Africana Linguistica
Guidelines for authors (texts in English)
Revised in December 2024

General

Africana Linguistica appears once a year, and manuscripts submitted before 31 January will be considered for publication of that year's volume. Please send an anonymous Word document and a PDF document of the manuscript, together with a separate cover sheet containing the full title of the paper, the full name of the author(s), the affiliation of the author(s) and current mailing and e-mail addresses.

Layout

The paper starts out with the title of the paper, followed by an abstract (max. 200 words) and keywords (max. 5). In the main text, subsections have separate headings. The first paragraph after a heading or an example is not indented. Acknowledgements and abbreviations should not be put in footnotes, but in two small subsections between the conclusion and the references.

Formatting

- *Page format:*
  Customised page format, A4 sheet
  width   16 cm
  height 24 cm

- *Margins*
  top   2.4 cm
  bottom 1.9 cm
  left   2.4 cm
  right   1.9 cm
  header 1.3 cm
  footer 1.3 cm

- *Fonts*
  o Use <u>Times New Roman 10 pt</u> as default font
  o Use <u>Charis SIL bold</u> for all linguistic data, both in the examples and in the text body
  o Embed <u>True Type</u> fonts when saving the document.

- *Headings*
  The Introduction and Conclusion are not numbered. Do not put a full stop at the end of headings.

Article title	Times New Roman 12 pt, sentence case, bold, preceded by 10 line spaces and right-justified
Top-level headings	Times New Roman 10 pt, sentence case, bold, left-justified
References heading	Times New Roman 10 pt, sentence case, bold, left-justified, not numbered
Acknowledgement heading	Times New Roman 10 pt, sentence case, bold, left-justified, not numbered
Other headings	Times New Roman 10 pt, sentence case, not bold, left-justified

Examples
  o Follow the Leipzig Glossing Rules (http://www.eva.mpg.de/lingua/resources/glossing-rules.php)
  o Examples are numbered with Arabic numerals in parentheses ( )
  o Examples are preferably aligned by tabs, not spaces

o Linguistic data in examples are in bold (not the glosses or free translation)

o Linguistic data cited in the text should also appear in bold and be followed by a translation in single quotation marks

- *Footnotes*
    - o Use footnotes, not endnotes.
    - o Times New Roman 9 pt and Charis SIL 8 bold, line spacing 11 pt, with note separators.
    - o Do not use a footnote for abbreviations or acknowledgements.
    - o Try to be sparse in the use of footnotes.

- *Quotations*
    - o Quotations should be given in double quotation marks, unless they are longer than 3 lines.
    - o Longer quotations should be formatted as block quotations, without quotation marks and with the appropriate reference.
    - o Terms are placed between single quotation marks.
        - Example:
        - …conjugational categories called 'conjoint' and 'disjoint'…;
        - The term 'new information' is used to…
    - o Quotations in foreign languages are placed in italics and between double quotation marks.
        - Example:
        - Boyd (1974) describes the apocopated vowel as a "*voyelle d'appui*" appearing before ...

- *Font enhancements*
    - o Italics are used for words in a foreign language (not linguistic data)
    - o Boldface is used for citing linguistic data in the text (see 'Examples').
    - o Refrain from using underlining, except for occasional emphasis or highlighting

- *Images*
    - o Images should be black and white.
    - o If images contain linguistic data, use Charis Sil 8 bold
    - o Tables, maps and figures should be provided in **separate documents** in the formats .tiff, .jpg or .jpeg.
    - o At 100% the images must have at least a length of 12 cm.
    - o They should be scanned or saved with a resolution of 1200 DPI.
    - o Indicate in the text where each image should appear, by inserting a line in the manuscript INSERT IMAGE x HERE
    - o Make sure the number of the image figures in the image filename.
    - o Provide an additional PDF where all images are inserted in the right place
    - o Provide a separate legend for every image

References

- Every reference in the text should appear in the references section.
- The references section should only contain works that are cited in the text.
- Within the text, format references as follows: (Author year: page numbers).
    - Examples:
        - (Dubois 2024: 127)
        - (Dubois 2024: 15; Smith 2021: 19)
        - (Dubois 2023; 2024)
        - Or in the text:
        - Bresnan and Mchombo (1987) observe that…
        - As Lambrecht (1994: 213) puts it,…
- Reference to an article with more than two authors may in the text be shortened to *et al.*, but should appear with all full names in the references section.

