

# International Journal of Lexicography

## Style Sheet

The following style sheet is intended as a guide for authors submitting a manuscript to IJL and as an aid to the preparation of the final copy of accepted articles or reviews. Intending contributors should note, however, that when first submitting a manuscript, it is not essential to follow these guidelines in every detail.

Material intended for publication should be sent as an e-mail attachment, book reviews to the Reviews editor, all other materials to the Editor.

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If submission by e-mail is not possible, please send three (3) paper copies of the text with double spaces between the lines. The accompanying letter or e-mail of submission should include the name, the affiliation and the full address of the author designated to receive proofs and correspondence.

### 1. The Manuscript

1. Manuscripts should not include the name, the address or the affiliation of the author(s). Please do not cite your own work in a way that could identify you.
2. Manuscripts are in principle in English, but texts in other international languages may be acceptable.
3. Most formats and software are acceptable (the publishers will do their best to accommodate older software), but there is a strong preference for Word documents.
4. The final typesetting is based on the electronic version that was sent to the Editor, except when, for particular reasons, a hard copy is provided by the author. Special formatting (tree diagrams, charts, etc.) and special characters (phonetic symbols, symbols from non-Latin alphabets, etc.) are reproduced as printed. Articles may be illustrated by black and white photographs or line drawings. Colour figures will be allowed at the expense of the author (350 Pound per figure).
5. Before publishing, proofs will be sent to the author designated as contact.

#### 1.1. Articles

6. There should be no line spaces between paragraphs. Each new paragraph should be indented except for the first paragraph under a heading.

7. Notes should be listed at the end of the main text and immediately before the bibliography.
8. Tables and figures should be placed on separate pages at the very end of the manuscript.
9. Manuscripts of articles should be typed in Times New Roman, font size 12, each page numbered.
10. A one-paragraph abstract (upper limit 150 words) must accompany the initial submission. This should be written in an impersonal style, using constructions such as 'it has been demonstrated ...', 'it has yet to be shown ....'.

## 1.2. Book reviews

11. The Reviews Editor will normally commission book reviews, but reviews may also be submitted by prior arrangement. The text should be typed in Times New Roman, font size 12, each page numbered.
12. Reviews should begin with the name(s) of the author(s) or editor(s) of the book under review, followed by the title, the place of publication, the publisher, the year of publication, the number of pages, both roman and Arabic, the ISBN number and the price, as in the following example:

Bo Svensén. *Practical Lexicography. Principles and Methods of Dictionary-Making*. (Translated from the Swedish by John Sykes and Kerstin Schofield) Oxford: Oxford University Press. 1993. xii + 285 pages. ISBN 0-19-863116-2. 33 GBP.

13. The name of the reviewer should appear at the end of the review, with his or her email address and affiliation or place of residence.
14. References to pages in the review should be between parentheses, and include 'p.' or 'pp.', thus: (p. 6) and (pp. 22-5).
15. Otherwise the style for both articles and reviews is the same. Please note that a list of references should be provided for all works cited other than the book under review.

## 2. Headings

16. Articles will normally be broken down into sections and subsections, each with its own numbered heading. Note the font styles, numbering, punctuation, and indentation appropriate for the three levels of headings:

### 3. The use of EFL dictionaries for receptive purposes

#### 3.1. Accessibility

##### 3.1.1 Accessing unknown lexical items.

Note: The section headings (1, 2, 3, etc.) are in Arial 12 points; all other headings are in Times New Roman. Headings do **not** include capitals for all content words.

17. The series of section numbers should begin with 1, not 0. The introductory section should be given the number 1 and a title.
18. After section and subsection headings, the first paragraph after the heading should begin flush left. After sub-subsection headings, it should be run on, as follows:

3.2.1. *Grammatical coding*. Once the learner finds ...

### 3. Typefaces

19. When keying the manuscript, authors should indicate directly the typefaces they wish to appear in print, i.e. italics should be represented thus: *dictionary*, and boldface thus: **dictionary**.
20. *Italics* are used for linguistic forms (letter, morpheme, word, phrase, or sentence) cited in the body of the text. Italics are also used for emphasis (in the text or in examples), for dictionary examples (see section 21, below), and for the titles of books or journals. Excessive use of italics for emphasis should be avoided.
21. **Boldface** is used for dictionary headwords or sub-headwords (or for other material which appears in boldface in a specific cited dictionary, thus: **pass/carry a motion**).
22. Special characters should be clearly marked on the manuscript (highlighting is a good way to ensure visibility). If using non-IPA phonetic characters, provide a list of those characters as well as their equivalents in the IPA.

