

# VARIENG e-Series

## Instructions for Authors

Thank you for your interest in submitting an article to an upcoming volume of the VARIENG electronic publication.

The articles of the e-series are published on an HTML template. The main text of your article will be embedded into the text area of the template, while some of the other content you choose to submit may be linked from an external server (high quality images, audio and video files).

In addition to the editors, each volume has a small staff of editorial assistants. To make the process of web editing as smooth as possible, we request that you submit, along with your article, as much information as possible about any multimedia content and how you expect it to be displayed or presented.

Please follow the following web editing guidelines:

- [1. General instructions](#)
- [2. Instructions specific to submission in HTML](#)
- [3. Instructions specific to submission in word processing formats](#)
- [4. Instructions on bibliographical references](#)

### 1. General instructions

Submit your article either in HTML (see section 2) or a standard word processing format (see section 3). Indicate the format you have used (i.e. rtf, doc, txt) in your e-mail. If you know HTML, consider submitting your article in that format as it will save us a lot of time and you will have more control over the final look of your submission. **If, on the other hand, you do not know HTML and do not feel comfortable using a web editing tool, it may be better to submit your article in regular text format.** If you use any characters which do not travel well across platforms (IPA, accented characters, etc.) please include a paper copy or a .pdf file with the fonts embedded where all characters are shown correctly.

**1.1.** In a separate file, list the names of all the files that you have submitted. If necessary, feel free to include a diagram or other visual aid indicating the linking between your files.

**1.2.** The e-series follows a categorized system of links, intended to inform the reader of the relationships between linked items. Link categories will be indicated to the reader with a small icon following the hyperlink. The hyperlinks will function normally, the categorization is merely an additional piece of information intended to promote readers' understanding of the compositional nature of knowledge.

The five categories and their class names:

research	link to the author's own research, such as an article available online.
multi	link to multimedia content within the article, such as an audio or video file or a large image

resource	link to an external resource such as an online database
biblio	link to a bibliographical or footnote entry
anchor	link to another section within the present article

### 1.3. You are encouraged to include multimedia content with your article.

Small images can be displayed on the text page as normal, larger images are thumbnailed and hyperlinked. We may need to change image formats during final editing. Please note that while vector formats are acceptable, their proper viewing may require specialized software which not all readers necessarily have.

Images can be submitted in .gif, .jpg, or .bmp formats, as well as scalable vector formats.

Audio and video files will either be streamed from an external server or provided as downloadable files. If your institution has the necessary facilities and enough bandwidth, consider linking to your own server to ensure best possible output.

Audio files can be submitted as .mp3 (preferred), .rm or .avi formats.

Video files can be submitted as .mpg, .avi, .wmv, or .rm formats.

If possible, refrain from media formats requiring exotic codecs. If for some reason you absolutely need to provide such content, have the courtesy of either providing a link to the required codec or, better yet, include the codec file with your submission.

### 1.4. Corpora, spreadsheets, other data

You are invited – though not obligated – to submit any data used in the study that you feel to be necessary or beneficial: corpora, powerpoints and other slide shows, spreadsheets, databases, etc. Try to stick to major media formats like MS Office and OpenOffice to ensure as many readers as possible have access to your material.

All data files will be linked to your article as downloadable files; we do not cater for embedded presentation of such content at this time.

You can include TiddlyWikis and other more sophisticated html/java files in the same way.

### 1.5. Software demos and other executables

All executable files, including self-extracting packages, should be archived in .zip format. Please indicate clearly what the .zip file contains.

At present, we do not intend to install server-side applications. If you wish to include a software demonstration or provide access to an online application, link to your own institution's server.

## 2. Instructions specific to submission in HTML

If you submit your contribution in HTML, we request that you either write the code yourself or using a dedicated web editing tool (such as MX Dreamweaver or MS FrontPage).

Consider testing the code for compliance with HTML standards. Please do not submit HTML code produced by a word processor such as MS Word. The HTML submissions will be embedded in the final template by our team.

If the following instructions are unclear or do not cover a particular question, feel free to ask for more directions. It's far better to ask in advance than to submit something that needs to be cleaned up later.

**2.1.** All files related to your article should be stored in the same folder. Thus, all hyperlinks and image tags to any files included in your submission should be relative rather than specific. Please check that your tags do not link to files on your computer. Links to online resources should naturally be written as normal.

