

GUIDELINES FOR CONTRIBUTORS

1. General requirements

1.1. Manuscript format

Contributors are advised to avoid automated pagination of manuscripts, automated cross-referencing or “style sheet” generation, etc.; all formatting should be done “by hand.”

Submission format: (File > Page Setup / Page Layout > Margins > Custom Margins): Top and Bottom Margins — 2 cm, Left and Right Margins — 1.9 cm. Portrait Orientation. Paper > Paper Size — Other (Page Layout > Size > More Paper Sizes), Page Width 14.8 cm, Page Height 22 cm. Main text format — Times New Roman. You should submit the manuscript as a .doc (.docx) or .pdf file, appending non-standard font files if necessary.

Your submission should begin with the article **title** followed by an **abstract** and **keywords** both in the language of the article and in English. Regardless of the language of the article, the abstract in English should be about 2,000 characters (including spaces). For non-English articles, the abstract in the original language should be about 500 characters (including spaces). Abstracts should briefly describe the paper’s research goals, methods, findings, and major conclusions. Provide keyword lists in the language of your article and in English (no more than 15 words, with complex naming units allowed) under the abstracts.

The keywords are followed by **acknowledgments** and **funding details**. These should be added after your article is accepted for publication.

We strongly suggest that authors break their articles down into sections, each to be subtitled and supplied with an Arabic numeral. Number the first section as 1 (not 0) even where its title is “Introduction,” “Problem statement,” etc. Where a section consists of subsections, every text fragment should be a part of a subsection.

Do not use brackets to refer to a section in text; omit the last full stop when indicating section/subsection numbers; put the word “Section” before the section number (for example: Section 2, Section 3.4).

1.2. Footnotes

Use footnotes to provide supplementary information; avoid using footnotes for bibliographic references.

1.3. Table format

Tables should carry numbers and titles. For articles in languages other than English, put an English translation of each table's title under its original title; for example:

Tableau 1. Dynamique de l'usage des verbes préfixés et sans préfixes de l'aspect accompli

Table 1. Prefixed and non-prefixed perfective verbs: usage patterns

	1700–1799	1800–1899	1900–2007
verbes préfixés	67%	74%	83%
verbes sans préfixes	33%	26%	17%

You can refer to the data in Table 1 (or Tableau 1) as demonstrated here. Present figures similarly (Fig. X) with the important difference that the title of a figure should go immediately under the figure itself.

Color is highly undesirable in tables, since this is a greyscale publication. Where color contrast is nevertheless necessary (e.g., for illustrative purposes), shades of grey should be preferred.

2. Format of examples

Provide all illustrative matter in 9.5 size italics. Upright fonts are admissible for ancient manuscript examples. Supply all illustrative matter in any language, except that of the article, with a translation in single quotation marks irrespective of whether it is a word, a phrase, or a sentence — as in the following English translation of the Basque *eder* 'beautiful.'

Provide **each sentential example** (a sentence, several sentences, or a text fragment) as a separate paragraph. Precede each sentential example with a number in round brackets. Ensure that there is a clear distinction between constructed examples and source borrowings by explicitly indicating the source after each entry.

Where a substantial number of examples come from a single corpus, please indicate this early in the text and reference each example to its source.

Use {...} to mark lacunae in examples.

See a sample of this example format below:

- (1) *The company is prepared to provide diverse assistance for additional payment [Boguslavsky 1996: 55].*

- (2) *Nous avons changé une seconde fois de chevaux. (...) Nous approchions du lieu où allait finir le tête-à-tête* [D. Vivant Denon. Point de lendemain (1812)].

Put every sentential foreign-language example in a separate paragraph together with its translation. Supply all foreign-language examples (except those in English, French, German, Spanish, Italian, or East Slavic languages) with morpheme-by-morpheme glosses. Where short excerpts (of one to several words) have to be glossed in the text, put the glosses in brackets after the example: *osaa-n lentää* (know.how-1SG fly.INF) ‘I can fly.’ Use bold type for emphasis in translations only where it is highly necessary.

Gloss roots or stems as the dictionary forms of corresponding lexemes. As for grammatical markers, gloss these as abbreviations in small capitals using the same type-size as in the example and in its translation. Follow the Leipzig Glossing Rules (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>) when glossing your examples and align the glosses by using (Tab), not tables. Indicate the sources of foreign-language examples in the same lines as their translations.

Where the language/dialect of an example is specified, indicate the language in a separate line above the example (**before** its number). Provide additional information on the language/dialect, if any, in the same paragraph.

