# TOPICS IN LINGUISTICS

# Instructions for Authors

The publishing process in our journal is conducted in the following stages:

## 1. Selection of paper topic in line with the journal scope

When choosing your topic, we recommend that you keep in mind the scope of the journal.

## 2. Dispatch of paper via the online form

When writing and formatting your paper, please follow our style sheet. Your paper should be submitted in one of the standard editable text formats (doc., not PDF). To submit your paper, use the section Submissions in the left menu on the journal webpage. You will receive an automatic confirmation email and will be notified approximately within one month of submission of the results of the initial screening of your manuscript. The initial screening has three possible outcomes:

1) reject on one of the following grounds: the paper is outside the journal's scope, the quality of the paper does not meet the journal's high standards, the novelty of its contribution is unclear. We do not accept resubmissions of rejected manuscripts.

2) re-submit with revisions

3) proceed to full peer-review.

## 3. Receipt of paper by TIL editors

Editors register your paper, run a pre-check and prepare it for dispatch to the reviewers. The selection of reviewers is determined by the Associate Editors or Editor-in-Chief and it is fully in their competence.

## 4. Peer-review (double blind)

Each paper is sent to two reviewers. We follow our Publication Ethics and Malpractice Statement in the process of receiving and assessing your contribution.

## 5. Acceptance decision, incorporation of reviewers' comments, license agreement, proofreading

Based on the peer review results, the editors reject or accept your paper for publication. If the decision is positive, a license agreement is signed with the author/authors of the paper. The paper proceeds to final editing and formatting.
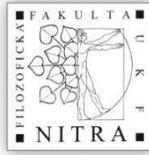
## 6. Publication in one of the journal issues
An accepted paper is added on the list of papers awaiting publication in one of the issues of the journal.

## 7. Charges and fees
The journal does not have article processing charges (APCs) nor article submission charges.

# TOPICS IN LINGUISTICS

# Style Sheet

## Language

As for language, you are fully responsible for the language correctness of your article. **If your native language is not English, it is strongly recommended that you have the manuscript checked by a native speaker before submission.** Our journal accepts both British and American spelling provided that you are consistent in your paper.

## Paper structure

In preparation of your manuscript, please follow the guidelines below and use the template at http://www.topicsinlinguistics.com/index.php/submissions/ . If your paper fails to meet the given requirements, it will be returned for rework.

### 1. Title
Capitalize only the first letter in the title of your paper.

### 2. Abstract
Your abstract should be written in English and it should be 150-250 words long.

### 3. Key words
We require between 5 and 8 key words.

### 4. Introduction
Usually one paragraph, numbered (**1. Introduction**)

## 5. Body
Use sections with 1.1, 2.1 etc. numbering.

### Examples of the data in languages other than English
The non-English words in the texts should be in *italics*. The translations are enclosed in single quotation marks. E.g. 'mind '. All the examples and sub-examples are numbered in the following way:

(1)   a.
      b.

(2)   a.
      b.
      c.

The examples are followed by word-by-word or morpheme- by-morpheme glosses depending on the purposes of the paper. The initial letter of the gloss is placed exactly below that of the example. Please follow the standard conventions proposed in **The Leipzig Glossing Rules**. For example:

  (1)  a*. Sophie reist   in die      Provence.*
      Sophie travels  in the.ACC.F Provence.
      'Sophie will travel to Provence.'

    b*. Sophie reist    in der      Provence.*
      Sophie travels in the.DAT.F Provence.
      'Sophie is travelling in Provence.'(from Gutzmann & Turgay 2011)

### References in the text
References in the body of the text must include the author's name, the year of publication, and page numbers, if necessary. For example:

Shore (1996) argues that ... Or  (Shore, 1996)
When there is more than one author of a work, they all must be listed. The surname listed last is preceded by an **and**. For example:
(Lakoff and Johnson, 1980)

If there are more than three authors, only the first one is listed and **et al.** is added. For example:

Beňačka, et al. ( 2009) ...

Further research (Beňačka, et al., 2009) ...

If there are more publications from several authors, the references are ordered chronologically. For example:

(Lakoff and Johnson, 1980; Johnson, 1987; Sweetser, 1990)

When several publications of the same author are cited, they must appear in chronological order. For example:
As argued by Kramsch (1993a; 1993b; 1998) ... Earlier research (Kramsch 1993a; 1993b; 1998) ...
When referring to another author's publication found in the source, use secondary referencing. For example:
(Brown, 1987 cited in Byram and Morgan, 1994, p.11)

**Quotations in the text**
If you quote only 2 or 3 lines, include the sentences in the text within double quotation marks. Use **p**. for a single page and **pp.** for a page range. For example:
Wierzbicka (2003, p.70) states that "English ways of speaking are characterised by a high degree of self-assertion, whereas in Japanese self-assertion is avoided and suppressed".
Longer sections should be indented and set off from the text without quotation marks. The quotation is followed by the surname, year and page reference in brackets. For example:

Rather than being a biological given, embodiment is a category of sociocultural analysis, often revealing complex dimensions of the interactions between bodies and personhood. ... Culture does not just inform embodied experience;  embodied experience is itself culturally constituted. (Gibbs, 2006, p.37)

Or

Gibbs (2006, p. 37) also argues ...:

**Footnotes**
Place footnotes at the bottom of the page. They must be numbered consecutively throughout the text, starting with number 1.

**6.  Conclusion**
Usually one paragraph, numbered.

**7.  References**
In the reference list all authors must be included in alphabetical order by the first author's surname. **Make sure that all the works cited in the text, including footnotes and abstract, appear also in the list of references (and vice versa).** The book, edited book and journal titles are in italics. In journal titles capitalize all lexical words. In book/article/chapter titles capitalize only the first word and the word after a colon. Examples:

**Reference to a book**
Kramsch, C., 1993a. *Context and culture in language teaching.* Oxford: Oxford University Press.
Lakoff, G. and Johnson, M., 1980. *Metaphors we live by.* Chicago: University of Chicago Press.
Varela, F.J., Thompson, E. and Rosch, E., 1991. *The embodied mind: Cognitive science and human experience*. Cambridge, MA: The MIT Press.

**Contributions in a book**
Ikegami, Y., 2008. The heart: What it means to the Japanese speakers. In: F. Sharifian, R. Dirven, N. Yu and S. Niemeier, eds. *Culture, body, and language: Conceptualizations of internal body organs across cultures and languages.* Berlin and New York: Mouton de Gruyter, pp. 169-

189.

Radden, G., 2000. How metonymic are metaphors? In: A. Barcelona, ed. *Metaphor and metonymy at the crossroads: A cognitive perspective*. Berlin and New York: Mouton de Gruyter, pp. 93-108.

**Articles in a journal**

Kramsch, C., 1993b. Language study as border study: Experiencing difference. *European Journal of Education*, vol. 28, no. 3, pp. 349-358.

**Electronic sources**

Jakel, O., 2002. The invariance hypothesis revisited: The cognitive theory of metaphor applied to religious texts. *metaphorik.de* [Accessed 20 April 2014].
Available at: http://www.metaphorik.de/02/jaekel.htm

**Conference papers**

Soriano, C., 2003. Conceptual metaphors and metonymies of anger in Spanish and English. Paper presented at *The 8th International Cognitive Linguistics Conference.* Logrono, Spain, 20-25 July.