

## TRANSACTIONS OF THE PHILOLOGICAL SOCIETY

Members and non-members of the Philological Society are invited to submit articles for publication in *Transactions*, irrespective of whether they are based on papers delivered at meetings of the Society.

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Authors are encouraged to make article submissions accessible to a general linguistic or philological readership and not addressed solely to specialists. Abbreviations and acronyms should be kept to a minimum. Extensive background material can be made available to readers via the Philological Society website of the journal (<https://philsoc.org.uk/transactions>), rather than being included in an appendix and printed in the journal itself. If in doubt, please ask the editor. Authors should use either British spelling or American spelling consistently.

## FORMATTING

The length of articles should not exceed 15,000 words. Each submission should be accompanied by an abstract (max. 200 words) in English, which briefly explains the object of investigation and the claims made in the article. We also encourage authors to include a translation of the abstract in a language other than English. This should be either a language studied in the article or one that is officially spoken at the institution in which the research was conducted. The abstract(s) follow(s) the title (in full caps) and the name(s) and institution(s) of the author(s) (in small caps and italics, respectively).

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BY NAME SURNAME AND NAME SURNAME

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## ABSTRACT

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## RIASSUNTO

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[Italian]

Authors are encouraged to divide their article into sections, which should be numbered and start with a section heading. Level one numbered section headings (1., 2., etc.) should be in small capitals, with full capitalisation following standard conventions. Level two headings (1.1., 1.2., etc.) should be in italics, again with capitalisation following standard conventions. Section numbers should be separated from the section headings themselves by a space rather than a tab:

## 1. LEVEL ONE HEADING

### 1.1. *Level two heading*

The first line of the first paragraph within a section should not be indented. The first line of second and subsequent paragraphs within a section should be indented.

Do not use a running header.

Notes should be few and brief and should be submitted as footnotes. If relevant, note 1 should contain reference to any oral paper(s) the article is based on, acknowledgements, etc. Both the main body of the text and the footnotes should be left and right justified.

Tables, charts, etc., (though not simple rules, examples or formulae) should be labelled *Figure 1*, *Table 1*, etc., as appropriate and appear in the relevant point in the article. You should also submit them as separate files. Tree diagrams and other simple diagrams should be numbered as other examples.

Phonetic or phonological transcriptions should make use of the symbols and conventions of the International Phonetic Association alphabet.

## EXAMPLES

In the text, numbered examples should start on a new line, after a blank line, flush with the left margin. They should be in Arabic numerals and in the following style:

- (1) a. The farmer fed the duckling.
- b. The duckling was fed by the farmer.

In footnotes, examples should be numbered with small Roman numerals in the following style:

- (i) The farmer didn't feed the duckling.

Languages normally written in non-Roman script (including Greek) should be cited in transliterated form. Examples from languages other than English should be set out in the following manner: the first line is in the original language; the second line immediately below is a word-for-word or, where appropriate, morpheme-for-morpheme, gloss (morpheme-for-morpheme glosses should be aligned with tabs, so that the gloss lines up with what it glosses); the last line is an idiomatic English translation enclosed in single quotation marks. Our publishers use tables to align examples and glosses, so authors may want to do the same.

Glosses	should	abide	by	the	Leipzig	glossing	rules
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(<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>). The abbreviations that provide grammatical information should be those listed in the Leipzig glossing rules. Any additional abbreviations must be explained in a list, which can be provided in a footnote at the beginning of the article or immediately following the first example with such abbreviations.

This is an illustration of how an example in a language other than English should be set out.

- (2)      Lu profeta Zacharia previdi              Cristu essiri    passionatu.  
         the prophet Zacharia foresee.PST.3SG Christ be.INF    sacrifice.PTCP.MSG  
         ‘Zachary the Prophet foresaw that Christ would be sacrificed.’  
         (Old Sicilian, *Sposizione del Vangelo*)

NB: the font size and type used in the glosses should be the same as in the cited example.

