

GUIDELINES FOR AUTHORS

LANGUAGE, ORGANIZATION, FORMAT AND STYLE

Authors are kindly asked to adhere to Jezikoslovlje's requirements concerning the language, organization, format, and style of their contributions. Careful attention to these requirements will facilitate the editorial process and prevent delays in the publication of accepted papers. While failure to adjust every last format and style detail at initial submission will not automatically disqualify the work from further consideration, manuscripts that are grossly incompatible with Jezikoslovlje format and style will be returned to the authors for some adjustments before being processed further (Step 2 of the Review procedure). Any format and style issues that may remain will have to be corrected by the author following acceptance. Poor organization and language, however, will disqualify work from being considered for publication in Jezikoslovlje.

Most of the requirements below apply to all manuscript types, although they have been drawn up specifically for original full-length articles. Where the requirements differ for other types of manuscripts, this shall be indicated in the relevant places below.

Language & organization: general

Authors must refrain from using deliberately complicated writing as it makes it difficult to interpret the text. Simplicity and direct statement of the message are the hallmarks of good scientific writing.

In the case of original full-length articles “[w]riting a manuscript consists of answering 4 simple questions:

- Why did you start? (the introduction, including background and hypothesis)
- What did you do? (the methods section)
- What did you find? (the results section)
- What does it mean? (the discussion section)

The paper should be as short as it can be and still answer those questions for the reader.” (Pierson 2004 In: The Top 10 Reasons Why Manuscripts Are Not Accepted for Publication, *Respiratory Care* 49(10). 1246–1252).

Abstracts of original full-length articles should refer in brief to the goals, theoretical framework, hypotheses, methodology, results, and conclusions of the study reported in the paper. They should not exceed 300 words.

Specific language requirements

(most adapted or borrowed from www.apastyle.org)

1. Avoid redundancy (bold)

- “**a total of** 122 participants”
- “**absolutely** essential”
- “has been **previously** found”
- “small **in size**”
- “**one and** the same”
- “**completely** unanimous”

2. Verbs

Voice: use the active voice, avoid passive

Tense and mood: should be selected carefully

Preferred: We conducted the survey in a controlled setting.

Nonpreferred: The survey was conducted in a controlled setting.

Preferred: Simpson (2001) designed the experiment.

Nonpreferred: The experiment was designed by Simpson (2001).

3. Literal language

Avoid any unnecessary embellishments that attract attention, such as alliteration, rhyming, or clichés. Although metaphors may be inevitable and can help convey complex ideas, they should be used sparingly and with moderation. If used inappropriately or excessively, they may sound strained.

4. Pronouns

Pay meticulous attention to pronominal reference. Pronouns must agree with their antecedents. The anaphoric pronoun must occur close enough to its antecedent to avoid referential ambiguity.

5. Subject–verb agreement

A verb must agree in number with its subject, regardless of intervening phrases that begin with *together*, *with*, *including*, *plus*, and *as well as*.

Correct: The percentage of correct responses as well as the speed of the responses increases with practice.

Incorrect: The percentage of correct responses as well as the speed of the responses increase with practice.

1. Format (layout)

Before attending to the particular format and style requirements, set the following parameters for the Word file.

Font: Times New Roman 12 (except where otherwise stated)

Spacing: line spacing should be set at exactly 14pt and 6pt after a paragraph (*Layout – Paragraph – Indents and Spacing*)

Indentation: First lines of all paragraphs **except** the first line immediately following (sub)section titles should be indented on the left by 0.5 cm. The first lines immediately following section (sub)titles should remain flush left.

Alignment: justified

Avoiding special characters: if the use of special characters cannot be avoided, the font used must be embedded in the submitted files. Special characters must also be sent in separately as .jpg, .tiff, or .png files.

2. Sequence of text segments and their content and formatting requirements

The text begins at page 1 with the title (and subtitle).

Author name(s) and affiliation(s) **must not** be included anywhere in the text and must also be removed from the word/PDF document properties.

The title is immediately followed by the abstract, the key words, and the body of the text (new sections do not begin on a new page).

Title (and subtitle)¹

Content requirement: the title of the paper should be as short as possible and match the content of the work.

Title format: Font: Arial Narrow; Font size: 18; Bold

Abstract in the language of the manuscript²

Content requirement: a short, one-paragraph abstract (one paragraph of up to 300 words) must be included at the head of the paper. The abstract should refer in brief to the goals, theoretical framework, hypotheses, methodology, results, and conclusions of the study reported in the paper. The use of the first person is not acceptable in the abstract.³

¹ Book reviews, book notices, and conference reports do not open with standard titles, but are headed by the bibliographical reference to the book(s) or conference(s) concerned. For examples see some of the previous issues of the journal.

² Book reviews, book notices, and conference reports do not feature abstracts and key words.

³ Abstracts of state-of-the-art articles and of short notes (squibs) should specify, among others, the theoretical relevance of the topic surveyed.

Heading format: the abstract is not introduced by a numbered heading (i.e. do NOT add the heading **Abstract**).

Text format:

Font: Times New Roman; Font size: 11

Indents: the complete abstract (and the keywords, cf. below) should be indented on the left by 2 cm.

Key words

The abstract should be followed, in a new line, by four to eight key words separated by semicolons and closed by a period, like this:

Key words: between; four; and; eight; words; separated by; semicolons.

Body of the work

Content requirement: the body of the paper must be clearly structured and well-organized. Articles should be divided into numbered sections and subsections. Consecutive (sub)sections should be separated by text, even if only one or two sentences. Authors must take special care to ensure that subsections, etc. do not occur singularly! There should be at least a second subsection (e.g., 2.1.1. should occur with at least 2.1.2.). Wherever possible, the body of original full-length articles should include as separate first-level headings the following sections: **1. Introduction, 2. Theoretical background, 3. Methodology, 4. Results, 5. Discussion, 6. Conclusions.**⁴

Heading format: each section and subsection must have a numbered heading. The numbering always begins with 1, never with 0. All sections and subsections in the text should be numbered with Arabic numerals (1. / 1.1. / 1.1.1.; preferably with no distinctions beyond three digits); different font types should be used for section headings at the different levels as detailed below:

Example:

1. Bold (Font: Times New Roman; Font size: 14)

1.1. *Number in bold but heading in bold italic* (Font: Times New Roman; Font size: 13)

1.1.2. *Number in roman but heading in italic* (Font: Times New Roman; Font size: 13)

Regardless of level, headings do not end with a period. There should be a single space between the number introducing the heading and the heading itself. Do not use or keep Word's automatic numbering and do not allow Word to automatically shift the numbered heading to the right. The heading must remain flush left. Number the (sub)section headings manually.

⁴ Other manuscript types must also be coherent and well-organized. See the descriptions of manuscript types for detail.

References

Content requirement: at the end of the manuscript a full bibliography should be provided. All works cited within the text must appear in this list. The list must NOT contain any additional works not cited within the paper (for more requirements cf. Section 11 below).

Heading format: the list of references is introduced by the unnumbered heading **References** (Font: Times New Roman; Font size: 14; Bold).

Text format:

Font: Times New Roman; Font size: 11

Indents: each new entry in the References should be given as a separate hanging indented paragraph (select the *Layout* tab of the Word file; then access *Paragraph - Indents and Spacing*. Under the *Indentation* heading, the *Left* and *Right* indentation options should be set at 0 cm; under the *Special* option, select *Hanging Indent* and set it at 0.5 cm.). There should be no blank lines between consecutive entries.

Any other special matter

Content requirement: any material (excessively long tables, questionnaires, appendices) that could not be integrated into the text should follow references.

Heading format: this section should be introduced by the unnumbered heading(s), whichever apply, e.g. **Appendix A, B, C; Questionnaire**, etc. (Font: Times New Roman; Font size: 14; Bold).

Text format:

Font: Times New Roman; Font size: 11

List of abbreviations

Content requirement: if multiple abbreviations are used in the text, a list of abbreviations should be included after References and other special matter (if any).

Heading format: this section should be introduced by the unnumbered heading: **List of abbreviations** (Font: Times New Roman; Font size: 14; Bold).

