Submission Guidelines

Taal & Tongval - Language Variation in the Low Countries

GENERAL INFORMATION

Aims and Scope

Taal & Tongval: Language Variation in the Low Countries is a peer-reviewed, academic journal devoted to the scientific study of language variation in the Netherlands and Flanders, in neighbouring areas and in languages related to Dutch. All types of variation are covered, including but not restricted to geographical, social, ethnic, stylistic and diachronic variation. Articles may deal with all aspects of human language. The journal welcomes both empirical work as studies linking language variation to developments in theoretical linguistics.

Publication Ethics

Amsterdam University Press and the editors of *Taal & Tongval* endorse the COPE (Committee on Publication Ethics) guidelines and will pursue cases of suspected research and publication misconduct (e.g. falsification, unethical experimentation, plagiarism, inappropriate image manipulation, redundant publication). By submitting an article for review to this journal, the editors and the publisher will understand the author agrees to adhere to the principles and practices as set out in AUP's publication ethics and malpractice statement. For further information about the COPE principles on publication ethics, please see http://www.publicationethics.org.

Editorial Procedure

Submitted manuscripts are read by members of the editorial team, who decide whether to accept for peer review. Once accepted for peer review, the anonymized version is read by two external reviewers (double blind peer review), who report to the editorial board. The editors decide whether to accept, conditionally accept or reject the manuscript. If the article is conditionally accepted, it will be returned to the author for revision, upon which the editors take the final decision to accept or reject the article for publication. Authors will need to sign a Consent to Publish Agreement prior to publication.

The editors will endeavour to review your article as quickly as possible, but they are reliant on the availability of suitable referees.

To expedite the review process it is important to follow the directions given in this document and address any recommendations given in the review reports in a separate document when you submit your revised manuscript to the managing editor.

ARTICLE SUBMISSION

Articles for consideration by the editors should be sent to **Gunther De Vogelaer**:

devogelaer@uni-muenster.de

Articles should not be longer than 10.000 words (including references). For illustrations please subtract 400 words per page (e.g. half page illustration, minus 200 words). The journal accepts articles written in Dutch, English and German. In certain cases we also consider articles in other languages, including Frisian, Afrikaans, and French. Please submit your article as an anonymous file, both in Microsoft Word format and as a pdf-file.

Please submit the following with your article:

- a separate title page that includes: the full title of the manuscript, the names and complete contact details of all authors, the abstract (in English), 5-8 keywords (in English), and any acknowledgement texts. Non-English submissions should contain an English translation of the title. The abstract should not be longer than 150 words.
- A list of Works Cited at the end of the article

In the interest of blind peer-review, make sure you do not refer to yourself in the article.

Any section headers should be marked clearly as a header. Number sections and do not use more than one sub-heading.

For references and general principles of style, the journal uses the **Author-date references** following the Chicago Manual of Style. See below for details.

If your article is accepted for publication, it is your responsibility to apply the style and language requirements.

Illustrations

Taal & Tongval accepts illustrations as long as these are a necessary part of the article. For initial submission you can embed any illustrations in the article. When your article has been accepted we require high resolution image files (see below for technical details). Authors are responsible for securing permissions for reproduction in the journal. Illustrations normally appear in full colour online, and are printed black-and-white. Authors can, however, also opt for full-colour printing at a moderate cost.

Glosses

Linguistic examples should be followed by glosses and, if relevant, a translation. Please adhere to the Leipzig glossing rules for glosses: https://www.eva.mpg.de/lingua/resources/glossing-rules.php. When formatting glosses, use tabs rather blank spaces.

Tables

Tables should be included in the text, provided with a number and a subscript. In formatting tables, refrain from using blank spaces and use tabs instead.

Supplementary Media

It is possible to add electronic supplementary materials, including supporting applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other items that would not be suitable for inclusion in the article PDF. If you have such files, please consult with the managing editor or the production editor at AUP to see what is possible.

ACCEPTED ARTICLES

Only complete and final articles will be forwarded for typesetting. Submit files in Word, by e-mail. A complete article consists of the following elements in this order:

- Title
- Subtitle
- Names of the authors
- Title, Abstract and Keywords in English
- Text
- Notes (if appropriate)
- Bibliography (if appropriate) with titles italicized
- Information about the authors

Consent to Publish Form: To be able to publish your article all authors are required to sign a Consent to Publish Form. The Editor of your Journal can provide this form to you.

A professional typesetting firm will compose your manuscript according to our house-style, so your manuscript only needs to have the minimum of formatting when you send it in. Only use italics, bold or small capitals. Add headings where relevant. If you use headers, make sure these are recognizable as such, using numbers. If you have more than one level of text, there should be a clear and consistently used distinction between the different levels. Other than that, please refrain from formatting the text.

Spelling should conform to British practice and follow the Oxford English Dictionary. [Commonwealth spelling (as given in the Oxford English Dictionary and its derivatives) is preferred (e.g. honour, defence, centre, travelling, etc.). If you wish to use American spelling, please agree this in advance with your editor and follow Webster's English Dictionary.]

