Biblatex*) provide templates for the *Unified style sheet for linguistics*.<sup>4</sup> Should you use such a program (which is recommended), you can thus easily automate the formatting.

## Sample reference entries (following the *Unified style sheet for linguistics*)

### Book (authored work)

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

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<sup>4</sup> Cf. for *Zotero*: <https://www.zotero.org/styles/unified-style-linguistics>; for *Mendeley*: <http://csl.mendeley.com/cslEditorLib/external/csl-styles/unified-style-linguistics.csl>; for *Citavi*: citation style “Unified Style Sheet for Linguistics” (shipped with the program); for *Endnote*: <http://www.humanities.manchester.ac.uk/medialibrary/llc/files/LEL/Unified%20style%20sheet.ens>; for *BibTeX*: <http://celxj.org/downloads/unified.bst>; for *Biblatex*: <https://ctan.org/pkg/univie-ling>.

### **Book (edited work)**

Kroskrity, Paul V., Bambi B. Schieffelin & Kathryn A. Woolard (eds.). 1998. *Language ideologies: Practice and theory* (Oxford Studies in Anthropological Linguistics 16). New York: Oxford University Press.

### **Contribution in an edited work**

Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller & Marya Teutsch-Dwyer (eds.), *Multilingualism, second language learning, and gender* (Language, Power and Social Process 6), 257–282. Berlin & New York: Mouton de Gruyter.

⇒ Note: Entries for articles in edited works should always include full bibliographical information for the edited work. Abbreviating the entry (here, e. g., with “In Pavlenko et al., 257–282”) is not acceptable.

### **Book also published electronically**

Jefferson, Gail. 2004. Glossary of transcript symbols with an introduction. In Gene H. Lerner (ed.), *Conversation analysis: Studies from the first generation*, 13–23. Amsterdam & Philadelphia: John Benjamins. <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (accessed 24 June 2008).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.

### **Journal article**

Bucholtz, Mary & Kira Hall. 2005. Identity and interaction: A sociocultural linguistic approach. *Discourse Studies* 7(4–5). 585–614.

### **Journal article also published electronically**

Ries, Veronika. 2014. Language contact phenomena in the language use of speakers of German descent and the significance of their language attitudes. *Linguistik Online* 64(2). <http://dx.doi.org/10.13092/lo.64.1379> (accessed 17 July 2017).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.

### **Special issue of a journal (cited as a whole)**

Unseth, Peter (ed.). 2008. The sociolinguistics of script choice. [Special issue]. *International Journal of the Sociology of Language* 192.

### **Reprint**

Jakobson, Roman & Morris Halle. 2002 [1956]. *Fundamentals of language*, 2nd edn. Berlin & New York: Mouton de Gruyter.

### **Thesis/dissertation**

Jacq, Pascale. 2001. A description of Jruq (Loven): *A Mon-Khmer language of the Lao PDR*. Canberra: Australian National University MA thesis.

Kim, Yong-Jin. 1990. *Register variation in Korean: A corpus-based study*. Columbia, SC: University of South Carolina dissertation.

### Translated title

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

⇒ Note: The English translation of the title should not be capitalized.

### Paper presented at a meeting or conference

Sarangi, Srikant & Celia Roberts. 2000. Uptake of discourse research in inter-professional settings: Reporting from medical consultancy. Paper presented at the *International Conference on Text and Talk at Work*, University of Gent, 16–19 August.

### Several works by one author/editor with the same publication date

Silverstein, Michael. 1998a. Contemporary transformations of local linguistic communities. *Annual Review of Anthropology* 27. 401–426.

Silverstein, Michael. 1998b. The uses and utility of ideology: A commentary. In Kroskrity, Paul V., Bambi B. Schieffelin & Kathryn A. Woolard (eds.), *Language ideologies: Practice and theory* (Oxford Studies in Anthropological Linguistics 16), 123–145. New York: Oxford University Press.

### Newspaper articles

Traynor, Ian. 1998. Sprechen Sie German? Not on one of our Handies. *The Guardian* (5 February). 2.

AP. 2013. Hawaiian linguists document distinct sign language. *The New York Times* (30 July). 34–35.

⇒ Note: If there is no named author, use author or press agency shorthand.

### Online newspaper articles

Cloake, Felicity. 2014. How to make the perfect wiener schnitzel. *TheGuardian.com* (28 May). <https://www.theguardian.com/lifeandstyle/wordofmouth/2014/may/28/how-to-make-the-perfect-wiener-schnitzel> (accessed 11 February 2018).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry.

