

0. INFORMATION ON MANUSCRIPT SUBMISSION ICLL 2022

- a) Please submit your contribution in attachment by email, both as a Microsoft Word file (doc or docx) and in pdf-format.
- b) The word limit for each article is 6.000 words, including abstract, footnotes and references. Only for those who made a presentation in a plenary session 9000 words are allowed.
- c) Please be sure to indicate an email address and affiliation for each contributing author.
- d) Your article should include an abstract in English of approx. 200 words and 3-5 relevant keywords.
- e) If you are not a native speaker, please have your contribution carefully checked by a native speaker.
- f) Check to ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps.
- g) Note that corrections made during the proofing stage should be kept to an absolute minimum and should only include typesetting errors.

1. GENERAL INSTRUCTIONS FOR PREPARING MANUSCRIPTS

- a) As font, use Times New Roman (12 pt in the text, 10 pt in the footnotes, a space between lines of 1,5).
- b) For Greek script and other languages with special letter types use a Unicode font.
- c) The whole text (including all headings and subheads) should run flush left.
- d) To indent text, use tab stops, not spaces.

2. HEADINGS

- a) All headings begin flush left and should follow the following numbering system:
 - 1 First-level heading**
 - 1.1 Second-level heading**
 - 1.1.1 Third-level heading**
- b) Never begin numbering sections with “0” (“0” should not be used anywhere in section numbering).

3. QUOTES

- a) Long examples and quotation should not be part of the text. They are separated by a blank line above and below. They can be numbered:

(1) *Is amabat meretricem.* (PLAVT. Mil. 100)
'He was in love with a courtesan.'

- b) Translations of ancient texts may be added after the quotation enclosed in single quotation marks.
- c) Ancient authors' names and titles of works should be quoted in abbreviated form, following the abbreviations of the *Thesaurus linguae Latinae*, e.g.: QVINT. inst. 10, 1, 1. For the abbreviations cf. *Index librorum scriptorum inscriptionum ex quibus exempla afferuntur. Editio altera* (Dietfried Krömer, Cornelis G. van Leijenhorst). De Gruyter.

1990. The complete index is online for free at the TLL website:
<https://thesaurus.badw.de/en/tll-digital/index/a.html>; ADDENDA:
<https://thesaurus.badw.de/en/tll-digital/index-of-sources.html>.

- d) References to examples in the text should take the form “see (1)” with both number and letter in brackets.
- e) Please specify in the article which translations are quoted and where necessary which editions.

4. CITATIONS

- a) Brief citations are used within the text as follows:
 - One author: (Bouissac 1985)
 - Two authors: (Smith and Jones 1995)
 - Three or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry
 - Several works by one author: (Bouissac 1987a, Bouissac 1987b, and Bouissac 1994)
 - Works by different authors: (Bouissac 1985; Deakin 1993)
 - Citation of an entire chapter: (Auer 2007: Ch. 3)
 - Reprints: (Dickens 1987 [1854]: 73)
 - Page number ranges: (Hockett 1964: 140–145); please do not drop digits (e.g. 140–5)
- b) In page references, give exact page spans (not: ff., sqq.). For example: (Pinkster 2011: 184–85).
- c) Use the word *and* to conjoin author names in the running text (do not use ampersand [&]).
- d) Always give the full author-date citation: do not use “op. cit.,” “loc. cit.,” or “ibid.”

5. CROSS-REFERENCES

- e) References to section/subsection numbers within the article should include the capitalized word “Section” followed by the section number: e.g., “see Section 4.2”.
- f) References to tables or figures within the article should include the capitalized word “Table” or “Figure” followed by a number: e.g., “cf. Table 3”.
- g) Do not cite page numbers within your own article or page numbers in other articles in the issue.