Additional guidelines:

Notes
- Use endnotes
- Note reference numbers should be located in the main text at the end of a sentence and after the punctuation; they should be marked with a superscript number. It is imperative to use the 'insert foot-/endnote' function for this, so as to keep reference and note together during typesetting.
- Submit notes using Arabic numerals.

Figures, tables, graphs
- Submit diagrams, figures etc. in a separate file. These should be numbered consecutively; indicate in the text where you want these to be inserted (for example: [PLACE ILLUSTRATION 1 HERE]). This will be the approximate place where the typesetter will insert the illustration, as exact placing can only be determined at the time of typesetting.
- Illustrations normally appear in full colour online, and are printed black-and-white. Authors can, however, also opt for full-colour printing at a moderate cost. **Please indicate this upon submission of the final version of your article.**
- Supply captions in a separate Word file.
- Submit figures and diagrams in their original format and not as a Word file. Diagrams, figures and tables submitted in the original format have to be at least 300 DPI (dots per inch) and a minimum format of 10 x 15 cm. TIF, EPS and JPG files are the most suitable formats.
- Tables can be submitted in Word, but only if they can be edited in Word. If they can't, the tables have to be submitted in the original format as well. Create tables by using tabs (as little as possible), and not by using spaces.

References
References, including bibliographical citations, should be placed:
- Within the body of the text or in the notes;
- In the list of Works Cited/Bibliography at the end of your article.

For references, the journal uses the **Author-date references** following the Chicago Manual of Style. A quick guide to the main citation forms and a Q&A can be found on the CMS website:

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.htm

Complete references should be added as a list of cited sources. A list of citations/bibliography should be included to allow cross-referencing by CrossRef.

Punctuation
- Use tabs for new paragraphs, not spaces. Use blank lines only when absolutely necessary.
- Replace double spaces with single spaces.
- A single space (not two spaces) should follow full-stops at the end of sentences; a single space should also follow commas, colons, and other punctuation marks.
- Do not use a space to separate each initial of an author or editor's surname (e.g. B.C. Cummings, not B. C. Cummings).
- A comma should appear before the final 'and'/'or' in a list of three or more items (e.g. truth, grace,

and beauty).

- Use single quotation marks; only use double quotation marks within single quotation marks (e.g. 'This is the "best" way.'). Be sure to translate quotation marks from different systems or languages (e.g. « … » or „…").
- Place ellipses within square brackets when they indicate that text has been omitted from a quotation (e.g. […]). If the beginning of the sentence has been omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason for doing so. Place ellipses in the body of the text between spaces.
- Larger sections of quoted text should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side. No quotation marks are needed.
- AUP copy editors normally use the Merriam-Webster dictionary (available for free online) for guidance on hyphenation, particularly at the ends of lines.

Italics

- Italicize single words or short phrases in a foreign language; direct quotations or more substantial quotations should be in Roman type.
- In the case of foreign words, an English translation may immediately follow in Roman type, surrounded by single quotation marks and in parentheses (e.g. 'the distinction between *exhortatio* ('exhortation') and *praedicatio* ('preaching') became very important in thirteenth-century discussions about lay preaching').
- The use of bold type is discouraged, unless there is a very clear reason for using bold and it is used sparingly.

Numbers

- Only numbers under twenty should be written out as words (so, nineteen but 345). You may depart fromthis rule when numerals or numbers form the main part of the text.
- There should be no comma in numbers up to 9999; 10,000 and higher include a comma for every three digits (e.g. 1,330,865).
- Use Arabic for percentages and spell out 'per cent' (e.g. 50 per cent). You may depart from this rule when percentages form the main part of the text (50% – without a space).
- Use the date form 23 April 1999 with no internal punctuation, unless the day of the week is used: Friday, 8 February 1890.
- When referring to lifespans, repeat the century: 1244-1289 and not 1244-89.

Abbreviations

- Only use abbreviations when strictly necessary.
- Use full-stops/periods after Mr., Dr., ad., vols., eds.; and with e.g., i.e., vol., fol., no., ed., vol., pp., trans., and so on.
- Abbreviations without any full-stops should be in small caps (e.g. US, UNESCO).
- Avoid starting sentences and footnotes with abbreviations: For example, not e.g.

Capitalization
- The following should be capitalized: places, persons, days, and months; nationalities and nouns deriving from people or languages (e.g. Latinate, the Lombards); historical periods (e.g. the Middle Ages, the Reformation); nouns and adjectives of movements derived from personal nouns (e.g. Christian, Platonism; but note biblical, not Biblical; satanic, not Satanic); unique events and periods (e.g. the Last Judgement, the Peasants' Revolt).
- Capitalize references to particular parts of a book (e.g. Chapter 1; Appendix 2; Part ii, Figure 8).
- Official titles should be capitalized where the reference is to a specific person (e.g. The Archbishop of Canterbury, Bishop Wilberforce; and subsequently the Archbishop, the Bishop). Titles should not be capitalized where the reference is general (e.g. The King was having trouble with the bishops).
- Seasons of the year are not capitalized (e.g. in spring 1349); nor are points of the compass (north of England, northern England), except when they indicate an official name or specific concept (South America, the Western world).

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AFTER ACCEPTANCE

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Publication

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