Author Guidelines

1. Articles

1.1. General

- We accept, and publish, articles in the following languages: English, German, Spanish, and Danish.
- Articles should include an abstract in English regardless of the language of the article itself; the abstract should be no longer than 300 words.
- We welcome both short and longer research articles; articles should be no shorter than 4000 words and no longer than 15000 words, excluding bibliography and tables/figures/illustrations.

1.2. Title and structure

- Titles
  - The title should be clearly indicative of the content of the article. Illustrative or attention-grabbing titles are acceptable, provided that they are accompanied by explanatory subtitles and that they still bear relevance to the article.
  - Only the first letter of the title should be capitalised (of course, if proper names appear in the title, they should also be capitalised); if a colon occurs in the title, the following letter should also be capitalised.
- Structure
  - Articles should be clearly structured and include an introduction, a main body, and a conclusion. They should otherwise follow the conventions of best practice within the field or discipline that the article addresses or is aligned with, and within academic writing in general.
    - The introduction should clearly state the purpose of the article and clearly describe the issue/problem/phenomenon addressed in the article.
    - The main body should contain theory, method/data, analysis, and discussions and should be divided into sections in a systematic way.
    - The conclusion should tie in any loose strands and summarise the main findings or main points presented in the main body.
  - We are aware that the conventions in some disciplines deviate from the generally accepted structure. In such cases, we encourage authors to follow the conventions of the discipline in question. Here, it is a good idea to include a note to the editor explaining the choice of structure.
- Sections
  - Section format
    - Indentions: indent the first line in every paragraph – except in the first paragraph in a section or subsection (or subsubsection).

- Section boundaries: after every section, subsection, or subsubsection, there should be a space of one line.
    - Section headings
        - Section headings should be clear and as brief as possible. Subsections are acceptable, as are subsubsections – but subsubsections should only be used if absolutely necessary. Section, subsection, and subsubsection headings should be enumerated like this:
            - Section heading: 2. Fictive motion in cognitive semantics
            - Subsection heading: 2.1. Trajector-landmark relations
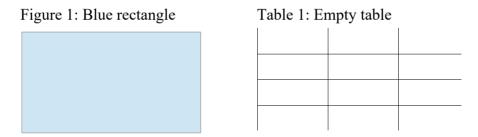   2.2. Dynamic versus static construal
            - Subsubsection heading: 2.2.1. Dynamic construal of static scenery
              2.2.2. Vantage point and viewing
        - Only the first letter of a heading should be capitalised (of course, if proper names appear in the the heading, they should also be capitalised); if a colon occurs in the heading, the following letter should *not* be capitalised

1.3. Formats

- Articles should be submitted in .doc- or .docx-formats. In size 12 Times New Roman with 1.5 line spacing.
- Formatting should be limited to italics, boldface, and small caps where necessary.
- Make sure that your submission is anonymous, and that there is no indication of your identity in the file specifications of your article.
- Notes
    - Notes should be presented as footnotes, not endnotes.
    - Notes should be enumerated, using superscript.
- Tables, figures, and illustrations
    - Tables, figures, and illustrations should be clearly enumerated.
        - Tables should be indicated like this: 'Table X: Description of table'
        - Figures and illustrations should be indicated like this: 'Figure X: Description of figure or illustration'.
        - The table/figure indication should appear above the table or figure:

Figure 1: Blue rectangle   Table 1: Empty table

- With tables, figures, and illustrations from other sources, make sure that you...
    - Indicate the sources very clearly.
    - Have the permission of the owners to reproduce the material in your article.

2. Reviews

- We accept, and publish, reviews in the following languages: English, German, Spanish, and Danish.
- Reviews should not include abstracts.
- Reviews should be no longer than 2500 words and no shorter than 1500 words.

- The title should clearly indicate the name of the author(s)/editor(s) and the title of the work under review.
- A review should offer a brief summary of the work under review; with anthologies and other edited works, each chapter/article should be summarised.
- A review should always be evaluative, taking into account:
  - The general quality of the reviewed work.
  - The reviewed work's contribution to the relevant field(s) of research.
  - The purpose of the reviewed work.
  - Suitable target readers.
  - Other factors may be addressed if significant.
- Reviewed works should be published no more than five years prior to the submission of the review, although, in some cases, reviews of older works may be accepted (in that case, contact an editor). Reviews of updated editions of older works, which were published no more than five years ago, are welcome. In that case, the review should reflect on the differences between the previous edition(s) and the edition under review.
- Reviews should always be written in a professional and respectful tone.

3. References and bibliographies (applicable to both articles and reviews)

3.1. References

- Basics
  - Basic reference format: '(Surname year: page(s))', as in '(Johnson 1987: 134)'; if pages are not relevant, then '(Johnson 1987)'.
  - In-text reference format: 'Surname (year: pages(s))', as in 'According to Johnson (1987: 134), this view is problematic...'; if pages are not relevant, then 'Johnson's (1987) main point is that...'
  - Two authors: '(Surname & Surname year: page(s))' or 'Surname & Surname (year: page(s))', as in '(Mayer & Highstone 2000: 322)' and 'Mayer & Highstone (2000: 322) point to the...'; if pages are not relevant, then '(Mayer & Highstone 2000)' and 'Mayer & Highstone (2000) address the issue of...'
  - Three or more authors: '(Surname of First Author et al. Year: page(s))' or 'Surname of First Author et al. (year: page(s))' as in '(Jones et al. 1995: 3)' and 'Jones et al. (1995: 3) argue that'; if pages are not relevant then '(Jones et al. 1995)' and 'The analysis in Jones et al. (1995) indicates that...'
  - Different authors with same surname: use initial before surname, as in '(O. Jespersen 1901)' and '(A. Jespersen 2000: 33)'
- Multiple pages
  - Consecutive stretch of pages: use a hyphen and full-page numbers as in '(Johnson 1987: 22-30)'
  - Multiple, non-consecutive pages: use commas, as in '(Johnson 1987: 22, 34)'
  - These may be combined, as in '(Johnson 1987: 22, 34-36)' or 'Johnson (1987: 22-24, 300-302) argues that...'
- Multiple publications in same reference
  - Multiple publications by same author: use commas as separators, as in '(Johnson 1987, 2000)' and '(Johnson 1987: 22, 2000: 44-49)'
  - Multiple publications with different authors: use semicolons as separator, as in '(Robertson 1977: 98-101; Marsh & Fernandes 1990: 5; Petersen 1991: 5, 1992: 7, 2000: 33)'
  - Multiple publications by same author and same year: use 'a', 'b', 'c', etc. after year

specification (this should also be specified in your bibliography), as in '(Labarre 2000a, 2000b)' and 'Simpson (1995a, 1995b: 44) argues that...'

- References with multiple years should be organised chronologically (old to new).
- Avoid making your references too complex. Instead of complex and potentially confusing references, you should split them up into more references, as in 'According to Pardo (2009: 12, 59-61) and Pardo (2011: 43-44, 50, 300-310), this tendency changed...'

- Several references to the same publication: abbreviations like 'ibid.', 'loc. cit.', 'op. cit.' and the like should be avoided. Instead, make full reference to the surname, year, and pages upon every reference.

3.2. Quotations

- Quotations shorter than three lines: should be in-text and indicated using curly double quotation marks as in 'Oha (2012: 45) points out that "such a definition of communication would be seriously unrealistic as it does not address the role of context"' or 'categorization is "central to both cognition and language" (Glassbottom 1993: 67)'
- Quotations longer that three lines should be block quotes without quotation marks, as seen below (use an indention of 1 on both sides):

> Language and communication are two sides of the same coin, yet ontologically different. Both serve to exchange information and establish, develop, and maintain interpersonal relations, ranging from an intimate level to large-scale societal levels. Language is designed for communication, but also has cognitive and cultural functions, while communication is possible via a number of different channels, modes and systems. (Sung-Oh 1981: 33)

- Special formatting in quotes: indicate whether the formatting was added by you or whether it is in the original like this:
  - formatting added by you: "this is known as splicing and *not* clefting" (Bragg 1989: 3 [italics added for emphasis])
  - formatting in original: "we will call this phenomenon **communicative bonding** in contrast with **social group membership**" (Locker & Davidson 2005: 4 [boldface in original])
- indicate ellipsis with three dots, as in 'According to Larsson (1993: 4), this argument is "problematic and may be dismissed as circular … and its proponents obviously gravitate towards pseudo-science"'.
- minor adjustments to quotes should be indicated using square brackets, as in 'This is "[a] minor issue" as Lohmann (1991: 78) puts it' or 'According to Stillwell (1968: 3) these three factors are "society, family [and] community".'

3.3. Bibliography

- General
  - Bibliographies are alphabetically organised.
  - Only items that are referred to in the article should appear in its bibliography.
  - Bibliographies are generally not divided into sections (except if absolutely necessary).
  - All items listed in the bibliography must include DOIs if applicable. This is called

Reference Linking and is mandatory. The DOI should be listed as the entire URL: 'https://doi.org/10.xxxx/xxxx', and not just '10.xxxx/xxxx'. Alternatively, you may choose to hide the long DOI number behind a text like this; '[Crossref](#).'.