Examples:
> …see Möhlig and Kavari (2008)
> Möhlig *et al.* (2002)
> (Kuteva *et al.* 2019 : 36)
> Some years ago, Kuteva *et al.* (2019) told…
> BUT: Kuteva, T., Heine, B. Hong, B., Long, H. Narrog, H. & Rhee, S. 2019. *World Lexicon of Grammaticalization.* Cambridge: Cambridge University Press.

- Within the References section, format as follows:
  - Books
    > Kadima, M. 1969. *Le Système des classes en bantou.* Leuven: Vander.
    > Newton, S. (ed.). 1980. *The Red Notebook of Charles Darwin.* Ithaca, N.Y.: Cornell University Press.
    > Schadeberg, T.C. & F.U. Mucanheia. 2000. *Ekoti: The Maka or Swahili Language of Angoche.* Cologne: Rüdiger Köppe Verlag.
  - Article in book
    > Newton, S. 1985. 'Darwin Revisited: A Glimpse of the Past'. In F. Wilmer (ed.), *Evolution Theory of Charles Darwin.* San Francisco: Idlewing Press, pp. 41-49.
    > Ruelland, S. 1978. 'Le tupuri et les langues tchadiques voisines: comparaison lexicale'. In J.-P. Caprile & H. Jungraithmayr (eds), *Préalables à la reconstruction du proto-tchadique,* Paris: SELAF, pp. 157-175.
  - Article in journal
    > Faye, W.C. 1982. 'La classification nominale en sereer singadum'. *Sudlangues* 4: 82-105.
  - Unpublished material
    > Odden, D. 1995. Notes on the Tonal Structure of Ekoti. Ms., Ohio State University, Columbus.
    > Zerbian, S. 2006. 'Expression of Information Structure in Northern Sotho'. PhD dissertation, Humboldt University, Berlin.
  - Online sources
    If there is a paper version, this should be cited rather than the online document, but the URL can be mentioned.
    > Serfati, C. & Le Billon, P. 2007. 'Mondialisation et conflits de ressources naturelles'. *Écologie politique*: 41-48. Available online: https://www.cairn.info/revue-ecologie-et-politique-sciences-cultures-sociétés- 2007-1-page-9.thm

    Otherwise, present as a normal publication, but give the URL to the document and the date the information was last accessed by the author of the citing article.
    > Crizoa, H. 2019. 'Délinquance juvénile à Abidjan aujourd'hui : une analyse causale du phénomène des "microbes"'. *Sciences et actions sociales* 12: 112-116. Online: http://www.sas-revue.org/n-conception/70-n-12/varia/173- delinquance-juvenile-a-abidjan-aujourd-hui-une-analyse-causale-du-phenomene-des-microbes (consulted 8/05/2023).

    For an Open Access article, provide the DOI.
    > Balagizi, A., Simon, A.M., Muderhwa, N. & Philippe, L. 2017. 'Caractérisation de la pêche au lac Kivu'. *European Scientific Journal* 13 (21): 269-275. DOI: https://doi.org/10.19044/esj.2017.v13n21p269

N.B.: English and French use different capitalization rules. Use **title case** for titles in English.

Orthographic/typographic conventions for English
- Reference works on typographic rules for English:
  o *Chicago Manual of Style*
- Some basic reminders:
  o Use en dashes (–).
  o Be consistent in using American or British spelling (especially for -ization/-isation, -ized/-ised).
  o No spaces before punctuation marks

- If you are not a native speaker of English, please have your paper checked by a native speaker.