Whenever possible, a section should not end with an example. Examples and translations should normally follow standard punctuation and capitalisation. The language and, wherever appropriate, the source of the examples must be given (see above).

## TYPOGRAPHICAL CONVENTIONS

### SMALL CAPITALS

- i.          Level one headings.
- ii.        Technical terms when first introduced.
- iii.       Grammatical information in the glosses of numbered examples (as above).

### *Italics*

- i.          Level two headings.
- ii.        Examples in any language within the running text.
- iii.       Foreign words.
- iv.        Titles of books, journals and dissertations (in the references section).

Please do not use italics for abbreviations, even for abbreviations in languages other than English. Please do not use italics for et al., cf., in situ, etc, and do not use italics in glosses.

### **Bold**

- i.          Emphasis in numbered examples.
- ii.        If necessary, for emphasis in the text or footnotes (though please be sparing).

### ‘Single quotation marks’

- i.          The first mention of terms used with an unfamiliar technical sense.
- ii.        ‘Meanings’ of foreign language examples in the text.
- iii.       Short quotations included in the running text. Quotations should be referenced.
- iv.        Direct speech.
- v.        Idiomatic translations given in the third line of numbered examples.

Longer quotations should be in a separate paragraph (or paragraphs), starting on a new line, indented at the left margin throughout and without any quotation marks. Do not add an additional tab to the first line.

NB: Please ensure that your word processor has its ‘smart quote’ function turned on. If relevant, please make sure that the prime mark ('), used for example in semantic notation and to indicate stress in phonetic/phonological notation, is clearly distinguished from single quotation marks.

“Double quotation marks”

- i. Quotations within quotations.
- ii. Terms whose validity is questioned.
- iii. Terms that are not used in a literal or conventional way (please use these sparingly!).

NB: Please ensure that your word processor has its “smart quote” function turned on. If relevant, please make sure that the double prime mark ("), used for example in tree diagrams, is clearly distinguished from double quotation marks.

Bullet points can be used in unnumbered lists.

## **AUTHOR’S CORRESPONDENCE ADDRESS**

Where article submissions have been accepted for publication, and final textual amendments have been made prior to production, authors are asked to add their correspondence address(es) after the main body of the text and before the references section(s). The information should be set out as below.

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In the case of multiply authored papers, it is for the authors to decide if they provide one correspondence address or more. Each address should be preceded by the relevant author’s name.

## **ACKNOWLEDGEMENTS**

Acknowledgements can be included in the first footnote (see above) or in a separate section (titled ACKNOWLEDGEMENTS) to appear between the Correspondence address(es) and the References section.

## **REFERENCES**

Reference in the text should be in one of the following forms: ‘...applies also to nouns (see Matthews 1981: 231-233)...’; ‘...Rigter & Beukema (1985: 116) distinguish between...’. Please use ampersand (&) rather than ‘and’ when giving the names of the authors/editors of

multiply authored/edited works. Do not use *ibid.* and *op. cit.* The name of a single author or editor should be given in full at each mention, rather than abbreviated. The names of the authors/editors of multiply authored/edited works can be abbreviated if these works are referred to frequently, as in ‘...Chomsky & Halle (1968) (henceforth C&H)...’. Where works have three or more authors/editors, please use, e.g., Smith et al. (2011).

The author’s correspondence address should be followed by a full list of bibliographical references, headed:

#### REFERENCES

References in the references section should be listed in alphabetical/date order by first named author/editor. Where possible, provide in full one given name for each author/editor (rather than a mere initial). This will aid readers following up your references in bibliographies, library catalogues, etc. In the case of joint authors/editors the & sign should be used, not the word *and*. Give place of publication and publisher for books, and where possible provide the doi.

Give full urls and date accessed for online materials. Titles of journals should be given in full or abbreviated as in *Bibliographie linguistique*.

For case, punctuation, etc., please follow the examples below. Please note that the author names are in small caps, with full capitalisation following standard conventions.

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