

Manuscript Guidelines

1. Each paper should be between 20,000-24,000 characters. Written in Times New Roman (12 pt), with 1.5 line spacing.

2. Footnotes

- Always use footnotes instead of endnotes and never use footnotes instead of a reference list.
- Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

3. Tables

- Give each table a caption (above the table). Add a reference citation to the table source below the table. If a table is reproduced from a previous publication, include the source in the form of a reference citation e.g. “Source: Miller et al. (1995)”. If the table is your own construction or calculation, write “Source: own calculation” or “Source: own construction” or “Source: own construction based on Miller et al. (1995)”.
- Number tables consecutively in the paper (e.g. Table 1. for the first table, Table 2. for the second one) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”.

4. Figures

- Give each figure a concise caption (written above the figure), describing accurately what the figure depicts. Add a reference citation to the table source below the table.
- Identify all elements found in the figure in the figure caption and use boxes, circles, etc. as coordinate points in graphs instead of color lines.
- Number figures consecutively in the paper (e.g. Figure 1. for the first figure, Figure 2. for the second one) and ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.
- If a figure is reproduced from a previous publication, include the source in the form of a reference citation e.g. “Source: Miller et al. (1995)”. If the figure is your own construction or calculation, write “Source: own calculation” or “Source: own construction” or “Source: own construction based on Miller et al. (1995)”.

5. Reference Citations

- Cite references in the text with author name/s and year of publication in parentheses

(“Harvard system”):

- One author: (Miller 1991) or Miller (1991)
- Two authors: (Miller – Smith 1994) or Miller and Smith (1994)
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995)
- If no person name as author: (US Bureau of Census, 1995) or US Bureau of Census (1995)
- References to more than one publication for the same author in the same year should be distinguished with alphabetically (a, b, c and so on): (Miller 1995a) or Miller (1995b)
- For exact citation: (Miller 1991, p. 13)

6. Reference List

- Put references in alphabetic order.
- Journals and articles (Name of the journal is in italics.)

Daniel, A. J. – O’Connell, C. – Kowal, S. (2002): Personal perspective in TV interviews.
Pragmatics 12, pp. 257–271.

- Book (Book title is in italics.)

Deborah, C. (1985): *Feminism and linguistic theory*. St. Martin’s Press, New York.

- Book chapter (Book title is in italics.)

Deborah, C. (1997): Theoretical debates in feminist linguistics: Questions of sex and gender.
In Wodak, R. (ed.): *Gender and discourse*. Sage Publications, London, pp. 99-119.

- Online documents

Mathias, F. (2007): Does a low-entropy constraint prevent us from influencing the past?
PhilSci archive. <http://philsci-archive.pitt.edu/archive/00003390>. Accessed: 26 June 2007.

- Online database

German emigrants database (1998): Historisches Museum Bremerhaven.

<http://www.deutsche-auswanderer-datenbank.de>. Accessed: 21 June 2007.