

Appendix B

Abridged version of Guidelines for “Germanistische Linguistik” (GL) (Updated: July 2024)

1. General

All completed and reviewed articles must be sent as separate Word documents (docx) and numbered in the order in which they are submitted. All illustrations and graphics must be submitted as individual files (jpg, png, tif, pdf, eps). Tables can be integrated directly using the table function in Word and do not need to be supplied separately. The finished articles, formatted and reviewed according to the specifications, will be sent by the volume editors to the GL editorial team at the Forschungszentrum Deutscher Sprachatlas (gl@staff.uni-marburg.de). The GL editorial team reserves the right to request further revisions or the deletion of individual articles in individual cases (see also Appendix A, Ablaufplan).

2. Abstracts

Each essay includes a title in both English and German as well as an abstract in English and German, approximately 600-800 characters in length (including spaces).

3. Formatting guidelines

- Times New Roman, 12 pt; Footnotes in 10 pt, Line spacing: 1,5
- Please refrain from using (automatic) hyphenation.
- Highlighting words or phrases (e.g. terms or speech examples) is done in *italics*. Please avoid using **Bold** or underline where possible. Do not use CAPITAL LETTERS!
- Meanings and translations of a term or phrase are enclosed in single curved quotation marks (‘. . .’, 6 and 9).
- Please only use nonbreaking spaces and fixed distances – if even – sparingly.
- Within text cited work titles (literature, music pieces, movies) are written in *italics* without quotation marks: Shakespeare’s *King Lear*, Goethe’s *Faust*, Platons *Politeía*
- The same goes for foreign-language terms. These are usually in *italics*; the only exceptions are terms in non-Latin writing and words: *frontier*; *la terreur*; *polis* but πόλις; Polisgemeinschaft
- Foreign-language names of institutions and associations are also written in *italics*: *Außenministerium*; *Quai d’Orsay*; *Città del Vaticano*
- Double quotation marks can be used in order to relativize or problemize terms, or to distance oneself from them: the “third empire”; ethnic “cleansing”; the “weak” gender
- Numbers (with the exception of years) with more than three digits should be separated with a comma in English:
1,000; 10,500
- Decimal points in English are separated with a period:
7.45; 1,564.90
- Please write the entire month name in the main body of text. The shortened form can be written in the footnotes as well as in tables and graphs.
- Ellipsis: three periods in square brackets [...]. Ellipsis that replace a complete word, are preceded and followed by a blank space. If the ellipsis only replaces part of a word, then there is no blank space. Typically, there is no blank space at the beginning nor the end of a quote.

- Periods, question marks and exclamation marks stand before the closing quotation marks only if they are part of the quotation itself. In that case no punctuation is set after the closing quotation mark.
“Long live democracy!” That was her most ardent wish.
- The original spelling and punctuation are maintained in quotations, however the typography (font type and size, type of text markup) is generally not maintained.
- The title/description is above tables but below illustrations.
- Please insert illustrations and tables directly into the correct place in the document and include a title/description. The image file should have at least 300 dpi in the desired print size. Please also send the images as separate files (JPG or TIFF) to the editorial board. The authors themselves are responsible for the clarification of image rights.

4. Guidelines for formatting short bibliographic references in text

All quotations must be referenced. References are made by means of a short reference in the text (not in a footnote):

- Two authors are separated with an “and”: Müller and Meier (1988)
- If there are more than two authors, please use “et al.”: Müller et al. (1988)
- In-text citation: Müller (2011: 54)
- In-text citation within brackets: (see Müller 2011: 54)
- Multiple citations within brackets. (Müller 2011, 2012, Meier 2013)
- For page ranges, please use a dash: 23–24
- Avoid abbreviations such as “ibid.”. Always provide the complete page range and the full bibliographic reference.
- Please also reference paraphrased text within the text, not in the footnote. (cf. Müller 2011: 54)
- Every in-text citation must also be referenced in the bibliography.

5. Guidelines for the formatting of the bibliography

- Only include references in the bibliography that are included within the text.
- For each article with a DOI, the DOI **must** be indicated in the bibliography. If an article has several DOIs, the DOI of the first publication must be stated.
- Formatting guidelines for DOIs and URLs: With automatic insertion (copy-paste), the links are inserted in blue font colour and underlined: The font colour (= blue) must be changed into black, the underlining is NOT deleted (cf. example for *Journal contributions* in BIBLIOGRAPHY).
- The bibliography is sorted alphabetically.
- Multiple texts by the same author/authors are sorted chronologically by ascending years. Identical publishing years are marked with “a, b, c” etc.
- Only the first publishing place is named, all others are written with et al.
- Website references: URL: <www.deutscher-sprachatlas.de> [Accessed on: 17.01.2023].
- All authors and editors are named in the bibliographic reference. (“et al.” is not used)

- Pay attention to complete and correct literature references. Also include subtitles and series titles.

BIBLIOGRAPHY

Monographs:

Ferré, Barbara Meister. 1994. *Stability and Change in the Pennsylvania German Dialect of an Old Order Amish Community in Lancaster County*. Stuttgart: Steiner (Zeitschrift für Dialektologie und Linguistik. Beihefte. 82).

Contributions from anthologies:

Nübling, Damaris. 2020. Inflectional Morphology. Nouns, in: Putnam, Michael T. and B. Richard Page (ed.). *The Cambridge Handbook of Germanic Linguistics*. Cambridge et al.: Cambridge University Press, p. 214–237.

Wolff, H. Ekkehard. 2011. Semitic-Chadic Relations, in: Weninger, Stefan (ed.). *The Semitic Languages. An international Handbook*. Berlin et al.: De Gruyter Mouton (Handbooks of Linguistics and Communication Science. 36), p. 27–38.

Journal contributions:

Polinsky, Maria and Gregory Scontras. 2020. Understanding heritage languages, in: *Bilingualism: Language and Cognition*, Vol. 23, Issue 1, p. 4–20. DOI: <<https://doi.org/10.1017/S1366728919000245>>.

Online Sources:

Elspaß, Stephen and Robert Möller (ed.). 2003–. *Atlas zur deutschen Alltagssprache*. URL: <<http://www.atlas-alltagssprache.de>> [Accessed on: 22.08.2017]

Language atlases:

SBS = König, Werner (ed.). 1998. *Sprachatlas von Bayerisch-Schwaben. Band 6: Formengeographie I. Verbum*. Edited by Edith Funk. Heidelberg: Winter (Bayerischer Sprachatlas. Regionalteil 1).