Text format: abbreviations are listed sequentially one after the other (they do not start each in a new line). Each abbreviation (in bold) is followed by a colon (not bolded itself): the explanation following the colon is given in regular font style. Consecutive abbreviations are separated by a semicolon.

Font: Times New Roman; Font size: 11

Summary and key words in one of the two languages other than the language of the manuscript

Content requirement: manuscripts written in one of the three languages of publication (e.g., English) end with the translation of the title (and subtitle), abstract, and key words into one of the other two languages of publication (e.g., Croatian or German).

Title (and subtitle) format:

Font: Times New Roman; Font size: 12; Bold; SMALL CAPS

Text format:

Font: Times New Roman; Font size: 11

3. Citing author(s)/work in running text

Within the text, only a brief citation should be given in parentheses consisting of the author's surname, the year of publication (no comma between them), and page number(s) where relevant (there must be a single space between the year and the page number). For instance, (Langacker 1987) or (Dirven 1993: 10). If the author's name is part of the text and is not enclosed in brackets, this form should be used: "Labov (1973: 340) comments ...".

If a cited publication has two authors, the surnames of both authors should be used, joined by the ampersand sign &, NOT by *and*. For example, (Lakoff & Johnson 1980 : 26). With more than two authors, the surname of the first author is used, followed by *et al.* (Štekauer *et al.* 2012).

Authors should cite their own previous work as if it was the work of others. Instead of "In my/our previous work (name, year), I/we found....", the reference should be "Name (2017) found that ..."

Explicit page references should be provided wherever possible, e.g., (Langacker 1987: 36), not generic references (Langacker 1987). Also, specific page ranges with complete numbers (Langacker 1987: 136–142) are preferred over open-ended ranges (Langacker 1987: 36ff).

Instead of page numbers or page ranges, a citation can include a chapter or section number (Brdar 2017: Chapter 3).

Multiple citations appearing in parentheses should be separated by semicolons and are listed chronologically (Langacker 1991; Radden & Dirven 2007). When citing multiple works by the same author, the author's name is mentioned only once, the years are separated by semicolons (Langacker 1987; 1991).

In case of repeated citations from the same source, authors should NOT use *ibid.* or *op.cit.*, but follow the author-date citation style specified above.

4. Examples

In-text examples: brief examples may appear in running text. Such examples should be italicized, e.g., "nominalizations may also denote physical objects resulting from an action, as in *a high-rise building ...*".

Numbered examples: sentence-length or longer examples should be set apart from the body of the text so that the first (or only) example begins in a new line. Examples must be sequentially numbered and indented on the left by 0.5 cm. Examples are introduced with Arabic numerals between parentheses and, if necessary, lowercase letters to group sets of related items. In the text, numbered items are labelled as (2), (2a), (2a, b), (2 a–b), or (2) b. It is preferable to also set apart and number any other lists of related items like single-word examples or sets of material, which are referred to in the paper, as in e.g.

(1) *embolden; empower; enrich; enclose*, etc.

Automatic numbering by Word must be avoided; examples should be numbered manually!

Examples set out from the text are italicized, boldface is used for emphasis within such examples.

Examples in footnotes: any examples appearing in footnotes should be introduced by lower-case Roman numerals (i), (ii), (iii), etc. Numbering restarts with (i) in each footnote.

Glossing: examples from languages other than the language of the article should be accompanied, if necessary, by a word-by-word or morpheme-by-morpheme gloss, as appropriate, and by an idiomatic translation between single quotes as well. Word for-word or morpheme-by-morpheme glosses of example phrases or sentences should be aligned with the beginning of each original word or morpheme using the tab function, NEVER spaces! Glosses should comply with the conventions stipulated in the Leipzig Glossing Rules. If an example is very long, or involves discourse analysis for which internal details of the sentence(s) are not of vital importance, a sentential translation will suffice.

Generally, any words or phrases in languages other than the language of the article should also be in italics and accompanied by a translation between single quotes, if necessary, for instance, *matin* ‘morning’ (no translation is necessary for commonly known expressions like *par excellence*, *per se*, etc.). All forms in any language not normally written with the Latin alphabet should be transliterated or transcribed unless there is a compelling reason for using the original orthography.

Cross-referencing examples: when referring to examples set apart from the text, the following formulations should be used: “...as shown in (12)” or “...as shown in the following example”. Sentences should not be interrupted to insert an example only to resume the sentence later. Sentences must not start with an example number. There should always be a piece of text in front of the numeral, like “Example (1) shows that...”. If a cross-reference to an example occurs inside parentheses itself, the parentheses surrounding the example number should be omitted, e.g. (cf. examples 1–4).

5. Figures, graphs, and tables

All figures and tables must be editable. For graphs or tables prepared in Excel, the original .xls files must be submitted separately. Any figures embedded in the manuscript should also be sent as separate .jpg, .png, or .tiff files at minimum resolution of 300 dpi. If created in Word, tables must be created using Word’s Table feature.

Figures and tables should be numbered consecutively and have clear and short captions. If the caption is a fragment (not a complete sentence), there should be no period at the end. Figure captions follow the figures and have the following format: e.g., Figure 1. Semantic pole of atemporal relations; table captions precede the tables and have the following format: e.g., Table 1. Frequency-ranked collocates of *hot*, *cold*, *boiling*, *freezing*. Figures and tables MUST be mentioned in the running text, where they must be accompanied by their table and figure

numbers (the numbers should not be enclosed in brackets). For instance, “as shown in Figure 1” or “as indicated in Table 3” (notice the capitalization of Table and Figure in these references). Also, figures and tables should appear in the text as close as possible to the place where they are mentioned. If footnotes are used within tables, they should be identified with letters a, b, c, etc., and, unlike regular footnotes, which occur at the bottom of the page, table footnotes should be placed immediately after the table.

Word’s automatic caption feature must NOT be used. The captions, numbering, and cross-referencing of tables and figures must be done manually.

6. Punctuation

Quotations: authors should use asymmetrical typographer’s (“curly”) quotes. For single quotes, this means ‘this form of single quotes’ and for double quotes, “this form of double quotes”. Straight quotes must be avoided (‘xxx’ or "xxx"). Double quotation marks are used for direct quotations (shorter than 40 words) and for distancing from uncertain terminology. Longer quotes (more than about 40 words) should be indented by 1 cm on both sides and should start in a new line so that they are set apart from the main body of the text. They should be printed in a smaller font size (11 points), without quotation marks. Ellipsis is indicated by three periods with a blank space before and after, like ... this. Single quotation marks are only used for linguistic meanings and as quotation marks embedded inside other quotation marks. Quotations from other languages should be translated immediately after the foreign language text; if they are longer, the translation should be given in the footnote. If the end of a sentence is also the end of the quotation embedded in the sentence, the period is used only once, after the closing quotation mark, or after sentence-final citations in parentheses, like this: According to the note by the Office of the Parliamentary Counsel’s Drafting Techniques Group, in legal texts “*must* has the same meaning as *shall* but is clearer ... the clearest and most concise current alternative” (UK Drafting Techniques Group 2008: 9). NOT like this: According to the note by the Office of the Parliamentary Counsel’s Drafting Techniques Group, in legal texts “*must* has the same meaning as *shall* but is clearer ... the clearest and most concise current alternative.” (UK Drafting Techniques Group 2008: 9).

Boldface: boldface type is used for specific levels of headings (cf. above) and for emphasis within both in-text examples and numbered examples set off from surrounding text.

Italics: italics are used for linguistic examples within running text, numbered examples set off from surrounding text (the number preceding such examples must NOT be italicized), technical terms used metalinguistically, marked foreign-language expressions like *non compos mentis*, for emphasis within running text, for emphasis within quotations (the end of the quotation should end with [emphasis mine]), and for titles of book-length works and names of journals in the reference list. Any punctuation appearing between or after italicized forms must NOT be italicized itself, e.g., periods following book titles in the reference list. However, punctuation that is part of a book title should be italicized. Special attention must be paid to right parentheses; they are most susceptible to lingering italics!

Small caps: small caps are used for names of conceptual metaphors and metonymies, for abbreviated category labels in interlinear glosses (cf. Leipzig Glossing Rules), and for the article title (and subtitle) in the summary given at the end of the paper.

