

# ***LANGUAGE, MIND, CULTURE, AND SOCIETY (LaMiCuS)*** **STYLESHEET**

## **1. General points**

Your manuscript will be converted by the editors. Please help us by following our style guidelines.

### **Submission of the manuscript**

- Save the article both in the Word 2007 format (.docx) and in the Portable Document Format (.pdf).
- In the upper left-hand corner of the first page provide your full name and academic affiliation(s).
- Under the name and affiliation(s) provide full title of your paper, typed in roman (Times New Roman 16 pts.) and centered.
- For the main body of the text and the reference list, use Times New Roman 12 pts., spaced 1.5 lines, left aligned; do not split words at the end of the line. For long quotations and footnotes, use Times New Roman 10 pts., spaced 1.5 lines.
- Use the standard A4 page, and set the margins as 2.54 cm (1 inch).
- Please be sure to adhere to the required article length: 36,000–48,000 characters (including spaces), which — given the information above — amounts to ca. 6,000–8,000 words or 15–20 pages.
- Check to ensure that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively without any gaps.

### **Special attention**

- Submissions to *Language, Mind, Culture, and Society* may be written in English or Polish.
- Submissions written in English should be in either British or American English consistently throughout.
- If you are not a native speaker of English and your text is written in this language, please have your contribution carefully checked by a native speaker before you submit your article. If you are a native speaker of English having a peer read your paper may also be useful.
- If you are not a native speaker of Polish and your text is written in this language, please have your text checked by a native speaker before you submit your article. If you are a native speaker of Polish having a peer read your paper may also be useful.
- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa.
- Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.
- Articles should include an abstract of no more than 250 words. – Please provide 3–5 key words.

## **2. Headings**

All headings, except the title of the paper (see above), begin flush left and should follow the following numbering system:

- 1. First-level heading (13 pts.)
- 1.1. Second-level heading (12 pts.)
- 1.1.1. *Third-level heading* (12 pts.)
- Run-on text. (12 pts.)

- Capitalize only the first letter of the first word and of proper nouns and adjectives:  
e.g., —The capitalization of titles in English (not —The Capitalization of Titles in English).

### 3. Quotations

- Short quotations (fewer than 60 words) should run in the text and be enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block, left-indented by 1.25 cm (or 0.5 inch), and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- All quotations in languages other than English should be followed by a translation in square brackets.
- Always give the page number(s) for quotations.

### 4. Citations

Brief citations are used within the text as follows:

One author: (Bouissac 1985: 75)

Two authors: (Smith & Jones 1995: 99)

Three authors: (Cameron, McAlinden & O'Leary 1988: 24)

Four or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry.

Several works by one author: (Bouissac 1987a, 1987b, 1994)

Works by different authors: (Bouissac 1985; Deakin 1993)

Reprints: (Dickens 1987 /1854/: 73)

Translations: (Balthasar 1997 [1963]: 15)

Page number ranges: (Hockett 1964: 140–145); please do not drop digits.

- You may omit page numbers only if you refer to a publication as a whole: —Bouissac (1985) discusses . . .;
- The date is always given in parentheses: —Bloomfield (1933: 123–125) introduced the term . . .; —In his (1922) article Sapir argues that . . .;
- Use the ampersand (&) to conjoin co-authors' names in the running text. —Smith & Jones (1995: 27) introduced the term . . .;
- Give page numbers in full: do not use —f., —ff.;
- Always give the full author-date citation: do not use —op. cit., —loc. cit., or —ibid.;
- When citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: Smith (2004a, 2004b, 2004c); – When citing edited works, do not include the abbreviation —ed. or —eds. in the citation.
- If you use an edition of a text other than its first edition, provide the date of the first edition in slash brackets, following the date of the edition you use, e.g. —According to

Thure von Uexküll (1987 /1981/), ...]. If you use a translation of a text, provide the date of its original language publication in square brackets, following the publication date of the translation, e.g. —According to Hans Urs von Balthasar (1997 [1963]), ...]. This style of documenting reprints and translations should also be followed while preparing the reference list (See examples listed in sample references at the end of this stylesheet.).

## 5. Cross-references

- References to section/subsection numbers within the article should include the capitalized word —Section followed by the section number (omitting the final full stop): e.g., —see Section 4.2];
- References to tables or figures within the article should include the capitalized word —Table or —Figure followed by a number: e.g., —cf. Table 3];
- Do not cite page numbers within your own article.

## 6. Typeface, emphasis, and punctuation

*Italics* should be used for:

- Words, phrases, and sentences treated as linguistic examples
- Foreign-language expressions
- Titles of books, published documents, newspapers, and journals
- Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman
- Emphasizing a word or phrase in a quotation indicating [emphasis mine]

**Bold** may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text). Please keep the use of italics and boldface type to an absolute minimum.

Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’.
- Double quotation marks should be used in all other cases, i.e. direct quotations in running text. Please always use rounded quotation marks (— . . .) not "straight" ones.

Dashes:

- Spaced EM-dashes are used as parenthetical dashes (—text — text]). Please do not use double hyphens. Unspaced EN-dashes should be used between inclusive numbers, e.g., 153–159, 1975–1979. Please use EN-dashes (not bullets) for any unnumbered lists.

Spacing: Type one space (not two) after periods, commas, and colons.

## 8. Tables, figures, and illustrations

- Information presented together in rows and columns should be labeled as —Tables.] —
- Graphs, line drawings, photographs and the like should be labeled as —Figures.] —
- Graphs, line drawings, etc., should be placed in text. Additionally, please submit a separate file containing their editable versions.

- The volume will be published in black and white. All graphics or photos should thus be submitted in black and white.
- Tables and figures should be numbered consecutively throughout the text.
- Table captions should appear directly above the table; figure captions should appear directly below the figure.

## 9. Footnotes

- Use footnotes numbered consecutively throughout the text.
- Footnote numbers in the running text should be Arabic numbers set superscript and should directly follow punctuation marks (where applicable), with no blank space: e.g., text text text.<sup>7</sup>

## 10. References

- All works cited in the running text must be listed in the reference section.
- The reference section must include only those works that were cited in the text.
- Whenever possible, give the full first names of authors and editors.
- Initials require periods and must be spaced, e.g., Ronald W. Langacker, R. M. W. Dixon.
- Entries must show the full title and subtitle of each work.
- Page numbers of articles in journals or edited works should be inclusive.
- Reference entries for multiple works by the same author/editor or group of authors/editors must be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- Both the place of publication and the name of the publisher must be provided.
- Titles in languages other than English must be translated into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the original title.
- Do not drop digits in inclusive page numbers.
- Use —et al. in in-text reference entries; all author/editor names should be given in reference list entries.
- For Internet sources, use only those that feature full bibliographical information: Author's full name, title of publication, reference to the book or periodical in which the publication originally appeared, together with inclusive page numbers. Additionally provide the URL address of the publication (e.g. <http://www.example.com/>) and the date of entry (ED).

## Sample reference list

### References

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