**2.2.** Hyperlinks should be coded normally with an `<a href>` code, adding a class attribute tag indicating the appropriate link category – see section 1.2. Thus, to add a link to a string “my corpus” with an research category link to a page called destination.html, your code should look like this:

```
<a href="destination.html" class="research">my corpus</a>
```

Anchor tags can be used for text internal linking (footnotes, endnotes, section headings, etc.) Anchor tags are added normally:

```
<a name="xxx">..</a>
```

and linked to normally:

```
<a href="#xxx" class="anchor">..</a>
```

When linking to either footnotes within the same file or bibliographical references in a separate file, use the 'biblio' class. Use 'anchor' when linking to sections in the main body of your paper.

**2.3.** Italics and bolds are tagged normally.

```
Bold <b>...</b>
```

```
Italics <i>...</i>
```

If necessary, you can use `<p>` tags for paragraph breaks. To avoid confusion with hyperlinks, do not use underlining for emphasis. Also refrain from changing fonts manually; the webpage follows a css-stylesheet. Same goes for curly quotes and n- and m-dashes, which may present problems for some browsers.

**2.4.** You can use three heading classes, coded `<h2>` to `<h4>` respectively. Heading class `<h1>` is reserved for article titles. Heading 2 should be used for section headings, heading 3 for subsections and heading 4 for second level subsections, if necessary.

**2.5.** Tables and lists are coded normally.

**2.6.** Images are coded normally. The corresponding image file should be supplied along with the text file. Make your image links relative.

**2.7.** Link to large images, audio, video and data files with a normal <a href> tag. If the data needs to be stored elsewhere, we will take care of that in final editing.

**2.8.** If you would like to include content requiring Java components saved into the article folder, you can do this provided you include the components along with your submission – we will not hunt down Java codes for you. Please include a brief note (see section 1.2) explaining why you need the content and what it is intended to do. The same goes for Javascript and DHTML effects.

### **3. Instructions specific to submission in word processing formats**

If you submit your contribution in regular text format, the HTML editing will be performed by our editorial assistants. This may involve communication between you and an assistant to ensure the final version meets your expectations. Please note that the webpage follows a cascading stylesheet and it is unnecessary for you to manipulate fonts, margins, indentations and other text characteristics as they are all derived from the stylesheet. There is also no need to add page numbers, headers or footers.

**3.1.** Hyperlinks should be indicated by underlining the link expression, followed by the name of the appropriate link category in square brackets, e.g. [multi] – for categories, see section 1.2.

If the link is to a file included, mention the name of the file (e.g. image1.jpg) within the square brackets. If the link is to a website, please include the URL. Examples:

This version of the annotation is illustrated in Image 1 [multi link to image1.jpg].

The annotation system is explained in the corpus manual [resource link to <http://www.manuals.com/annotation.html>].

**3.2** Use headings, bolds, italics and tables as normal. If you feel there is a possibility these are not obvious from your submitted script, include any necessary explanatory notes in square brackets.

**3.3.** Images and media content must be provided as separate files. Indicate their place in the script with a comment in square brackets.

**3.4.** As a general rule, we do not add interactive content to scripts submitted in word processing formats. However, if you feel a particular effect or functionality is very necessary, you can suggest it and we'll see what we can do. Please describe your proposal very clearly and, if possible, give us a link to a website where a similar effect or functionality can be seen in action. Remember, a picture is worth a thousand words.

### **4. Instructions on bibliographical references**

References should be submitted as a separate file with entries listed first alphabetically and then chronologically. For each author, all individually written titles are listed before jointly written ones.

Authors' names should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials. For the first author, first names and/or initials follow the surname (after a comma). In case of an edited volume, add 'ed.' or 'eds'.

Year of publication. Please double check references that are in press, in preparation, or forthcoming, and update when they are published.

Journal titles should be given in full. The issue number can be omitted when the page numbering is consecutive throughout the volume.

Page range: Please make sure all articles are listed with a page range.

Book publisher: Please omit additions such as Publishing Company, Ltd., etc. To indicate states in the U.S.A., please use standard abbreviations such as Calif., Mass. (and not postal codes such as CA, MA).

a. Book (monograph)

Halle, Morris. 1959. *The Sound Pattern of Russian: Description and Analysis of Contemporary Standard Russian*. The Hague: Mouton.