Underlining: underlining must not be used as a substitute for italics, boldface, etc.

Commas: when conjoining three or more items, a comma must be inserted between consecutive items, including before the conjunctions *and* and *or*. In lists of italicized examples, special care must be taken to ensure that the commas between them remain non-italicized.

Capitalization: the capital letter is used at the beginning of sentences, with proper names, and at the beginning of titles/headings/captions. However, so-called “title case” is not to be used in English titles, the article title, in (sub)section headings or table and figure captions (e.g. use **1.1. *Theoretical preliminaries*** NOT **1.1. *Theoretical Preliminaries***). Title case is also NOT used in book names in the reference list, regardless of how the title is spelled in the original work. However, in titles which include a subtitle separated by a colon, capitalization is used after the colon for the beginning of the subtitle, e.g., Labov, William. 1994. *Principles of linguistic change: Internal factors*, vol. 1. Oxford: Wiley-Blackwell. Title case is also to be used with English journal titles and English series titles as they are considered to be proper names.

Capitalization is used in references to chapters, figures, tables, appendixes only when they are numbered, e.g. as shown in Figure 2; for more details, cf. Chapter 3, Section 4, etc. (the words *Figure* and *Chapter* are NEVER abbreviated in such references to Fig. 2, Ch. 2). Capitalization should NOT be used if there is no numbering, e.g., “as shown in the sections dealing with ...”.

N-dash: the n-dash (–) not surrounded by spaces is used for page ranges (e.g., 217–218) and dates (e.g., 1887–1955). The n-dash (–) surrounded by spaces is used for parenthetical remarks.

Hyphen: plain hyphens should be used for hyphenated words and with parts of words (e.g., *-a*, *grad-*, etc. Note that the hyphen is not in italics). Hyphens must NOT be used within words to achieve elegant line breaks.

Spaces: spaces must NEVER be used for alignment; tabs should be used instead. A single space (NOT double!) is used after periods, commas, colons, and semi-colons. Special care must be taken to avoid accidental double or multiple spaces between words or after periods, colons, and semicolons.

7. Abbreviations

Clear abbreviations may be used, especially for commonly-used grammatical terms, e.g., *acc* for ‘accusative’, *3sg* for ‘third-person singular’. Such abbreviations do NOT need a period. Uncommon abbreviations should be avoided. If, however, a complex term is used frequently, it may be abbreviated, but the abbreviation should be introduced when the term is first used in the text, and should be listed in the Abbreviations section at the end of the article if multiple abbreviations are used in the text (cf. Section 2 of these Requirements). Abbreviations of uncommon expressions should not, however, occur in titles and headings. Abbreviated category labels (in small caps) are used in interlinear glosses (cf. Leipzig Glossing Rules).

The following common abbreviations should be used in the text, except at the beginning of sentences where they should be spelled out: *cf.* for ‘compare’; *etc.* for ‘and so on’; *e.g.* for ‘for example’, and *i.e.* for ‘in other words’.

8. Dates

Any dates should be given in the following format: day - month – year (for instance, 14 April 2018).

9. Numbers

Numbers one to ten should be spelled out. The number 11 and higher must be given in numerals. Any number appearing as the first word in the sentence should be spelled out. If two or more numbers occur in the same sentence and one number is given in numerals, all other numbers (regardless of their size) should also be given in numerals. When using numerals with four or more digits, commas should be used to separate sets of three digits. Count three spaces to the left to insert the first comma and continue placing commas after every three digits, like this: 2,375,476. Use a period to indicate the decimal place, like this: 2,375,467.53.

10. Footnotes

Footnotes should be used, not endnotes. Footnotes must not be used for citations only. They should be numbered consecutively through the entire text. Footnote reference numbers should be added after the period or after a comma, like this xxxxx.¹ (NOT like this xxxxx¹.), or like this xxxxx,¹ (NOT like this xxxxx¹). Each footnote must be closed with a period. Please make sure that the proofing language set for the footnotes is the same as the proofing language for the remainder of the text.