### Forum posts

G. J. 2017. Usage of the ur- prefix. *StackExchange German Language* (1. Februar). <https://german.stackexchange.com/q/34669> (accessed 11 February 2018).

Fuzzywuzzy2. 2014. [Forum post on: Felicity Cloake. 2014. How to make the perfect wiener schnitzel]. *TheGuardian.com* (28 May). <https://discussion.theguardian.com/comment-permalink/36257023> (accessed 11 February 2018).

⇒ Note: Publication date = year of online publication or year of the latest update. The date on which the URL was accessed should be provided in parentheses at the end of the entry

## 7 Linguistic examples and glosses

Linguistic examples with interlinear glossing should follow the *Leipzig glossing rules* (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>) and should be presented as shown below. Use blind tables (= tables without frames), not tabs or the space bar, to align the glosses. Examples are consecutively numbered (with the number in parentheses). Examples should be set in italics, see (3). Sub-examples can be differentiated by means of lower-case letters:

- (1) *qwél-em            te    Strang te    sth'óqwi.*  
 barbecue-INTR DET Strang DET fish  
 ‘Strang barbecues the fish.’  
 (Wiltschko 2006: 202)
- (2) (a) *bawiä lagahk loä.*  
 I.saw SELF me  
 ‘I saw myself.’  
 (Gast and Siemund 2006: 355)
- (b) *lagahk Juan kayuhn-ni        rolihdz-ni.*  
 SELF Juan is.building-3SG house-3SG.POSS  
 ‘Juan himself is building his house.’  
 (Gast and Siemund 2006: 355)
- (c) *Juan ensilaani kayuhn-ni        rolihdz-ni.*  
 Juan SELF.AO is.building-3SG house-3SG.POSS  
 ‘Juan is building his house himself.’  
 (Gast and Siemund 2006: 355)
- (3) *I sent the artefacts to an anthropologist.*

References to examples in the text should take the form “see (2a) and (2b)” with both number and letter in parentheses.

## 8 Transcriptions

Please use an established transcription convention. Elaborate on the conventions in the appendix. Use blind tables (= tables without frames), not tabs or the space bar, to align the transcript.

## 9 Tables, figures, and illustrations

- Information presented together in rows and columns should be labeled as “Tables”.
- Graphs, line drawings, photographs and the like should be labeled as “Figures”.
- Tables and figures each have their own consecutive numbering. In edited works, the numbering is reset to 1 at each chapter.
- Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
- Colors might be used, but they impact on the printing costs. We therefore ask you to talk back with us.
- If figures are embedded within the text, please also supply figures as separate files for typesetting.
- Table captions should appear *above* the table; figure captions should appear *below* the figure.



- Do not end the text immediately preceding the insertion point for a table/figure with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.
- For this reason, please also to not refer to tables and figures in a deictic way (“as can be seen in the following table”). References to tables or figures should always include the word “table” or “figure” followed by a number: e. g., “cf. table 3”.

## 10 Appendices and notes

- In monographs, appendices have headings at chapter level. In edited volumes, appendices are placed at the end of the respective chapter as a separate section
- If the monograph/chapter only has one appendix, it is unnumbered. Multiple appendices get an alphabetic numbering (“A Documents”), with Arabic sub-numbering if necessary (“A.1”)
- Notes appear as footnotes at the bottom of the respective page.
- Notes should be numbered consecutively throughout the text. In edited volumes, they are reset to 1 at each chapter.
- Note numbers in the running text should be Arabic numbers set superscript and should directly follow punctuation marks (where applicable), with no blank space: e. g., “text text text.<sup>7</sup>”.

## 11 Copyright issues and usage rights

As with quotations, you need spell out the source of figures, photographs and graphs if they are taken from foreign work (including your own). Please note furthermore:

- If graphics are not used for scientific analysis or the elaboration of issues at stake, but only for illustrative purposes, you have to obtain the reprint permission. In case of doubt, please talk back with the editor(s).
- In case of photographs, you furthermore need to account for the privacy law with respect to personal images. Photographs can only be made and reproduced with explicit consent of all depicted persons. If you do not have written consent, the respective photographs cannot be used.
- The publisher provides a form for requesting reproduction rights (in German) which might be used: <https://www.degruyter.com/staticfiles/pdfs/Abdruckanfrage%20fuer%20De%20Gruyter%20Autoren.pdf>

## 12 Open questions

In case of questions, please do not hesitate to contact the editor(s) of your volume or the series editors.