Instruction for Authors

Contributions should be sent as an e-mail attachment in electronic form to exell.ff@unitz.ba. All contributions should be in English.

Contributions should be prepared using the following format:

Paper size: custom page size 17 cm x 24 cm

Spacing: single (before 0, after 3mm)

Alignment: justified

Font: Book Antiqua 10

Use footnotes rather than endnotes.

Use the following order and numbering of pages:

Page 0:   title and subtitle; (Book Antiqua 18, bold, centered)

Page 1:   title and subtitle; (Book Antiqua 18, bold, centered)

                    authors' names and affiliations; (Book Antiqua 14, centered)

                    abstract and keywords (up to 120 words; Book Antiqua 8)

Page 2 etc.:   body of the work.

References: beginning on a new page.

Last page: complete authors' addresses (including e-mail addresses).

Any special matter (i.e. drawings, tables, figures) that could not be integrated into the text should be added on a separate page.

All sections and subsections in the text should be numbered with Arabic numerals (1. / 1.1. / 1.1.1.;). The following font types should be used for section titles at the different levels:
1. Book Antiqua 12, Bold, single (before 24pt, after 12 pt)
1.1. *Book Antiqua 11, Number in bold but the title in bold italic* (before 18pt, after 6 pt)
1.1.2. *Book Antiqua 11, Number in regular but the title in italic* (before 18pt, after 6 pt)

Section titles should be preceded by two blank lines and followed by one blank line. Indent the first line of each paragraph by 0.5 cm, except for the first paragraph of a new section.

Use *italics* for all cited linguistic forms, examples in the text and foreign terms. Do not use italics for emphasis, or to mark foreign words that have entered common usage.

Use small capitals to mark a technical term at its first use or definition (if necessary), or to give emphasis to a word or phrase in the text.

Within the text, give only a brief citation in parentheses consisting of the author's surname, the year of publication, and page number(s) where relevant: (Langacker, 1987) or (Dirven, 1993: 10). If a cited publication has more than two authors, use the surname of the first author, followed by "et al". If the author's name is part of the text, then use this form: Labov (1973: 340) comments ...

You may also use abbreviations if necessary. They should be explained in the bibliography, for example OED for Oxford English Dictionary.

A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. A lengthier quotation of 40 or more words should appear separated from the surrounding text, with a blank line before and after, with each line indented five spaces from the left margin. They should be printed in font size 10, without quotation marks. Use three unspaced periods in square brackets [...] to *indicate ellipsis.*

Words or phrases in languages other than English should be in italics and accompanied by a translation between single quotes. E.g., *nuit* 'night.'

Examples should be numbered with Arabic numerals between parentheses and set apart from the main body of the text by leaving spaces before and after. Use lowercase letters to group sets of related items. In the text, refer to numbered items as (2), (2a), (2a,b), (2 a-b), or (2) b.

Examples from languages other than English should be accompanied, if necessary, by a word-by-word or morpheme-by-morpheme gloss, as appropriate, and by a translation

between single quotes as well. Align word-for-word or morpheme-by-morpheme glosses of example phrases or sentences with the beginning of each original word, for example:

(1) Dragi kolege,   bit   ću   *kratak.*
    Dear colleagues   be   will-1sg   brief.

    'Dear colleagues, I'll be brief.'

At the end of the manuscript provide a full bibliography, beginning on a separate page with the heading **References**, (left justified). Entries should be organized alphabetically by surnames of authors. Use a hanging indent style, with the first line of the reference flush against the left margin and subsequent lines indented by 1 cm. Font: Book Antiqua 9, Spacing: single (before 0 pt, after 0pt). List multiple works by the same author in ascending chronological order. Use suffixed letters a, b, c, etc. to distinguish more than one item published by a single author in the same year. If more than one article is cited from one book, list the book as a separate entry under the editor's name, with crossreferences to the book in the entries for each article.

Each entry should contain the following elements in the order and punctuation given:

Books

Surname, Name, Name Surname (2000). *Title with All Content Words in Capital Letters.* Place: Publisher.

Surname, Name, Name Surname (2000). *Title as Above* (3rd edn.). (Series No.). Place: Publisher.

Articles in books

Surname, Name (1999). Article title with capital letters only for first word and Proper Names. Surname, Name, Name Surname, eds. *Book Title as Above.* (Book Series No.). Place: Publisher, 3-56.

Articles in journals

Surname, Name (1991). Article title with capital letters only for first word and Proper Names. *Journal Title with All Content Words in Capital Letters* 24: 128-156.

ETHICAL/LEGAL CONSIDERATIONS:

A submitted manuscript must be an original contribution not previously published, must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in a similar form, in any language.