Acknowledgements note: authors should include in the first unnumbered footnote (marked with an asterisk) acknowledgments, information about the project or grant under which the research reported has been carried out, etc. (cf. Author Declaration form).

11. References

At the end of the manuscript a full bibliography should be provided (cf. also some basic formatting rules in Section 2 of these Requirements). The section is titled **References** and is not numbered.

All works cited within the text must appear in this list. The list should NOT contain any additional works not cited within the paper.

For any work listed in the references that has a DOI, the DOI should be added at the end of the entry (see below). The DOI can be checked through the CrossRef service at <http://www.crossref.org/questquery/>.

Some DOIs begin with 10.xxx, other appear as active links (<http://dx.doi.org/xxx>). You should write the DOI exactly in the form in which it is displayed in the article/book itself (but you should deactivate the hyperlink), and place it at the end of the entry after the fullstop. There is NO fullstop after the DOI, e.g.

Surname, Name Name. 2000. *Title with only the first word capitalized*. Place: Publisher.
doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

The entries should be arranged alphabetically by surnames of authors, with each entry as a separate hanging indented paragraph. Multiple works by the same author are listed in ascending chronological order. Suffixed

letters a, b, c, etc. should distinguish more than one item published by a single author in the same year, e.g. (1998a; 1998b).

If more than one article is cited from one book, the book should be listed as a separate entry under the editor's name, with cross-references to the book in the entries for each article.

Given names should not be replaced with initials unless the person normally uses initials: Dixon, R.M.W., but Lehrer, Adrienne.

In the case of publishers associated with several cities, only the first city should be listed in the references, e.g. Amsterdam: John Benjamins Publishing Company (NOT Amsterdam – Philadelphia: John Benjamins Publishing Company).

Each entry should contain the following elements in the order and punctuation given:

Books and edited volumes

Surname, Name Name. 2000. *Title with only the first word capitalized*. Place: Publisher. [Insert DOI here](#)

Surname, Name Name. 2000. *Title with only the first word capitalized*. 3rd edn. Place: Publisher. [Insert DOI here](#)

Surname, Name Name. 2000. *Title with only the first word capitalized*, vol. 3. Place: Publisher. [Insert DOI here](#)

Surname, Name & Surname, Name. 2000. *Title with only the first word capitalized* (Series No). Place: Publisher. [Insert DOI here](#)

Surname, Name & Surname, Name & Surname, Name (eds.). 2000. *Title with only the first word capitalized*. Place: Publisher. [Insert DOI here](#)

Surname, Name & Surname, Name & Surname, Name (eds.). 1985–2000. *Title as above for multivolume series* (4 vols.). Place: Publisher. [Insert DOI here](#)

Articles in edited volumes

Surname, Name. 1999. Article title with capital letters only for first word and Proper Names. In Surname, Name & Surname, Name (eds.), *Book title as above*, 3–56. Place: Publisher. [Insert DOI here](#)

Surname, Name. 1999. Article title with capital letters only for first word and Proper Names. In Surname, Name & Surname, Name (eds.), *Book title as above*, vol. 3, 3–56. Place: Publisher. [Insert DOI here](#)

Articles in journals (Titles of journals should be given in full)

Surname, Name. 1991. Article title with capital letters only for first word and Proper Names. *Journal Title with All Content Words in Capital Letters in case of English Journal Titles or spelt exactly as originally spelt by the publisher* 24(1). 18–56. [Insert DOI here](#)

Dissertations. Dissertation titles are treated as book titles. University is treated as the publisher.

Surname, Name. 1991. *Title of dissertation is treated as a book title*. Unpublished doctoral dissertation, City: Academic Institution.

Unpublished conference papers. This kind of publication should only be cited if the conference was recent; it is assumed that such material is eventually published. This should be treated as an article, and the name of the conference, the location, and the inclusive dates are given in parentheses.

Surname, Name. 1991. Title of unpublished conference paper. (Paper presented at the conference "Name of the conference", City, day–day month year).

URLs. Web publications that are not regular scientific publications should be listed in a form as close as possible to that for books. At the end of the citation, following the period, the following information should be added. Retrieved from: URL as regular text (not hyperlink). Accessed: day month year.