Guidelines for preparing first draft of paper

(1) Full length of paper: 12,500 words (however, exception can be made for valid reasons)

(2) Font size: Times New Roman 12 pt

(3) Single-line spacing

(4) Margins: please use the default in your word processing software; we will reset your paper according to publisher's instructions.

(5) Diacritics: Please use Unicode fonts only for diacritics! No other fonts can be accepted.

(6) Devanagari: Please use Unicode fonts to write in Hindi. No other fonts can be accepted.

(7) Abstract: Each article should start off with an abstract. The abstract should be accurate. Ensure that the abstract objectively reflects the purpose and content of your paper. Report rather than evaluate.

(8) Underlining, CAPITAL LETTERS or **bold letters** should not be used for emphasis. However, *italics* can be used sparingly for emphasis or to draw attention to a particular fact.

(9) Your paper should follow American English spelling consistently throughout; if you are not a native speaker of English it is advisable to have your text checked by a QUALIFIED native speaker before submission.

(10) Quotations

- Short quotations (fewer than 60 words) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.

- Longer quotations should appear as a separate block; in small print: 10 pt Times New Roman single-spaced.

- All quotations in Hindi should be followed by the translation in English in square brackets.

- Omissions are indicated by ellipsis points without brackets.

(11) Citations

Full bibliographical details are given in the References section at the end of the paper.

Brief citations are used within the text as explained through the following fictitious examples:

One author:	(Hook 1985)
Two authors:	(Hook and Hake 1995)
Three authors:	(Hook, Hake & Hakim 1993)
Four or more authors:	(Hook et al. 1990: 38)
	(but list all authors in the References entry)

Works by one author:	(Hook 1987a, 1987b, 1994)
Works by different authors:	(Hook 1985; Hakim 1965)
No dropped digits in inclusive page numbers:	(Hook 1987: 140–145)
Reprints:	(Hake [1854] 1987: 73)

Avoid referring to a whole book: give exact page numbers whenever possible.

Always give the page numbers for quotations.

Always give the full author-date citation: do not use "op. cit.", "loc. cit.", or "ibid.".

(12) Abbreviations:

Use only the most common abbreviations.

Periods should be used after abbreviations, but not in acronyms.

Common abbreviations: cf., ed., eds., e.g., et al., etc., i.e., trans., vol., vols.

(13) Examples (**this concerns papers on Hindi linguistics only**)

• References to examples in the text should take the form "see (1a) and (1b)" with both number and letter in brackets.

• Hindi examples should be presented as follows:

फ़्रांस का		राजा	इनाल्को में	हिन्दी	पढ़ता	है।
frāns=kā		rājā	inālko=mẽ	hindī	paṛhtā	hai
France=GEN.M.SG		king.M	inalco=in	Hindi.F	study.IPFV.M.SG	AUX.PRES.SG

'The King of France studies Hindi at inalco.'

• Use tabs (**not the space bar**) to align examples and glosses. Please set your tab at 0,3cm.

• In our earlier mail we requested authors to use IPA. Following Alice Davison and Peter Hook's advice, it has been decided to use the standard Sanskrit diacritic system instead. Sorry for this afterthought! However, if you have used IPA and your paper is at advanced stage, please keep your IPA. We will transform your IPA into the standard Sanskrit diacritic system. You can find further information related to the Sanskrit diacritic system at:

https://en.wiktionary.org/wiki/Wiktionary:Hindi_transliteration

• For abbreviations of grammatical terms, please follow the Leipzig Glossing Rules which can be found at:
https://www.eva.mpg.de/lingua/resources/glossing-rules.php

(14) Notes:

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks. You can create your notes either as foot notes or end notes. We will typeset them according to publisher's instructions.

(15) References section:

References should be listed first alphabetically and then chronologically. The section should include all (and only!) references that are actually mentioned in the text.

Some examples:

Chomsky, Noam. 1965. *Aspects of the Theory of Syntax*. Cambridge: The MIT Press.

Haspelmath, Martin, Dryer, Matthew, Gil, David, and Comrie, Bernard (eds). 2005. *The World Atlas of Language Structures*. Oxford: Oxford University Press.