6. TYPEFACE, EMPHASIS, AND PUNCTUATION

- a) Italics should be used for:
 - Words, phrases, and sentences treated as linguistic examples
 - Foreign-language expressions, quoted Latin and ancient terminology
 - Titles of books, published documents, and journals
 - Drawing attention to key terms in a discussion at first mention only.
Thereafter, these terms should be set in Roman
 - Emphasizing a word or phrase in a quotation indicating [emphasis mine]
- b) **Bold** or underlining may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text). CAPITAL LETTERS and SMALL CAPS should not be used for emphasis.

- c) Quotation marks:
 - Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’.
 - Double quotation marks should be used in all other cases, i.e., direct quotations in running text.
 - Please always use rounded quotation marks (“ . . .”) not "straight" ones.
- d) Dashes:
 - Spaced EN-dashes are used as parenthetical dashes (“text – text”).
 - Unspaced EN-dashes should be used between inclusive numbers, e.g., 153–159, 1975–1979.
- e) Spacing: Type one space (not two) after periods, commas, and colons.
- f) Brackets: Do not use double round brackets: brackets within brackets should be square brackets, e.g. “(as introduced by Bloomfield [1933: 123–125])”.

7. TABLES AND FIGURES

- a) Please use figures only if absolutely necessary.
- b) Information presented together in rows and columns should be labelled as “Tables”.
- c) Graphs, line drawings, photographs, etc. should be labelled as “Figures”.
- d) Scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
- e) If figures are embedded within the text, please also supply figures as separate files for typesetting.
- f) Tables and figures should be numbered consecutively throughout the text.
- g) Table captions should appear directly above the table; figure captions should appear directly below the figure.

8. FOOTNOTES

- a) For footnotes use the automatic footnotes provided by your word processing program only. Please do not use endnotes.
- b) Footnotes should be numbered continuously and they should be kept to a minimum. They should not occupy excessive space with respect to the main text. Please do not add a footnote to the title, nor to any subheading; if you would like to thank any scholar or institution for support, this may be done in a footnote with an asterisk.
- a) if you would like to thank any scholar or institution for support, this may be done in a footnote with an asterisk
- b) Footnote numbers should be placed after the punctuation mark. In case they refer exclusively to a specific word, they should be placed immediately after this word. The text of each footnote should end with a period.

9. BIBLIOGRAPHICAL REFERENCES AND BIBLIOGRAPHY

- a) Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa. Do not list any works that are not cited.

- b) Do not give full bibliographical information in the text or footnotes, but use the citation format shown in section 4 above. All bibliographical references will appear in a final list, in alphabetical order, with the following formats for books, chapters in books and journal articles:

Adams, J. N. (2007). *The regional diversification of Latin, 200 BC–AD 600*.

Cambridge/New York: Cambridge University Press.

Pinkster, H. (2011). Les adverbes de fréquence en latin. In M. Fruyt & O. Spevak (Eds.), *La quantification en latin* (pp. 183–192). Paris: Harmattan.

Risselada, R. (1998). The discourse functions of sane: Latin marker of agreement in description, interaction and concession. *Journal of Pragmatics*, 30 (2), 225–244.

- c) In case of websites: The date on which the URL was accessed should be provided in parentheses at the end of the entry (the date should not be too far in the past, i.e. not before 2022).
- d) Initials require periods and should be spaced, e.g. R. M. W. Dixon.
- e) Entries should show the full title and subtitle of each work.
- f) Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- g) Please do not
- drop digits in inclusive page numbers.
 - abbreviate the names of journals, book series, publishers or conferences.
 - use “et al.” in reference entries; all author/editor names should be listed.
 - use dashes to replace repeated author/editor names.
 - use line returns within individual reference entries. The right- and left-hand margins will be set during typesetting.

10. LIST OF SIGLA OR ABBREVIATIONS

- a) If applicable, please provide an alphabetic list of sigla and/or abbreviations used, placed before the bibliography.
- b) Avoid unnecessary abbreviations (such as “Lat.” for “Latin”).