

Instructions for authors

Manuscripts should be sent in .doc, .docx, or .rtf-format to the Editorial Secretary, Ms. Marja Ursin (PO Box 24 (Unioninkatu 40), 00014 University of Helsinki, marja.ursin@helsinki.fi). Articles should be revised by a native speaker of English before they are submitted to us.

The article should include an abstract of max. 1400 characters written in the same language as the article.

Line spacing should be 1.5 points. New paragraphs should not be indented but separated by an empty line. Do not use hyphenation at the end of lines.

Table captions are placed before/above the table while figure captions are placed after the figure.

Article subheadings are not italicized or bolded. All heading numbers end in a full stop. Main and subheadings are numbered manually, not automatically with the word-processing program. Examples are also numbered manually with a full stop after the number (no brackets).

Only use footnotes, not endnotes. Footnotes should be used sparsely. and they should not include bibliographical references. These should be included in the text as follows: (Anttila et al. 1980: 35); Anttila (1980: 35–38) claims

The author should differentiate between a hyphen and a dash (n-dash, not m-dash) and use them with consistency (dash between years and page numbers; see bibliographical guidelines below).

Italics should be used as a means of highlighting; bolding or underlining words or phrases for emphasis should be avoided.

After the article has been accepted for publication the author is asked to send any possible diagrams, maps, and figures as separate files. The resolution of the figures should be at least 300 dpi, and 600 dpi if the figure includes text. The same applies to diagrams with small text. All figures and diagrams are printed primarily in black and white, which should be taken into account when drawing them up.

Glosses and grammatical analyses should preferably be in table form or, alternatively, be done using the tabulator, so that alignment of words/items remains intact. Never use the spacebar for this purpose.

Once the article has been approved for publication the author will sign the standard publishing contract of the Modern Language Society of Helsinki.

Bibliography

The first names of all authors or editors are given in full. In case of several authors/editors, the first name of the first author/editor follows the surname and is separated from it by a comma. The names of the other authors/editors are given first name first. [Language-specific variation is allowed in connecting typography (ampersand, conjunction, n-dash, /)]

Virtanen, Pekka – Maija Lahtinen – Paavo Jokinen

In case of more than three authors the term "et al." may be used for all names after the first one. The last name is followed by the year of publication without brackets and a full stop. If there are several years of publication they should be separated by an n-dash. A dash is also used in connection with dates.

Anttila, Raimo 1989.

Virtanen, Pekka 1981–1989.

Proceedings of the conference organized on September 18–22, 1998...

If the same author appears more than once in the bibliography, their name is repeated every time.

Names of books and series are italicized while names of articles are in regular font and without quotation marks. The name of the book in which the article appears immediately follows the article name and is not preceded with the word in. The name of the publication is preceded and followed by a full stop and there is no comma before the series number. The volume number is not italicized.

Philological Papers 23.

The publisher's name follows the place of publication and they are separated by a colon.

Philadelphia: Mouton.

In case of several places of publication: either name of the first one followed by etc. or all names separated by m-dash or / [Language-specific variation allowed].

Philadelphia, etc. / Philadelphia – New York – Anchorage (tai: X, Y & Z)

The number of the journal is followed by a colon, and the number of the volume is followed by the number of the issue in brackets.

Neuphilologische Mitteilungen CXI (3): 137–143.

The page numbers of the article are placed before the place of publication. In case of a book/edited volume (not a series) the number is preceded by a full stop.

Mentioning the editor(s)' name(s) (1) within the entry: /ed./ before name : ed. X / Hrsg. von X / Éd. X . Comma before editor's name.

Negation and Polarity, ed. Peter Brown. / eds. Peter Brown & Paul Smith.

- (2) Editor's information at the beginning of the entry:

Brown, Peter – Paul Smith (eds.) 1989. *Negation and Polarity*.