### 4. Punctuation and abbreviations

23. Single quotation marks are used to enclose actual quotes from other sources or for technical terms when they are first introduced. On subsequent mention of technical terms, no quotation marks are used. Excessive use of quotation marks should be avoided. Note that commas and full stops are placed after a closing quotation mark unless they are part of the quoted material, in which case they occur within the quotation marks.
24. Single quotation marks are also used to enclose the meanings of linguistic items (e.g. kingdom in the sense 'the territory subject to a king') or the translations of terms or examples given in another language (e.g. *cheval* 'horse').
25. Double quotation marks are used to enclose quotes within text which is itself quoted.
26. A full point and a space (e.g. J. A. H. Murray) should follow initials in personal names. There is no full point after Dr, Ms, Mrs or Mr. A comma is used before 'and' or 'or' when three or more items are co-ordinated (e.g. Benson, M., Benson, E., and Ilson, R.).
27. Avoid the use of slashes. If two terms are possible, use one, or give both and use 'and' or 'or' in between. Do not use 's/he', but make a choice or use 'they'.
28. Latin abbreviations such as 'i.e.' or 'e.g.' are acceptable only in expressions within parentheses, as here: 'adjectives which collocate with fare (e.g. *wholesome, simple, country*) ...'. Elsewhere, they should be replaced by their English equivalents, 'that is' or 'for example'. Italic should not be used for such abbreviations nor for such common Latin expressions as 'ad hoc', 'et al.', etc.
29. Numbers below 100 and vaguely expressed numbers should be spelled out. Precise numbers, units of measurement, and numbers above 100 should be stated in figures. Note, however, that numbers below 100 may be used in tables, diagrams and notes, e.g. 'references in this dictionary display a very clear majority of male to female persons (64 - 3)'.

### 5. Examples

30. Dictionary examples quoted in the body of an article appear in italics. Punctuation and use of capitals should follow the conventions used in the dictionary itself. When examples occur in set-off blocks of examples, figures or tables, they are left in roman typeface. Blocks of examples are introduced by a number in parentheses, thus:

(1) be in fashion, come into fashion  
be out of fashion, go out of fashion

31. The text preceding a block of set-off examples ends with a period if the block has already been referred to in the text by its number; otherwise it ends with a colon (as above). Avoid breaking off a sentence for set-off examples and then resuming it after the examples.
32. Blocks of examples should be numbered sequentially throughout the article. Use Arabic numbers in parentheses as in section 29, above. To subdivide sets of examples further, use lower-case letters in parentheses: (1)(a).
33. When examples are referred to, dashes should only be used to indicate all examples in a series: e.g. (1) - (4), or (1)(a) - (2)(b). When the examples are non-consecutive, distinguish them thus: (1)(a) and (2)(c).
34. When an example is from a language other than present-day English, a translation must be provided and, if relevant, a word-by-word gloss as well (e.g. *bol'naya sovest'*, lit. 'a sore conscience', i.e. an uneasy conscience). Note that the translation of an example consisting of a sentence starts with a capital and ends with a full stop.
35. When an example is taken from another work, give the source information, including the page number, either in the text preceding the example or in parentheses immediately following it. Note the conventions of punctuation here:

According to Cruse (1986: 77), a lexical unit constitutes 'the union of a lexical form and a single sense'.

A lexical unit constitutes 'the union of a lexical form and a single sense' (Cruse 1986: 77).

36. Examples containing any kind of graphic representation (e.g. tree diagrams, arrows, bracketing, etc.) should be prepared with great care.

## 6. Tables and figures

37. Every table should be given a number and brief title or caption set *above* the body of the table, thus:

**Table 1.** Terms used for 'sentence-like' and 'word-like' combinations.

37. Figures are also given a number and a caption, set *below* the figure:

**Figure 1.** Length and frequency of recurrent word-combinations.

38. Tables and figures should not be inserted in the text, but should be presented on separate pages at the end of the document. Put INSERT Table 1.../INSERT Figure 1... where you want to have the table or the figure in the printed version. Avoid expressions as 'In the following table ...' or 'As can be seen in the figure above ...'. In the printed version these elements can have to be placed at other positions.

## 7. Notes

39. Notes are not placed at the foot of the relevant pages but are set out in a numerically ordered block (headed **Notes**, in Arial 12 points) between the main text and the references. Notes should be used to provide short supporting comments on the matter of the main text. Any note longer than a few lines should either be incorporated into the main text or omitted. Notes should not be used for references or cross-references, which should be incorporated into the main text.
40. Notes should be numbered in sequence throughout the manuscript using a raised numeral (without parentheses). Whenever possible, the note number should be placed at the end of the sentence after the full stop. Avoid placing note numbers within examples.

