

# Instructions for Authors

**REMEMBER:** The main aim of Links & Letters is to connect specialists and non-specialists alike by making specialised disciplines accessible to an interdisciplinary public. The articles should aim at clarifying complex issues for an audience of graduates and university teachers who may not be acquainted with your subject. Please, introduce your subject by giving a brief account of its place in current research and explain the most difficult terms you employ in your text.

## Manuscript submission and review

- Manuscripts are accepted for review on the understanding that the same work has not been nor is due to be published elsewhere, and that all persons listed as authors have given their approval for the submission of the paper. Reviews are both by anonymous peer and non-peer reviewers, given the interdisciplinary public for which Links & Letters is published.
- Manuscripts will be acknowledged on receipt. If accepted, the manuscript will be returned within two months at latest after the deadline for any necessary revision, and must be returned in electronic format within two months. If not accepted, authors will be notified within six weeks after the submission deadline.
- The Editorial Board reserves the right to return manuscripts which do not comply with the instructions. If any modifications are needed the manuscript will be returned to the author to make the necessary revisions before its publication.
- Authors are expected to correct and return page proofs to the editor of the issue within a week of receipt without additions or changes other than correction of printer's errors.

## Language

Manuscripts should be submitted in English.

## Manuscript presentation

Page 1 should contain the article title, authors(s) name, affiliation(s), and the name and complete mailing address of the author to whom correspondence should be sent, including telephone, fax and e-mail address, if available. The following pages should contain no identifying information which may disturb the anonymity of the reviewing process.

## Types of manuscripts

*Articles:* Manuscripts submitted as articles should have a length between 15 and 20 pages including notes, references and all graphic material.

*Book reviews:* Book reviews must not exceed 4 pages and should be related to the topic of the issue.

*Squibs:* Squibs should be a maximum of 8 pages, with a maximum 100 word abstract, 3 key words, without notes (except for any acknowledgements), and with a very reduced final set of bibliographical references.

*Notes and News:* Short information on upcoming events, dissertations and recent publications may also be submitted.

### General instructions for all submittals

*Send three copies of your manuscript:* Once your manuscript has been accepted you will be requested to send in a diskette with the modifications indicated by the reviewers.

*Specifications of diskette:* For editorial purposes, a copy of the manuscript on a diskette (size 3,5 inches) preferably with a Mac or MS-DOS system. Any of the usual word processing programmes such as Word Perfect or Microsoft Word are acceptable. Make sure the manuscript is identical to the content in the diskette.

### Articles

- Title of article should follow sentence case.
- Full name should follow with author's address and institutional affiliation.
- A short abstract between 10-12 lines (100-200 words) should appear on the second page (with title again). The abstract summarizes the conceptual content of the article. It should be followed by 3 to 5 keywords indicating the subject matter of the article.
- The text of the article should not exceed 20 pages including notes.
- Sections and subsections of the text should be numbered with Arabic numbers and the headings should appear in bold following sentence case.

### Book reviews

- Book reviews should start with the information on the book to be reviewed following the format below:

Andrew RADFORD. *Syntactic theory and the acquisition of English syntax*. Oxford: Blackwell, 1990, viii + 311 pages.

- The text should not exceed four pages.
- The author's name and institutional affiliation must appear at the end of the review.

### Examples in the text

A letter, word, phrase, or sentence cited as a linguistic example or subject of discussion appears in italics. Phonetic (IPA) or phonemic transcription should be enclosed in brackets or slant lines. A gloss and a translation must accompany examples from languages other than English.

- (1) *Zij moet appels eten.*  
She must apples eat  
'She must eat apples'
- (2) *Am'áyí á mwáná uyu á-ma-mu-zûnza*  
mother of child this SM-habit-OM-mistreat  
'The mother of this child mistreats him'

## Citations

*Direct quotations.* All the lines of a direct quotation from a text should be equally indented like a paragraph and followed at the end by the author, date of publication and the page number, as follows:

(Riley 1990: 32).

*Brief citations* given in the text should include author's name, year of publication and page numbers if relevant. See below:

- a) in this article Bresnan (1982: 259) introduced the principles of lexical functional grammar.
- b) The maturation hypothesis is not supported by the acquisition of the passive in Sesotho (Demuth 1989).

## Notes

Notes should be used sparingly and indicated in the text by consecutive numbering. They will be placed at the foot of the page and not at the end of the article. However, authors should present them separately after the main text.

## References

Full bibliographical references should be given at the end of each article, beginning on a separate page with the heading References and arranged alphabetically. See the format below:

- a) For books:  
Rusom, G. (1987). *Old English meter and linguistic theory*. Cambridge: Cambridge University Press.
- b) For articles:  
Aissen, Judith (1989). «Agreement controllers and Txotil comitatives». *Language*, 65: 518-536.
- c) For articles in books:  
Hockett, Charles F. (1964). «The proto central Algonquian kinship system». In Goodenough, W. (ed.). *Explorations in cultural anthropology*, 239-258. New York: McGraw-Hill.

All titles of books and articles should follow sentence case, as should internal section headings.

For titles of periodicals, conferences, proceedings, organisations, all content words are capitalised.

**Tables, figures and diagrams**

All tables, figures and diagrams should be numerated in Arabic numbers and included at the end of the article with an exact indication in the text as to where they should be inserted. Graphs and charts must be professionally prepared and may be submitted as original black and white drawings or as sharp black and white photographic reproductions. Colour originals are discouraged.

**Links and Letters** is a fully refereed journal.