Provided below is a sample format for two foreign-language examples (from French and Tsez):

- (3) *Il est venu dix minutes après.*
 ‘He came ten minutes later’. [Boguslavskiy 1996: 69]

TSEZ (Nakh-Daghestanian)

- (4) *kid-bā* *ziya* *b-išr-a*
 girl(II)-ERG cow(III).ABS III-feed-INF

y-oq-si

II-begin-PST.EVID

‘The girl began to feed the cow’. [Polinsky, Potsdam 2002: 246]

To refer to example (N) in the main text, give its number in brackets and use letters (e.g., (5a), (5b)) where appropriate to differentiate between examples.

Place phonetic transcriptions in square brackets and phonologic transcriptions between forward slashes.

3. Format of citations

Use English quotes (“”) in English-language articles or abstracts. Supply citations with square-bracketed references to the author, editor, or edition’s abbreviation in the following order: name, non-breaking space, year, colon, non-breaking space, page number (e.g., [Nedjalkov 2007: 1305]). Page numbers are obligatory for direct citations given in quotes. Any specifications like “etc.” should go without brackets.

Use the following example of references to works by three or more authors: [Alexiadou et al. 2007]; and remember to give the authors’ names in full in the References section. To reference several sources in a single entry, put them within the same square brackets: [Apresjan 1995: 252; Uspensky (ed.) 1987]. Use semicolons to separate authors’ names and commas between the years of the same author’s publications. Denote consecutive pages using an en-dash without spaces: [Ivanov 1982: 235–456, 1984; Petrov 1985].

In certain cases (e.g., in references to multi-volume dictionaries with traditional designations), it is possible, though not encouraged, to use abbreviations like [OED] or references to a collection’s title or its beginning line [RF Civil Code]. Mostly, though, it is advisable to indicate the editor’s name instead, as in, for example, [Shvedova (ed.) 1998].

Include the author’s name (in square brackets) in references even where the author’s identity is evident from the left-hand context. For example, “According to V. P. Nedyalkov, ‘Nivkh has...’ [Nedyalkov 1985: 137].”

Translate foreign-language citations into the language of the article. Where a citation is used in the original, please footnote its translation.

Use spaces in citations as you would in examples.

4. Relevant technical details

Note the distinctions among the following symbols: hyphen (-), en-dash (–), and em-dash (—). Use the en-dash in English-language articles/abstracts and citations. Use the em-dash in texts in other languages.

Mark emphasis **using semi-bold text** (to be used sparingly), without italics or interspace.

Insert a **List of conventional abbreviations** as a separate section before References (without number). Avoid non-standard abbreviations where practical. In English-language texts, it should be entitled **Abbreviations**. See a recommended sample below:

Abbreviations

1, 3 — 1st, 3rd person; ACC — accusative; DAT — dative; ES — enter state; PRS — present tense

5. Related information

Append *Information about the author(s)* (in both your article's language and English) as a separate file. This file should include:

- the author(s)' full surname(s), name(s), and patronymic(s) (if any);
- the author(s)' place of work/study, including their city and state of residence (for foreign contributors);
- the author(s)' contact e-mail;
- author's ORCID.

6. References: format

A basic sample format is shown in the lists below. References should include the following information:

- for a book: author's name (with initials), title, city and publishing house, year [Grashchenkov 2015];
- for an article in a collection: author's name (with initials), publication's title, collection's title, city and publishing house, year, page numbers [Alexiadou et al. 2007];
- for an article in a journal: author's name (with initials), publication's title, journal's title, year, page numbers, DOI (if available) [Tatevosov 2002];

Please consult the following samples below when formatting references to: books in series — [Savatkova 2002]; electronic publications or documents — [Golova 2011], [Postanovlenie 2005]; dissertations — [Blokhina 1970], [Lyutikova 2016]; student theses — [Korotkova 2017]; reports — [Kholodilova 2015]; works in print — [Dressler et al. (to appear)]; and manuscripts — [Volodin ms].

Where the publishing house is unknown, use *S. n.* in English-language publications or in the English References section; unknown years

of publication should be indicated as *S. a.*; and unknown places of publication, as *S. l.*; see [Cinque 1999] below as an example.

Where several entries refer to the same author, provide the titles in ascending chronological order. Where the same author's works date from the same year, use different letters (e.g., 2003a, 2003b) to distinguish among them. Single-author works should precede co-authored works irrespective of the year of publication.

Please transliterate and translate into English all entries made in alphabets other than Latin. Arrange the entries in Latin alphabetical order.

Transliterate Cyrillic titles following the US State Department's transliteration system; see <http://transliteration.ru/gosdep/> (description) or <https://nyc-brooklyn.ru/transliteration/> (transliterator). Transliterate all author and journal names. Transliterate and translate the titles of books, edited volumes, articles. Publishing house names are either translated where they represent university or other institution names as, for example, Издательство СПбГУ — St. Petersburg State University Press, or transliterated where they represent proper names as, for example, Наука — Nauka.

List sources (texts used as research material) separately before the **References** section, titling them as **Sources**.

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