- Book
  - One author: 'Surname, Name (Year). *Title*. Place: Publisher.'
  - Two authors: 'Surname, Name & Name Surname (Year). *Title*. Place: Publisher.'
  - Three or more authors: 'Surname, Name, Name Surname & Name Surname (Year). *Title*. Place: Publisher.'
  - Edition: 'Surname, Name (Year). *Title* (Nth ed.). Place: Publisher.'
  - Anthology or other edited work: 'Surname, Name (ed.). *Title*. Place: Publisher.'
  - Book edited by another person than author 'Surname, Name (Year). *Title*. Name Surname (ed.). Place: Publisher.'
  - Translated book: 'Surname, Name (Year). *Title*. Name Surname (trans.). Place: Publisher.'
  - Volume in multi-volume work: 'Surname, Name (Year). *Title of Collected Work – vol. N: Title of Volume*. Place: Publisher.'

- Article in journal: 'Surname, Name (Year). 'Title of article'. *Title of Journal*, volume(issue): page-page.'

- Chapter in anthology or edited work: 'Surname, Name (Year). 'Title of chapter'. In Surname, Name (ed.), *Title of Edited Work*. Place: Publisher. Page-page.'

- Newspaper/magazine articles: 'Surname, Name (Year). 'Title of article'. *Newspaper*/*Magazine*, volume/number, date: page-page.'

- Unpublished
  - Unpublished dissertation: 'Surname, Name (Year). *Title*. Dissertation type: Institution.'
  - Unpublished book manuscript: 'Surname, Name (ms). *Title*.'
  - Unpublished paper/article manuscript: 'Surname, Name (ms). 'Title''
  - Forthcoming book: 'Surname, Name (fc). *Title*. Place: Publisher.'
  - Conference presentation: 'Surname, Name (Year). 'Title'. Paper presented at *Conference Name*, Place, Date.'
  - Other presentation: 'Surname, Name (Year). 'Title'. Type of presentation given at *Event*, Place, Date.'

- Web page
  - Known author: 'Surname, Name (Year). *Title*. URL. Date of retrieval.'
  - Unknown author: '*Title* (Year). URL. Date of retrieval.'
  - Unknown year: use '(n.d.)' [title, URL, date of retrieval and, if possible, author should still figure in the entry]

- Computer software
  - 'Surname, Name. (Year). *Title*. Place: Publisher.'
  - If place and/or publisher is unknown, then leave this information out.
  - If the producer is a company or organisation, use that as name or author.

Examples:

Baker, Paul, Andrew Hardie & Tony McEnery (2006). *A Glossary of Corpus Linguistics*. Edinburgh: Edinburgh University Press. https://doi.org/10.1515/9780748626908

Christiansen, Mads (2018). 'Subordinativ vs. koordinativ. Zur pränominalen Strapazierfähigkeit in deutschen und dänischen Pressetexten'. *Zeitschrift für germanistische Linguistik*, 46. 333-354. https://doi.org/10.1515/zgl-2018-0022

Dienhart, John M. (2010). *The Language of Riddles, Humor and Literature*. Nina Nørgaard (ed.). Odense: University Press of Southern Denmark.

Fairclough, Norman (2015). *Language and Power*. London: Routledge.

Hill-Madsen, Aage (2019). 'The Heterogeneity of Intralingual Translation'. In *Meta*, 64(2): 537-560. https://doi.org/10.7202/1068206ar

Jürna, Merike (2014). 'Linguistic realities at the University of Copenhagen'. In Anna Kristina Hultgren, Frans Gregersen & Jakob Thøgersen (eds.), *English in Nordic Universities: Ideologies and practices*. Amsterdam: John Benjamins. 225-249.

Kvale, Steinar & Svend Brinkmann (2008). *Interview*. København: Hans Reitzel.

Lønsmann, Dorte (2017). 'Embrace it or resist it? Employees' reception of corporate language policies'. *International Journal of Cross Cultural Management*, 17(1): 101-123. https://doi.org/10.1177/1470595817694658

Mey, Jacob (2001). *Pragmatics: An Introduction* (2nd ed.). Oxford: Blackwell.

Reber, Elisabeth (2012). *Affectivity in Interaction*. Amsterdam: John Benjamins. https://doi.org/10.1075/pbns.215