----- & Jean-Roger Vergnaud. 1987. *An Essay on Stress*. (= *Current Studies in Linguistics*, 15.) Cambridge, Mass.: MIT Press.

b. Book (edited volume)

Cowan, William, Michael K. Foster & E. F. Konrad Koerner, eds. 1986. *New Perspectives in Language, Culture and Personality: Proceedings of the Edward Sapir Centenary Conference (Ottawa, 1-3 October 1984)*. (= *Studies in the History of the Language Sciences*, 41.) Amsterdam & Philadelphia: John Benjamins.

c. Articles in books

MacMahon, William E. 1990. "Some formal aspects of Aristotelian componential sentences". *History and Historiography of Linguistics: Proceedings of the Fourth International Conference on the History of the Language Sciences (ICHoLS IV), Trier, 24–28 August 1987*, ed. by Hans-Josef Niederehe & E. F. Konrad Koerner, vol. II, 97–110. Amsterdam & Philadelphia: John Benjamins.

or, if the source volume is also in the references:

MacMahon, William E. 1990. "Some formal aspects of Aristotelian componential sentences". In Niederehe & Koerner (eds.), 97–110.

#### d. Articles in journals

Joseph, John E. 1995. "The structure of linguistic revolutions". *Historiographia Linguistica* 22: 379–399.

Koerner, E. F. Konrad. 1992. "Vil'hel'm fon Gumbol'dt i etnolingvistika v Severnoj Amerike: Ot Boasa do Xajmsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas to Hymes]". *Voprosy Jazykoznanija* 41(1): 105–113.

#### e. Unpublished materials (dissertations, papers)

Müller, Gereon. 1993. On Deriving Movement Type Asymmetries. Ph.D. dissertation, University of Tübingen.

Riad, Tomas. 1990. "Vowel Shortening and Vowel Deletion in Old English". Ms., Stockholm University.

Winford, Donald. 1992. "The forms and functions of *do* in Caribbean English creoles". Paper presented at the conference of the Society for Caribbean Linguistics, Barbados, August 1992.

#### f. Electronic materials (Cd-roms, websites)

Angier, Natalie. 1993. "Chemists learn why vegetables are good for you". *New York Times* 13 Apr. C1. *New York Times Ondisc*. CD-ROM. UNI-Proquest. Oct. 1993.

Coffey, Neil. "Re: yorkshire dialect". Online posting. 11 Aug. 2001. 31 Aug. 2001. <news:sci.lang>.

Coleridge, Samuel Taylor. 1912. "Dejection: An ode". *The Complete Poetical Works of Samuel Taylor Coleridge* ed. by Ernest Hartley Coleridge. Vol. 1. 362–68, Oxford: Clarendon. *English Poetry Full-Text Database*. 1993. Rel. 2. CD-ROM. Cambridge: Chadwyck.

Everett, Dan. "On nonobjects of syntactic study". Online posting. 10 July 2001. LINGUIST list. 31 Aug. 2001. <<http://www.linguistlist.org/issues/12/12-1785.html#1>>.

Garton, Laura, Caroline Haythornthwaite & Barry Wellman. 1997. "Studying online social networks". *Journal of Computer-Mediated Communication* 3(1). 17 Aug. 2001. <<http://jcmc.huji.ac.il/vol3/issue1/garton.html>>.

Hardy, Thomas. 1978. *Far from the Madding Crowd*. Ed. by Ronald Blythe. Harmondsworth: Penguin. Oxford Text Archive. 24 Jan. 1994. <<http://ota.ahds.ac.uk/>>.

Lancashire, Ian. Home page. 31 Aug. 2001. <<http://www.chass.utoronto.ca/~ian/>>.

*Octovian*. 1986. Ed. by Frances McSparran. Early English Text Society 289. London: Oxford UP. 6 Apr. 1994. <<ftp://etext.virginia.edu>>.

“Renaissance”. *Britannica Online*. Encyclopaedia Britannica. 31 Aug. 2001. <<http://www.britannica.com/>>.

*Victorian Women Writers Project*. Ed. by Perry Willett. June 1998. Indiana University. 31 Aug. 2001. <<http://www.indiana.edu/~letrs/vwwp/>>.