## 8. Text references

41. Bibliographical references are given in short form at relevant points in the text. A short reference consists of the surname of the author followed by the date of publication in parentheses: Jones (1979)
42. Page references should be provided when reference is made to a specific passage in a book or article. These appear after the date of publication and are preceded by a colon and a single space: Jefferson (1996: 296–299) or Cowie (1999: 79).
43. When several short references occur within parentheses, use commas to separate different dates of publication or different authors: (Brown 1965, 1967, Smith 1968). Multiple references must be listed either in alphabetical or in chronological order: adopt only one convention and apply it consistently.
44. Use ‘et al.’ whenever there are more than two authors or editors for a given cited work (e.g. Smith et al. (1972), rather than Smith, Brown, Jones, and Green (1972)). For two authors, both names are given, conjoined with ‘and’, thus: Smith and Jones (1972).

## 9. Reference list

45. At the end of the article, a full list of references must be provided under the heading **References** (in Arial 12 points). The list must contain full details, as shown below, of all and only those works cited in the text. Please ensure that the reference list is complete when preparing the final version of an accepted manuscript; omissions often cause delay in publication.
46. In the reference list, dictionaries are listed first in a separate sub-section, with a bold sub-heading as shown. Other literature then follows, under the heading indicated below:

### References

#### **A. Dictionaries**

#### **B. Other literature**

47. Entries should be arranged alphabetically by surnames of authors. Multiple publications by the same author should be listed in chronological order, repeating for each entry the author’s name and using letters to distinguish different items published in the same year by a given author.
48. Please note that IJL follows the convention of title capitalization throughout. That is to say, capitals are used in the titles of books, articles, reviews and dissertations

(as well as in the names of journals and publishers) both initially and for all words other than conjunctions, determiners, pronouns and other such function words. Note that for references to works written in French, Italian and Spanish, only the first word of any title (including names of journals and publishers) is capitalized, in addition to proper nouns. In the case of German, the convention is that in addition to the first word of a title, all nouns are capitalized, but not words of any other class.

49. Authors are encouraged to use citation software to help keep the citations consistent. For example, EndNote offers the style definition for IJL for download on their website. However, always check and correct the details manually, as automatic citation software will not always work perfectly.

## 10. Reference Styles

50. Book (authored or edited)

**Landau, S. I. 1984.** *Dictionaries: the Art and Craft of Lexicography*. (First edition.) New York: Scribner's.

**Hartmann, R. R. K. (ed.) 1979.** *Dictionaries and their Users*. (Exeter Linguistic Studies, Volume 4.) Exeter: University of Exeter.

**Aijmer, K. and Altenberg, B. (eds.) 1991.** *English Corpus Linguistics. Studies in Honour of Jan Svartvik*. London: Longman.

**Note:** Authors are listed with their initials. Whenever authors prefer to give full names, they should give these for **all** names in the list of references.

51. Dictionary (with previous editions shown):

**Devoto, G. and Oli, G. C. 1990.** *Dizionario della lingua italiana*. (First edition 1967, second edition 1982.) Firenze: Le Monnier.

52. Dictionary (with common abbreviation shown):

**Summers, D. (ed.) 1987.** *Longman Dictionary of Contemporary English*. (Second Edition.) Harlow: Longman. (LDOCE2)

53. Article in journal:

**Moon, R. 2008.** 'Sinclair, Phraseology, and Lexicography.' *International Journal of Lexicography* 21.3: 243–254.

54. Chapter or article in book:

**Malkiel, Y. 1967.** 'A Typological Classification of Dictionaries on the Basis of Distinctive Features' in F. W. Householder and S. Saporta (eds.), *Problems in Lexicography*. Bloomington: Indiana University and The Hague: Mouton, 13-37.

55. MA or PhD thesis:

**Michiels, A. 1982.** *Exploiting a Large Dictionary Database*. PhD Thesis, University of Liège.

**Mittmann, B. 1995.** *Examples in English Monolingual Learners' Dictionaries*. MA Dissertation, University of Erlangen-Nürnberg.

56. Subsequent edition(s) of a book:

**Arnold, I. V. 1986.** *The English Word*. (Third edition.) Moscow: Vysšaja Škola.

57. Review:

**Corpas Pastor, G. 1997.** 'Review of P. Goldsmith and M. A. Pérez. *Diccionario Oxford Pocket para estudiantes de inglés*. Oxford and New York: Oxford University Press.' *International Journal of Lexicography* 10.2: 162–171.

58. Electronic sources:

All electronic sources should get citations as close as possible to corresponding traditional publication types and according to the rules and examples given above. Thus:

***Urban Dictionary Online***. 25 May 2008. <http://www.urbandictionary.com/>.

***Wordsmith***. 20 September 2006. <http://www.wordsmith.org/words/>.