

## Information for contributors

**Language.** All contributions should be in English. Contributors whose native language is not English should have their manuscripts gone through by a native speaker before submission.

**Format.** Contributions should preferably be submitted as ASCII files on diskette, together with a printout made from your word-processing system. As regards other possible formats, consult the editors before submission of your manuscript.

**Headings.** The title of the paper should be followed by the author's name and academic affiliation. Sections and sub-sections should be numbered. Headings should **not** be singled out typographically (by boldface, capitalization, or the like).

**Tables and figures** should be numbered and titled (tables above and figures below). They should always be referred to by their number, **not** by expressions like 'see the diagram below' or 'in the following table'. Tables should be submitted in a separate file. Drawings, graphs, and other illustrations must be reproducible originals.

**Quotations.** Use single quotation marks, except for quotes within quotes. Long quotations should be indented and given without quotation marks.

**Examples** should normally be numbered and set apart from the text following standard linguistic practice. Short examples in the running text (words or phrases) should be in italics.

**Notes** should be placed at the end of the paper. References to notes in the text should be indicated as follows: 1, 2, etc.

**References** should conform to standard linguistic practice. References in the text should follow this pattern: Francis (1979: 110) defines a corpus as 'a collection of texts assumed to be representative of a given language, dialect, or other subset of a language, to be used for linguistic analysis'. The list of references at the end of the paper should be presented as shown by these examples: