

## MANUSCRIPT PREPARATION GUIDELINES

The *Beiträge zur allgemeinen und vergleichenden Sprachwissenschaft* / *Contributions to general and comparative linguistics* volumes include only texts which were prepared according to the guidelines listed below and positively evaluated by one (or more) external reviewers of the series.

- Submission of the manuscript: as an e-mail attachment to the following address: [beitraege.wroclaw@wp.pl](mailto:beitraege.wroclaw@wp.pl) [If symbols not included in the Microsoft Word programme are applied, a print-out of the manuscript should additionally be sent to the following address: Uniwersytet Wrocławski, Instytut Filologii Germańskiej, PL-50-140 Wrocław, pl. Nankiera 15b, pok. 210].
- Font: TNR 12pt; 1.5 line spacing.
- Do not apply any formatting, do not divide words, do not apply indentation (use an extra space to divide paragraphs /enter/)
- The particular elements of the prepared manuscript should be ordered as follows: name and surname – 14pt, Orcid, affiliation (original name) and country (in German) – 12pt, title – 14pt (in bold), main text, references – 12pt (single spaced), attachments if included, at the end the author's address and e-mail address.
- Tables: exclusively in Word format, numbered, with title [if possible, tables not longer than one page].
- Photographs, pictures, figures, charts, graphs etc. within the text (alternatively as an attachment at the end of the text) and additionally send separately as an e-mail attachment, do not use colour.
- Notes: footnotes at the end of each page (10pt), introduce in the main text with an upper index [after or before a sentence-ending punctuation mark, after a closing quotation mark and before other marks, e.g. a comma or a semicolon].
- Quotations: (irrespective of their length) within single quotation marks (do not use a separate paragraph, do not indent, do not use italics).
- Titles of publications: within the main text (alternatively as a footnote) only within single quotation marks (without additional marking).
- Linguistic examples: all in *italic font*, their translation equivalents within single quotation marks not in italics, do not use transliteration (e.g. of the Cyrillic or Greek scripts).
- Marking/emphasis: **bold font** both within the main text and in the language examples (please use sparingly!), do not use italics (italics exclusively in examples, see above), generally do not underline, do not use spacing, do not apply colour etc.
- References: in the main text and footnotes within round brackets in a shortened form [always before a sentence-finishing mark], e.g.: (2006), (2006:25), (Eisenberg 2006:25-28), (see Engel et al. 2000, Zifonun 2007a), (compare also Helbig/Buscha 1984:ch.1.2.).
- Articles should include **abstract**, **title** and 3-4 **keywords** in English and an short information about the author (no more than 200 words).

## References

The references are included after the text with author surnames listed alphabetically, like in the examples!

Examples (for articles in English):

### Monographs

Eisenberg Peter, 1998, Grundriß der deutschen Grammatik, Stuttgart/Weimar.

### Chapters in edited volumes or conference proceedings

Feine Angelika, 2000, Bennenungsausdrücke: Bildungsverfahren und Strukturen, in: Feine A./Żydek-Bednarczuk U. (eds.), Beiträge zur Nomination im Deutschen und im Polnischen, Katowice, pp. 9-24.

### Journal articles

Lehiste Ilse / Peterson Gordon, 1961, Transitions, glides and diphthongs, in: Journal of Acoustic Society of America 33, pp. 268-277.

### No author/editor

Großes Wörterbuch der deutschen Aussprache, 1982, Leipzig.

- References should include only the quoted works.
- Each reference consists of four parts (exception: last example) in fixed order: **who, when, what, where**.
- Please pay attention to punctuation marks! (as in the examples!).
- In general include all authors, do not use: 'et al.' or 'and others'.
- In the case of a larger number of publishing places it is possible to use 'etc.' or 'et al.'.
- A slash divides information within a given part, e.g. Warszawa/Wrocław (use spaces only with author names: Lehiste Ilse / Peterson Gordon).
- In references do not apply abbreviations of journal names or abbreviations such as: „i n.“, „i nn.“, „i nast.“ or „ff.“, „Hg.“ etc.
- Do not apply italics, do not include the publisher, generally do not include dates/information about editorial series; no title translations, no transliteration (e.g. from Cyrillic or Greek).
- Use the following notation: 1975, 1999a, [1974]1994.

If necessary, include separately a **list of sources** and/or **Internet websites**.