YEARBOOK OF THE POZNAŃ LINGUISTIC MEETING

Author guidelines

Submission

Please send your initial submission as a **pdf** file. Note that, if your submission is accepted, we will require an editable file such as Word **docx** or Openoffice.org/LibreOffice **odf** for further processing.

Note that **all information allowing the identification of the author must be removed**, including from the metadata of your document.

Apart from the pdf file, please provide us with a separate document with the title of the submission (up to 120 characters), full names of all the authors, their affiliations and full contact details (e-mail and regular postal addresses). **Do not include any of this information in the article file itself.** Please note that the corresponding author's full contact details, including the postal address of her/his institution of affiliation, will appear in the final published version of the article. For this reason, if there are multiple authors, you need to identify **one** of them as the corresponding author.

Also, a running head of no more than 50 characters (including spaces) should be provided. This will be included in the top header of each right-side page.

In the manuscript file itself, an abstract of 150–200 words is required, and up to 5 keywords. Please select your keywords carefully, as they will be passed on to abstracting services in the event your article is accepted. Please delimit the keywords using semicolons.

All pages of the manuscript must be double-spaced and numbered consecutively.

All sections must be numbered consecutively up to a depth of three levels (e.g. 2.1.1). Wherever possible, use the section numbers for cross-referencing within the article.

Please avoid excessive use of notes. Wherever possible, include the material in the body text or consider deleting it altogether. Use footnotes rather than endnotes. Keep the footnotes as short as possible.

Formatting

Important: **formatting should be kept to an <u>absolute minimum</u>.** We will **remove/change** most formatting if your article is accepted. In particular, custom styles for page numbers, footnotes, page headers, section titles, as well as automatic numbering etc. must be avoided wherever possible in the editable file submitted for further processing upon acceptance.

It is acceptable to use bold face, italics, underlining, small capitals, superscript and subscript.

Since *YPLM* is open access, if in doubt about any of the instructions below, you can **visit our page** at https://content.sciendo.com/view/journals/yplm/yplm-overview.xml and **see how the guidelines are applied** in practice in actual published articles. However, please do not hesitate to contact us for assistance.

Fonts

Non-standard fonts must be avoided.

If your paper is accepted, all special characters (phonetic symbols in particular) will have to be produced using the Times New Roman font, or the Doulos SIL font, available free of charge from SIL International at http://software.sil.org/doulos/.

If the use of a custom font is essential, this should be a Unicode font. You will have to make the font file available to us. Check that you are able to do so. Note that there may be copyright restrictions for commercial fonts.

Tables

Please plan your tables carefully. **Limit special formatting to an <u>absolute minimum</u>.** Leave the table as plain as possible, with all cell borders set to a single line (thick or double if needed). Preferably, your tables **should not be wider than 11.5 cm**; this is the final width of the text column in YPLM.

Do <u>not</u> attempt to recreate our style of table formatting. We will do this for you. Make a plain table with single borders for all cells.

Note that tables do not count as figures, and they are numbered separately.

Finally, note that we may change the exact location of figures during final formatting. For this reason, please refer to tables by number, e.g. "see Table 2", **not** "see the table below".

Figures and images

Please note that for graphs etc. we will require **vector rather than raster images** for the accepted version of your submission.

If you produce your graphs etc. using Microsoft Excel or Word, or their OpenOffice/LibreOffice equivalents, please keep the original format files, as we may ask for them in some cases.

Do not use 3D effects in graphs.

For other figures, we will require the figures to be exported from your originating software to a vector format, such as Scalable Vector Graphics (svg) or Encapsulated Post Script (eps). Usually, if your original software can save/export a pdf file, we will be able to extract a vector image from there, but the effects vary, so please contact us for details.

Raster formats (such as jpg or png) are only acceptable for images that are not line art, such as photographs.

Note that we may change the exact location of figures during final formatting. For this reason, please refer to figures by number, e.g. "see Figure 2", **not** "see the figure below". Do not treat figures as if they belong in a specific place in the text column.

Linguistic examples

All linguistic examples must be numbered consecutively throughout the paper, using parenthesised Arabic numerals (e.g. (3)). Please do not use automatic numbering.

Examples in the body text should be set in *italics*; those presented as numbered examples outside of body text paragraphs should not be set in italics. Examples from languages other than English should be provided with an English gloss in single quotation marks (e.g. *menedżer* 'manager'), without surrounding brackets. Examples using scripts other than Latin should also be transliterated using the most standard transliteration scheme for the given language.

If a word-for-word gloss is needed for a longer example, we strongly recommend using a table or, as a last resort, aligning the words using tabs. ***Do <u>not</u> under any circumstances use spaces*** to align the words!

Syntactic trees

Please contact us about how to produce syntactic trees.

References

All sources referred to in the body text must appear in a References section at the end of the article. The section must not contain any sources not referred to in the text. Please verify that the names and dates match exactly.

For all book and article titles in lesser-known languages, an English translation must be provided in addition to the original.

Please note the use of punctuation, capitalization and the ordering of first-name initials.

Keep the formatting to an absolute maximum. We advise against indenting reference section entries but if you prefer to have an indent, make absolutely sure you do so using the hanging indent feature rather than tabs within the entry text.

As of this volume, our format will follow the Unified Style Sheet for Linguistics, described here:

https://www.linguisticsociety.org/resource/unified-style-sheet

Reference format examples: Body text

According to Gibbon (2005: 450)...

This process is not new (Collins & Mees 1996, 2019; Fabricius 2002).

This is discussed by many sources (e.g. Collins & Mees 2019: 119; Lindsey 2019: 55–56).

Knight et al. (2000) compiled a collection... [if there are more than two authors]

Reference format examples: Reference section

The references should be arranged alphabetically, and works by the same author should be sorted chronologically.

Collins, Beverly & Inger Mees. 1996. Spreading everywhere? How recent a phenomenon is glottalisation in Received Pronunciation? *English World Wide* 17(2). 175–187.

Collins, Beverly & Inger Mees. 2019. *Practical English phonetics and phonology*, 3rd edn. London: Routledge.

Fabricius, Anne. 2002. Ongoing change in modern RP. Evidence for the disappearing stigma of t-glottalling. *English World-Wide* 23(1). 115–136.

Gibbon, Dafydd. 2005. Afterword: Navigating pronunciation in search of the Golden Fleece. In Katarzyna Dziubalska-Kołaczyk & Joanna Przedlacka (eds.), *English pronunciation models: A changing scene*, 439–464. Bern: Peter Lang.

Knight, Chris, Michael Studdert-Kennedy & James Hurford (eds.). 2000. *The evolutionary emergence of language: Social function and the origins of linguistic form*. Cambridge: Cambridge University Press.

Lindsey, Geoff. 2019. *English after RP*. London: Palgrave Macmillan.